

# SCHOOL DISTRICT OF HAMILTON COUNTY

## JOB DESCRIPTIONS AND PERFORMANCE APPRAISAL FORMS

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## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### ADMINISTRATIVE ASSISTANT TO PERSONNEL

#### QUALIFICATIONS:

- (1) Two-year Degree from an accredited educational institution; experience may be used in lieu of degree at the discretion of the Superintendent.
- (2) Minimum typing speed of forty-five (45) words per minute with high degree of accuracy.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and administrative duties necessary to support human resource services of the District. Knowledge of school law, State Board of Education rules and School Board policies related to personnel procedures. Knowledge of accounting and ability to work with figures. Ability to exercise independent judgment in assigned duties. Ability to interact effectively with educators and the public. Ability to handle difficult or sensitive issues appropriately and confidentiality. Ability to use a computer. Ability to organize and prioritize.

#### REPORTS TO:

Assistant Superintendent for Administration

#### JOB GOAL

To provide highly responsible secretarial and supervisory support for accomplishing the personnel functions of the District in an accurate, timely and confidential manner.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Maintain and keep up-to-date all personnel files.
- \* (2) Implement the personnel management system, including appointment / reappointment, infield and out-of-field verification, assignment / reassignment, performance appraisal, employee contracts, creditable experience verification, advance coursework and degree verification, vacancy and extra compensation position postings, certification, retirement, and verification of employment.
- \* (3) Compile and key staff data for transmittal to Department of Education.
- \* (4) Provide clearance for instructional personnel concerning certification.
- \* (5) Analyze, interpret, and evaluate transcripts, occupational experience, documentation, and inservice records.
- \* (6) Maintain a current listing of substitutes.
- \* (7) Coordinate the tuberculin skin testing for all employees.
- \* (8) Assist in the preparation of collective bargaining materials for the District's contract negotiator.



**ADMINISTRATIVE ASSISTANT TO PERSONNEL (Continued)**

- \* (9) Interface with other functions which are related, including the HRMD program and Staff Development.

**Inter / Intra-agency Communication and Delivery**

- \* (10) Serve as employee liaison with divisions in the Department of Education.
- \* (11) Communicate effectively with Florida Department of Education, other school districts, principals and teachers.
- \* (12) Research and answer inquiries concerning certification, inservice education, retirement and other matters related to personnel.
- \* (13) Assemble information and prepare materials for projects and programs related to personnel.
- \* (14) Advise and inform employees regarding selection of acceptable college courses and inservice education.
- \* (15) Provide presentations related to certification and personnel procedures.
- \* (16) Compose letters and answer correspondence for the personnel department.
- \* (17) Assist persons in obtaining desired information, such as salary and employment information as permitted by Board policy, grade reports, birth verification and old school records.
- \* (18) Keep employees informed of changes in personnel requirements.
- \* (19) Disseminate information for tests and tuition reimbursement grants
- \* (20) Keep the assistant Superintendent informed about potential problems or unusual events.

**Employee Qualities / Responsibilities**

- \* (21) Keep abreast of current guidelines for certification.
- \* (22) Maintain confidentiality about personnel and other work related matters.
- \* (23) Exercise diplomacy and tact in difficult situations.
- \* (24) Maintain professional demeanor consistently.
- \* (25) Assist others in understanding and following processes, procedures, and requirements.
- \* (26) Keep informed about current laws, rules, and policies related to personnel matters.

**System Support**

- \* (27) Assist with the implementation of the recruitment program as outlined in the District Equity Plan.
- \* (28) Assist the Superintendent in the absence of his / her secretary.
- \* (29) Assist with the preparation of Banquet for Employee and Teacher of the Year.
- \* (30) Prepare or assist in the preparation of reports accurately, thoroughly, and in a timely manner.
- \* (31) Demonstrate support for the District goals and priorities.
- \* (32) Facilitate problem-solving related to personnel and certification issues.
- (33) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

**ADMINISTRATIVE ASSISTANT TO PERSONNEL (Continued)**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

#### QUALIFICATIONS:

- (1) Two-year Degree, or responsible experience in complex secretarial work or a combination of training and experience.
- (2) Minimum of three (3) years experience at the District level preferred.
- (3) Type, and take and transcribe dictation accurately at a prescribed rate of speed.
- (4) Computer and word processing skills.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and administrative duties necessary to support the Superintendent. Extensive knowledge of the organization, operation, program and goals of the District. Knowledge of federal, state and District rules, regulations and policies. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel and the general public. Ability to type accurately at a prescribed rate of speed, take and transcribe dictation and utilize the computer for word processing and other functions. Ability to schedule time and to handle multiple tasks in stressful situations. Ability to answer telephone calls in a courteous and professional manner.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To perform the secretarial and administrative duties and responsibilities in the position of secretary to ensure the smooth and efficient operation of the Superintendent's office.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Serve as secretarial assistant to the Superintendent by planning, initiating and carrying to completion clerical, secretarial and administrative activities.
- \* (2) Maintain Superintendent's calendar including appointments, travel, deadlines and commitments.
- \* (3) Prepare and disseminate agendas for School Board meetings.
- \* (4) Attend all School Board meetings and assist the Superintendent as secretary to the Board in maintaining minutes and other records.
- \* (5) Develop materials for Superintendent's use for presentations, conferences and workshops.

**ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT (Continued)**

- \* (6) Compile background data and information on issues and/or topics as requested by the Superintendent.
- \* (7) Prepare, advertise, disseminate and keep accurate records of approved Board policies.
- \* (8) Initiate, prepare, and maintain all bonds for Superintendent and Board members.
- \* (9) Receipt, transfer and record all funds received through the Superintendent's office and prepare accurate records for audit.
- \* (10) Assist with bid openings and maintain bid and project files.
- \* (11) Perform bookkeeping tasks as needed.

**Inter / Intra-agency Communication and Delivery**

- \* (12) Communicate with Board members and District and school administrators concerning Board meetings, official functions, meetings and any other pertinent information.
- \* (13) Assist Board members as directed by the Superintendent.
- \* (14) Interface with others concerning items that are needed after Board approval and make required copies of agenda attachments.
- \* (15) Attend and take minutes of staff meetings and other meetings in order to maintain a proper record for communication, documentation and audit purposes.
- \* (16) Receive and route telephone calls, answer questions which may involve interpretation of policies and procedures and operation of the District.
- \* (17) Receive, log and route all mail received by the Superintendent's office in addition to reviewing and answering correspondence as directed by the Superintendent.
- \* (18) Keep the Superintendent informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

- \* (19) Maintain effective working relationships with Board members, District and school personnel, parents, media representatives and the general public.
- \* (20) Assist in training and supervising any District clerical personnel assigned to the Superintendent's office.
- \* (21) Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
- \* (22) Respond to requests from the staff or public as directed by the Superintendent.
- \* (23) Maintain confidentiality.

**System Support**

- \* (24) Develop an extensive knowledge of the organization and programs under the Superintendent's jurisdiction.
- \* (25) Prepare and submit required payroll.
- \* (26) Prepare required reports and maintain all appropriate records.
- \* (27) Follow all School Board policies and procedures.
- \* (28) Demonstrate support for the School District and its goals and priorities.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

**ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT (Continued)**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### ADMINISTRATIVE SECRETARY, DISTRICT

#### QUALIFICATIONS:

- (1) High school Diploma or equivalent.
- (2) Minimum of five (5) years related progressively responsible experience.
- (3) Must be able to type at least forty-five (45) correct words per minute.
- (4) Computer proficiency.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Skills in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Knowledge of the operation and programs of the school system. Considerable knowledge of office practices, grammar, spelling, business correspondence and accounting. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, parents, school personnel and the public. Ability to perform required bookkeeping tasks. Ability to efficiently and effectively manage multiple tasks in stressful situations.

#### REPORTS TO:

Administrators as assigned

#### JOB GOAL

To provide a variety of clerical / secretarial support services for the assigned departments.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Prepare and type a variety of correspondence, forms, documents, records, reports, newsletters, bulletins and programs.
- \* (2) Perform office routines and practices associated with a busy, productive and smoothly-run office.
- \* (3) Keep records of important meetings, dates and appointments.
- \* (4) Schedule travel and hotel reservations.
- \* (5) Maintain the sick / vacation leave records.
- \* (6) Prepare departmental payroll reports for submission to the District office.
- \* (7) Type purchase orders and process for payment.
- \* (8) Type and submit forms to District for approval.
- \* (9) Assist in the accounting of property and maintenance of property records.
- \* (10) Keep accurate records on department budget.
- \* (11) Assist in the preparation of materials and reports.

**ADMINISTRATIVE SECRETARY, DISTRICT (Continued)****Inter / Intra-agency Communication and Delivery**

- \*(12) Answer the telephone and greet visitors in a courteous and professional manner.
- \*(13) Receive and distribute all incoming and outgoing mail.
- \*(14) Receive and route incoming calls.
- \*(15) Communicate effectively with co-workers, administration, school personnel and the public.
- \*(16) Respond to inquiries and concerns in a timely manner.
- \*(17) Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

- \*(18) Maintain a courteous and professional manner.
- \*(19) Maintain confidentiality.
- \*(20) Use positive, effective interpersonal communication skills.
- \*(21) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- \*(22) Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.

**System Support**

- \*(23) Coordinate the clerical work of the department as directed by Supervisor.
- \*(24) Prepare all required reports and maintain all appropriate records.
- \*(25) Follow all School Board policies and procedures.
- \*(26) Exhibit the interpersonal skills necessary as an effective team member.
- \*(27) Demonstrate support for the School District and its goals and priorities.
- \*(28) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### ADMINISTRATIVE SECRETARY, SCHOOL

**QUALIFICATIONS:**

- (1) High school Diploma or equivalent.
- (2) Minimum of five (5) years related progressively responsible experience.
- (3) Must be able to type at least forty-five (45) correct words per minute.
- (4) Computer proficiency.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Skills in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Knowledge of the operation and programs of the school system. Considerable knowledge of office practices, grammar, spelling, business correspondence and accounting. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, parents, school personnel and the public. Ability to perform required bookkeeping tasks. Ability to efficiently and effectively manage multiple tasks in stressful situations.

**REPORTS TO:**

Principal

#### JOB GOAL

To assure the smooth and efficient operation of the school office so there will be a maximum positive impact on the students.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Prepare and type a variety of correspondence, records, reports, newsletters, bulletins and programs.
- \* (2) Input free and reduced lunch information and process the information as required.
- \* (3) Perform office routines and practices associated with a busy, productive and smoothly-run office.
- \* (4) Maintain the sick / vacation leave records.
- \* (5) Prepare school / departmental payroll reports for submission to the District office.
- \* (6) Obtain substitute teachers.
- \* (7) Provide all bookkeeping services for the internal accounts of the school.
- \* (8) Maintain school records and files as required.
- \* (9) Provide bookkeeping services for the school budget as required.



**ADMINISTRATIVE SECRETARY, SCHOOL (Continued)****Inter / Intra-agency Communication and Delivery**

- \*(10) Answer the telephone and in a courteous and professional manner.
- \*(11) Distribute all incoming and outgoing mail.
- \*(12) Receive and route incoming calls.
- \*(13) Communicate effectively with students, staff and administration.
- \*(14) Respond to inquiries and concerns in a timely manner.
- \*(15) Provide copying service for the staff as directed by the Principal.
- \*(16) Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

- \*(17) Maintain a courteous and professional manner.
- \*(18) Maintain confidentiality.
- \*(19) Use positive, effective interpersonal communication skills.
- \*(20) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- \*(21) Participate in workshops and training to update skills.

**System Support**

- \*(23) Coordinate the clerical work of the administrative office of the school as directed by the Principal.
- \*(24) Prepare all required reports and maintain all appropriate records.
- \*(25) Follow all School Board policies and school policies and procedures.
- \*(26) Exhibit the interpersonal skills necessary as an effective team member.
- \*(27) Demonstrate support for the School District and its goals and priorities.
- \*(28) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### BOOKKEEPER

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years experience as a bookkeeper or accounting clerk.
- (3) Type at a prescribed rate of speed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of bookkeeping principles and methods and their application to work situations. Working knowledge of personal computers. Skill in the use of a typewriter, copy machines and other standard office equipment. Knowledge of rules and regulations controlling budgetary, internal record keeping activities and contract procedures. Ability to work independently and carry out assignments to completion. Ability to organize and prioritize. Ability to communicate effectively both orally and in writing. Ability to maintain effective working relationships with other employees.

**REPORTS TO:**

Principal

#### JOB GOAL

To provide responsible, independent bookkeeping procedures in maintaining all accounting records of the assigned school.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Perform bookkeeping functions of internal accounts, school budget, accounts payable and petty cash.
- \* (2) Prepare, process and follow up on all purchase orders as authorized.
- \* (3) Receive and distribute merchandise resulting from purchase orders.
- \* (4) Receive and disburse monies from various accounts within the school's internal accounts and maintain appropriate documentation.
- \* (5) Prepare, process and record all bank deposits and withdrawals.
- \* (6) Prepare school payroll as required.
- \* (7) Prepare appropriate materials and items for athletic events and/or other school activities as required.
- \* (8) Prepare and submit budget adjustments and amendments as needed.
- \* (9) Complete other office duties as assigned.
- \* (10) Assist other office personnel with tasks as needed.

**Inter / Intra-agency Communication and Delivery**

**BOOKKEEPER (Continued)**

- \*(11) Communicate effectively with students, staff and vendors.
- \*(12) Keep supervisor informed of potential problems or unusual events.
- \*(13) Respond to inquiries and concerns in a timely manner.
- \*(14) Work closely with staff to ensure accurate and timely handling of District and internal accounts.

**Employee Qualities / Responsibilities**

- \*(15) Demonstrate initiative in the performance of assigned responsibilities.
- \*(16) Provide for a safe and secure workplace.
- \*(17) Model and maintain high ethical standards.
- \*(18) Follow attendance, punctuality and proper dress rules.
- \*(19) Maintain confidentiality regarding school matters.
- \*(20) Maintain positive relationships with students, parents, staff and vendors.
- \*(21) Participate in workshops and training sessions as required.

**System Support**

- \*(22) Compile data and prepare reports as necessary throughout the fiscal year.
- \*(23) Maintain all appropriate records needed for auditing purposes and provide assistance to auditors as needed.
- \*(24) Follow all School Board policies and school policies and procedures.
- \*(25) Exhibit interpersonal skills to work as an effective team member.
- \*(26) Demonstrate support for the School District and its goals and objectives.
- \*(27) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### BUS AIDE

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Must be able to communicate with children.
- (3) CPR training preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and understanding of children especially exceptional education students. Knowledge of and ability to use crisis intervention techniques. Ability to follow directions and work as a team. Knowledge of CPR and basic First Aid.

**REPORTS TO:**

Coordinator of General Services

#### JOB GOAL

To assist the bus driver in providing for the care and safety of students while being transported to and from school.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Assist with safe loading and unloading of students.
- \* (2) Enforce safety rules for students.
- \* (3) Monitor student behavior.
- \* (4) Administer to the individual needs of the students as required.
- \* (5) Escort students to class or office if needed.
- \* (6) Assist driver with keeping bus clean and with keeping needed supplies on the bus.
- \* (7) Be familiar, if assigned to exceptional education students, with each student's exceptionality.
- \* (8) Be aware, if assigned to exceptional education students, of each student's physical needs.
- \* (9) Assist, if assigned to exceptional education students, with door-to-door loading and unloading, if needed.
- \*(10) Ensure that students are secured (seatbelts, special seats, wheelchairs, and others), and monitor structures and/or equipment to assure safety.
- \*(11) Learn evacuation procedures and assist students and driver as necessary.

**Inter / Intra-agency Communication and Delivery**

- \*(12) Interact appropriately with students.
- \*(13) Communicate well with bus drivers and supervisor.
- \*(14) Keep supervisor informed of potential problems or unusual events.

**BUS AIDE (Continued)****Employee Qualities / Responsibilities**

- \*(15) Follow all policies and laws governing transportation.
- \*(16) Attend assigned inservice meetings.
- \*(17) Become familiar with location and operation of emergency equipment.
- \*(18) Follow all transportation policies and procedures.
- \*(19) Maintain familiarity with bus route to which assigned.
- \*(20) Work independently or as a team member.
- \*(21) Maintain a good relationship with bus driver, students, parents and school personnel.
- \*(22) Report to work punctually and regularly.
- \*(23) Display an appropriate work ethic.

**System Support**

- \*(24) Represent the School Board in a positive manner.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**For Bus Aides assigned to students with physical impairments.**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 08 – Medium****Job Description Supplement No. 06 - Heavy**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### BUS DRIVER

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Must be able to communicate with children.
- (3) Commercial Driver's License (CDL) with passenger endorsement and verification of an acceptable driving record through Department of Motor Vehicles (DMV).
- (4) Successful completion of driver's training course as specified by state and federal standards.
- (5) Must be trained in CPR and First Aid.
- (6) Certified physically capable by a physical examination as prescribed by state and federal standards and reflex test administered by the District.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of highway and traffic safety. Ability to operate light and/or heavy-duty buses in a safe and economical way. Ability to understand and carry out both written and oral directions. Ability to exercise appropriate disciplinary techniques. Ability to follow a daily routing schedule.

**REPORTS TO:**

Coordinator of General Services

#### JOB GOAL

To transport students, safely and efficiently, to and from their school sites and/or special events.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Transport students to and from school and on assigned trips safely and efficiently.
- \* (2) Comply with all state and local laws relative to bus transportation.
- \* (3) Observe all safety regulations for school buses.
- \* (4) Maintain discipline of students and report discipline problems to school administrators.
- \* (5) Fuel bus according to District transportation guidelines / policies.
- \* (6) Keep assigned bus clean according to District / transportation policies.
- \* (7) Follow assigned route and schedule.
- \* (8) Recommend to Supervisor changes in bus routes or bus loads.
- \* (9) Complete pre- and post-trip safety inspections and notify proper authority of mechanical defects and lateness.
- \* (10) Discharge students only at authorized stops.
- \* (11) Transport only authorized students.

**BUS DRIVER (Continued)**

- \*(12) Ensure no smoking, drinking or eating on bus.
- \*(13) Instruct students in safety precautions and practices.
- \*(14) Conduct bus evacuations as required.
- \*(15) Be aware of additional duties related to transportation of exceptional education students, such as door-to-door loading and unloading, assisting with wheelchairs, understanding each student's exceptionality and the development of special loading / unloading procedures.

**Inter / Intra-agency Communication and Delivery**

- \*(16) Interact appropriately with children, bus attendants, if applicable, transportation and school personnel.
- \*(17) Report all accidents involving a school bus.
- \*(18) Communicate well with supervisor, bus attendants if applicable, and schools.

**Employee Qualities / Responsibilities**

- \*(19) Attend inservice training and meetings as required.
- \*(20) Continue to work to improve knowledge and competence in relationship to position.
- \*(21) Establish rapport with students.
- \*(22) Display appropriate work ethic.
- \*(23) Report to work punctually and regularly.

**System Support**

- \*(24) Exercise responsible leadership when on District school trips.
- \*(25) Maintain complete and accurate records as required by law, District policy and administrative regulations.
- \*(26) Complete and submit all required reports.
- \*(27) Assist in upholding and enforcing school rules, District policy and administrative regulations.
- \*(28) Follow all transportation policies and procedures.
- \*(29) Represent the School Board in a positive manner.
- (30) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 08**

\*Essential Performance Responsibilities

**SCHOOL DISTRICT OF HAMILTON COUNTY****BUS DRIVER TRAINER****JOB DESCRIPTION****QUALIFICATIONS:**

- (1) Must have good interpersonal communication skills.
- (2) Commercial Driver's License (CDL) with (P) and (S) Endorsement with passenger endorsement and verification of an acceptable driving record through Department of Motor Vehicles (DMV).
- (3) Must be trained in CPR and First Aid.
- (4) Certified physically capable by a physical examination as prescribed by state and federal standards and reflex test administered by the District.
- (5) Must have completed the Bus Drivers Training Course as prescribed by the Florida Department of Motor Vehicles and the Florida Department of Education.
- (6) Must have Level 2 Clearance (Background Screening)
- (7) At least 5 years of successful bus driving experience preferred.
- (8) Preference will be given to District Employees.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of highway and traffic safety. Ability to operate light and/or heavy-duty buses in a safe and economical way. Ability to understand and carry out both written and oral directions. Ability to communicate instructional content in a clear and understandable manner. A willingness to provide instruction at flexible times as prescribed by Supervisor.

**REPORTS TO:**

Coordinator of General Services

**JOB GOAL**

To provide clear, understandable instruction to district bus driver trainees and applicants. Responsible for the design, execution, and assessment of Bus Driver Training.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Comply with all state and local laws relative to bus transportation.
- \* (2) Observe all safety regulations for school buses.
- \* (3) Administer assessments and quizzes for Bus Drivers if necessary.
- \* (4) Maintain records of those who have completed bus driver training.
- \* (5) Provide detailed documentation of successful completion of bus driver training to supervisor.
- \* (6) Maintain sign in sheet and staff development records for Bus Driver Training.
- \* (7) Provide documented certification for those eligible to become Bus Drivers.



## BUS DRIVER (Continued)

- \* (8) Complete pre- and post-trip safety inspections and notify proper authority of mechanical defects and lateness.
- \* (9) Instruct students in safety precautions and practices.
- \* (10) Be aware of additional duties related to transportation of exceptional education students, such as door-to-door loading and unloading, assisting with wheelchairs, understanding each student's exceptionality and the development of special loading/unloading procedures.

Inter/Intra-agency Communication and Delivery

- \* (11) Interact appropriately with children, bus attendants, if applicable, transportation and school personnel.
- \* (12) Adaptability and Flexibility to other duties as assigned by Supervisor.
- \* (13) Communicate well with supervisor, bus attendants if applicable, and schools.

Employee Qualities/Responsibilities

- \* (14) Attend in-service training and meetings as required.
- \* (15) Continue to work to improve knowledge and competence in relationship to position.
- \* (16) Establish rapport with students.
- \* (17) Display appropriate work ethic.
- \* (18) Report to work punctually and regularly.

System Support

- \* (19) Exercise responsible leadership as an instructor.
- \* (20) Maintain complete and accurate records as required by law, District policy and administrative regulations.
- \* (21) Complete and submit all required reports.
- \* (22) Assist in upholding and enforcing school rules, District policy and administrative regulations. Follow all transportation policies and procedures.
- \* (23) Represent the School Board in a positive manner.
- \* (24) Perform other incidental tasks consistent with the goals and objectives of this position.

## PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

## EVALUATION:

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

## Job Description Supplement No. 08-A.

## \*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### CAREER PATHWAYS COACH

**QUALIFICATIONS:**

- (1) High School Diploma/GED Required/Associate Preferred
- (2) Knowledge of Microsoft Word, Excel and Access
- (3) Perform Basic Computer Functions
- (4) Success in working with the community and projects.
- (5) Evidence of prior experience in office work

**KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of basic office procedures and the operation of office machines and equipment. Ability to utilize computer for word processing and other specific programs. Ability to keep records and to assemble and organize data and to prepare composite reports from such data. Ability to promote a harmonious atmosphere and smooth flow of business. Ability to maintain confidentiality. Ability to establish and maintain positive working relationships with others.

**REPORTS TO:**

Adult Education Coordinator

#### JOB GOAL

To provide coordination for the Transitioning Adults to Postsecondary (TAP) program.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Provide coordination for the TAP Project
- \* (2) Track students in all TAP Projects
- \* (3) Provide personal career guidance
- \* (4) Assist students in filling out applications for admissions and registrations
- \* (5) Discuss TAP goals with students
- \* (6) Enroll every student who wishes to participate into Orientation (Awareness Career Options)
- \* (7) Schedule all speakers and presenters in regards to TAP
- \* (8) Offer support services (such as child care and transportation) to students
- \* (9) Follow-up on students' successes
- \* (10) Assist students in scheduling the Tutoring of those who have TABE scores at 7-12<sup>th</sup> grade
- \* (11) Collaborate with postsecondary institutions to complete Career Pathways and Articulations
- \* (12) Complete all invoicing and reporting requirements of the grant
- \* (13) Assist with data entry of enrollment forms, evaluation information, and attendance
- \* (14) Prepare letters and documents for meetings
- \* (15) Operate a copy machine

**Inter / Intra-agency Communication and Delivery**

- \*(16) Prepare information needed for meetings.
- \*(17) answering the telephone and greeting the public.
- \*(18) Interact positively with multi-districts and/or multi-agencies.
- \*(19) Communicate effectively with the public, co-workers, school personnel and administration.
- \*(20) Respond to inquiries and concerns in a timely manner.
- \*(21) Keep the Coordinator informed of potential problems or unusual events.

#### **Employee Qualities / Responsibilities**

- \*(22) Complete assignments with little or no supervision.
- \*(23) Demonstrate initiative in the performance of assigned responsibilities.
- \*(24) Model and maintain high ethical standards.
- \*(25) Follow attendance, punctuality and proper dress rules.
- \*(26) Maintain confidentiality.
- \*(27) Demonstrate organizational skills by performing many tasks simultaneously.
- \*(28) Maintain positive relationships with co-workers, school personnel, parents and the administration.
- \*(29) Participate in workshops and training sessions as required.

#### **System Support**

- \*(30) Prepare all required reports and maintain all appropriate records.
- \*(31) Follow all School Board policies and school policies and procedures.
- \*(32) Exhibit the interpersonal skills necessary as an effective team member.
- \*(33) Demonstrate support for the School District and its goals and priorities.
- (34) Perform other incidental tasks consistent with the goals and objectives of this position.

#### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

#### **EVALUATION:**

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

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### CHILD FIND ASSISTANT

**QUALIFICATIONS:**

- (1) High School Diploma with an Associate of Arts Degree preferred.
- (2) Work experience related to Pre-Kindergarten programs and agencies that serve the 0 – 5 year old population preferred.
- (3) Computer proficiency.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and understanding of Exceptional Student Programs. Knowledge of Pre-Kindergarten programs and agencies providing services to young children. Good organizational skills. Good oral and written communication. Extreme accuracy. Word processing and overall computer skills. Tolerance for stress. Ability to work well with others. Good judgment. Ability to maintain confidentiality.

**REPORTS TO:**

Coordinator of FDLRS Gateway

#### JOB GOAL

To assist FDLRS Child Find Specialists in locating and identifying exceptional children 0 – 21 with an emphasis on the 0 – 5 age population.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Enter student data into CHRIS tracking.
- \* (2) Assist in planning, coordinating and participating in a variety of screening activities.
- \* (3) Arrange appointments for Child Find specialists.
- \* (4) Conduct selected screening activities and make home visits if appropriate.
- \* (5) Assist in the provision of awareness activities designed to promote referrals to FDLRS Child Find.
- \* (6) Operate office machines.
- \* (7) Type letters, forms and reports.
- \* (8) Maintain files, answer telephones and distribute mail.
- \* (9) Meet the public in a courteous and helpful manner.

**Inter / Intra-agency Communication and Delivery**

- \* (10) Assist in maintaining contact and obtaining information from agencies.
- \* (11) Communicate effectively with students, parents, District and school personnel and the public.
- \* (12) Keep supervisor informed of potential problems or unusual events.
- \* (13) Respond to inquiries and concerns in a timely manner.

**CHILD FIND ASSISTANT (Continued)****Employee Qualities / Responsibilities**

- \*(14) Demonstrate initiative in the performance of assigned responsibilities.
- \*(15) Maintain confidentiality regarding student information.
- \*(16) Maintain positive relationships with students, parents, staff and the public.
- \*(17) Follow attendance, punctuality and appropriate dress rules.
- \*(18) Participate in workshops and training sessions as required.

**System Support**

- \*(19) Prepare all required reports and maintain all appropriate records.
- \*(20) Demonstrate support for FDLRS / Gateway project's goals and objectives.
- \*(21) Remain sensitive to needs of students, parents and staff.
- \*(22) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 04**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### CHILD FIND SPECIALIST

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution, Master's Degree preferred.
- (2) Certification or license in Early Childhood Education, Exceptional Student Education, Social Work or nursing required.
- (3) Minimum of three (3) years teaching experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules and policies governing Exceptional Student Education and students with disabilities. Knowledge of testing and measurement. Knowledge of developmental curriculum, Pre-Kindergarten – Grade 12. Knowledge of current trends and research in exceptional student education, issues related to exceptional education curriculum and instructional techniques. Skills in the interpretation of academic and intellectual examinations. Skills in communicating effectively orally and in writing. Knowledge of and ability to use student database systems. Ability to interact with a wide variety of persons, including students, parents, agency personnel and school personnel. Ability to maintain confidentiality.

#### REPORTS TO:

Coordinator of FDLRS Gateway

#### JOB GOAL

To assist school districts in locating and identifying exceptional children ages birth – 21.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Plan and coordinate a variety of screening activities designed to locate potentially exceptional children ages 0 – 5.
- \* (2) Perform community screenings, schedule screening days in selected districts, train Head Start and other day-care staff.
- \* (3) Follow up on all referrals to include home visits, obtain information from agencies, conduct selected screening activities, present cases to Interdisciplinary Evaluation Team.
- \* (4) Maintain contact with agencies both for referral of children to Child Find and as resources to parents who need services beyond those available through the school system.
- \* (5) Conduct awareness activities designed to promote referrals to FDLRS Child Find to include speaking engagements, brochures, posters, visits to physicians, health departments, and others.
- \* (6) Assist in the identification of appropriate screening instruments for 0 – 5 year olds.

##### Inter / Intra-agency Communication and Delivery

**CHILD FIND SPECIALIST (Continued)**

- \* (7) Interpret test results for teachers, parents and other educational personnel.
- \* (8) Collaborate with various agencies in the community, both public and private, in implementing FDLRS and Child Find services offered to children.
- \* (9) Coordinate and interpret rules and policies and state laws and rules pertaining to Child Find and FDLRS and other areas assigned.
- \*(10) Serve as a resource person to interpret Child Find services to school personnel and the community.
- \*(11) Maintain a close working relationship with school personnel and other agencies to ensure information exchange, coordination of efforts and general support for the decision-making process.

**Professional Growth and Improvement**

- \*(12) Train workers to administer screening tools.
- \*(13) Keep up-to-date and well informed about trends and best practices, including changes in statutes, rules and policies related to Exceptional Student Education.
- \*(14) Maintain a network of peer contacts through professional organizations.
- \*(15) Promote and support the professional growth of self and others.
- \*(16) Attend meetings, workshops and conferences to enhance skills and knowledge.
- \*(17) Develop and maintain knowledge of federal, state and other project regulations and guidelines.

**Systemic Functions**

- \*(18) Demonstrate support for District and department goals and priorities.
- \*(19) Prepare and submit timely and accurate reports as required.
- \*(20) Maintain all appropriate records.
- \*(21) Keep immediate supervisor and other appropriate persons informed about potential problems, unusual events and opportunities for improvement.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \*(23) Assist the Coordinator of FDLRS Gateway in implementing and evaluating programs and services.
- \*(24) Model and maintain high standards of professional conduct.
- \*(25) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- \*(26) Provide leadership in working with others to accomplish tasks.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 03**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### CLERK TYPIST

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent with business / clerical training.
- (2) Type thirty-five (35) words per minute.
- (3) Computer proficiency.
- (4) Prior experience preferred but not required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to meet and interact with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. General working knowledge of School District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills.

**REPORTS TO:**

Principal / Supervisor

#### JOB GOAL

To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Maintain student data files in computer.
- \* (2) Operate office machines.
- \* (3) Type letters, forms and reports.
- \* (4) Duplicate, assemble and distribute documents.
- \* (5) Assist in maintaining files, answering telephones and distributing mail.
- \* (6) Act as receptionist when needed, greeting the public in a courteous and helpful manner.
- \* (7) Assist with inventory and property control.
- \* (8) Cover classes for teachers when needed.

**Inter / Intra-agency Communication and Delivery**

- \* (9) Assist in preparing dictated forms of communication for students and parents regarding various activities and announcements at school.
- \* (10) Answer the telephone in a courteous and professional manner.
- \* (11) Communicate effectively with the public, students, co-workers and administration.
- \* (12) Respond to inquiries and concerns in a timely manner.



**CLERK TYPIST (Continued)**

- \*(13) Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

- \*(14) Demonstrate initiative in the performance of assigned responsibilities.
- \*(15) Model and maintain high ethical standards.
- \*(16) Follow attendance, punctuality and proper dress rules.
- \*(17) Maintain confidentiality regarding school matters.
- \*(18) Maintain positive relationships with students, parents and staff.
- \*(19) Participate in workshops and training sessions as required.

**System Support**

- \*(20) Perform data entry for FTE, ESOL, ESE and other data tied to student funding.
- \*(21) Prepare all required reports and maintain all appropriate records.
- \*(22) Follow all School Board policies and school policies and procedures.
- \*(23) Exhibit the interpersonal skills necessary as an effective team member.
- \*(24) Demonstrate support for the School District and its goals and priorities.
- \*(25) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### COMMUNITY / ACTIVITIES / EQUITY COORDINATOR

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Valid Florida Teaching Certificate.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of rules, policies and procedures pertaining to educational equity, student activities and athletics. Ability to communicate effectively orally and in writing. Skill in planning and organization. Good Public relations skills. Ability to schedule and coordinate a variety of activities. Knowledge and skill in developing and managing budgets.

**REPORTS TO:**

High School Principal and Superintendent

#### JOB GOAL

To assist the District in planning, organizing and supervising a broad range of activities and ensuring that equity requirements are met.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Schedule and supervise Hamilton County Community Education events.
- \* (2) Serve as athletic director for the secondary school.
- \* (3) Complete facilities agreements and collect any fees.
- \* (4) Develop and write Community Education grant proposals.
- \* (5) Complete annual report for Community School grants and submit them to the Department of Education.
- \* (6) Plan a program that meets community needs, based on needs assessments conducted.
- \* (7) Monitor the implementation of programs to ensure compliance with requirements.
- \* (8) Schedule non-school facilities for school and non-school groups.
- \* (9) Arrange for maintenance of facilities.
- \* (10) Arrange afternoon and evening activities for students of all ages.
- \* (11) Assist teachers with arrangements for field trips.
- \* (12) Develop and submit the District's annual Equity Plan.

**Inter / Intra-agency Communication and Delivery**

**COMMUNITY / ACTIVITIES / EQUITY COORDINATOR (Continued)**

- \*(13) Work closely with principals, the Superintendent and others in supervising and coordinating community, school and athletic activities.
- \*(14) Maintain high visibility at student / school activities and functions.
- \*(15) Work closely with community agencies, school personnel and the community in developing, implementing and evaluating programs.
- \*(16) Work closely with schools in the development of the state-mandated educational equity plans.
- \*(17) Attend meetings of governmental agencies and speak to groups as appropriate.
- \*(18) Make presentations to the School Board and community agencies and groups as assigned.
- \*(19) Serve as a member of school advisory councils, parent-teacher organizations, or other councils and committees as needed or directed.
- \*(20) Gather information, prepare and distribute the monthly school calendar for the District.
- \*(21) Keep the public informed and build good public relations.
- \*(22) Keep the supervisor informed about potential problems, unusual events, or possible opportunities for improvement.

**Professional Growth and Improvement**

- \*(23) Seek to improve skills and knowledge through participation in inservice and other professional development activities.
- \*(24) Model and maintain high standards of professional conduct.
- \*(25) Assist others in acquiring and maintaining knowledge of applicable rules, guidelines and priorities for assigned programs.
- \*(26) Promote and support professional development for self and others.

**Systemic Functions**

- \*(27) Conduct evaluation of the Hamilton County Community Education Program.
- \*(28) Assist in developing specifications for athletic facilities.
- \*(29) Prepare all required reports and maintain all appropriate records.
- \*(30) Demonstrate support for the goals and priorities of the District and school(s).
- (31) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \*(32) Provide leadership in program implementation.
- \*(33) Demonstrate initiative in identifying needs or potential for improvement and take appropriate action.
- \*(34) Make recommendation for appropriate revisions of policies, rules or procedures related to assignments.
- \*(35) Set high standards of performance for self, others and the school.
- \*(36) Serve on school, District and community committees as appropriate.
- \*(37) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**COMMUNITY / ACTIVITIES / EQUITY COORDINATOR (Continued)**

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### COMPUTER TECHNICIAN

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years Junior College; or,
- (3) Completion of a computer / electronic program from an accredited vocational or technical school.
- (4) Documented work experience in the field may be substituted to meet requirements.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge needed to operate the computer and peripheral equipment. Ability to organize and execute logical work sequences. Ability to work cooperatively with a variety of people. Ability to make decisions based on relevant information. Knowledge of internet system. Ability to communicate effectively both orally and in writing.

**REPORTS TO:**

Coordinator of Management Information Systems (MIS)

#### JOB GOAL

To provide technology resources in order to increase and maintain effectiveness in the Management Information Services Department

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Assist ESE Directors and FDLRS Centers with office management by performing IEP database management.
- \* (2) Provide programming assistance and hardware management for ESE Directors and FDLRS Centers.
- \* (3) Provide technical assistance to Novell Netware, Windows NT and MacIntosh OS servers.
- \* (4) Provide technical support to school and administrative personnel working with exceptional students.
- \* (5) Provide technical assistance to facilitate implementation of existing and emerging technologies.
- \* (6) Assist with the identification, selection, acquisition, use and evaluation of computer hardware, software and necessary adaptations.
- \* (7) Assist with individual instruction on the use of the computer to access various communication channels.
- \* (8) Assist with setting up equipment for inservice activities.

**COMPUTER TECHNICIAN (Continued)**

- \* (9) Assist with the organization and management of the Technology Solutions Lab and demonstration sites.

**Inter / Intra-agency Communication and Delivery**

- \* (10) Communicate effectively with the staff and administration.
- \* (11) Keep supervisor informed of potential problems or unusual events.
- \* (12) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \* (13) Keep abreast of educational trends regarding computer-assisted instruction and advances in electronics and technology.
- \* (14) Maintain confidentiality regarding school matters.
- \* (15) Demonstrate initiative in the performance of assigned responsibilities.
- \* (16) Provide for a safe and secure workplace.
- \* (17) Model and maintain high ethical standards.
- \* (18) Follow attendance, punctuality and proper dress rules.
- \* (19) Maintain positive relationships with students, parents and staff.
- \* (20) Participate in workshops and training sessions as required.

**System Support**

- \* (21) Prepare all required reports and maintain all appropriate records.
- \* (22) Follow all School Board policies and school policies and procedures.
- \* (23) Exhibit the interpersonal skills necessary to work as an effective team member.
- \* (24) Demonstrate support for the School District and its goals and priorities.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 07**

\*Essential Performance Responsibilities

**SCHOOL DISTRICT OF HAMILTON COUNTY**  
**COMPUTER RESOURCES TECHNICIAN**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Associate's degree preferred.
- (3) Two (2) years of job related experience installing, configuring, and troubleshooting personal computers and other related peripherals and hardware.
- (4) Valid Florida's driver's license.
- (5) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to read and understand user manuals and schematics associated with computer hardware and software. Ability to use diagnostic programs. Skill in analysis, problem-solving and communication. Knowledge of instructional computing hardware and software. Knowledge of operating systems and networks. Ability to troubleshoot hardware and software. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

**REPORTS TO:**

Coordinator of TIS

**JOB GOAL**

To provide an efficient corrective and preventative maintenance program for all computer related equipment used for information processing, administrative or instructional applications.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \*(1) Perform installation and initial setup of hardware and common software programs used in the district.
- \*(2) Perform problem isolation, software assistance, pick up and delivery of equipment and proper record keeping.
- \*(3) Perform basic network troubleshooting and problem isolation.

## CRT (Continued)

- \* (4) Interface with technology coordinators, education technology specialists and teachers to assist them with local problems and to keep them updated with district policy changes and upgrades.
- \* (5) Maintain knowledge to support computers running different operating systems.
- \* (6) Troubleshoot hardware/software of distributed computer systems and associated network facilities.
- \* (7) Install, configure and upgrade computer hardware, software, and attached peripherals, network and desktop operating systems, applications, and associated cabling.
- \* (8) Provide consulting services (for new hardware and software).
- \* (9) Provide support and training to school personnel
- \* (10) Demonstrate initiative in the performance of assigned responsibilities.

### Employee Qualities/Responsibilities

- \* (11) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (12) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (13) Ensure adherence to good safety standards.
- \* (14) Maintain confidentiality regarding school/workplace matters.
- \* (15) Model and maintain high ethical standards.
- \* (16) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (17) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### Inter/Intra- Agency Communication and Delivery

- \* (18) Exercise service orientation when working with others.
- \* (19) Keep supervisor informed of potential problems or unusual events.
- \* (20) Use effective, positive interpersonal communication skills.
- \* (21) Respond to inquiries and concerns in a timely manner.
- \* (22) Serve on school/district committees as required or appropriate.

### System Support

- \* (23) Exhibit interpersonal skills to work as an effective team member.
- \* (24) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (25) Demonstrate support for the school district and its goals and priorities.
- \* (26) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (27) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (28) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

## PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.



CRT (Continued)

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

## COMPUTER RESOURCES TECHNICIAN II

## JOB DESCRIPTION

**QUALIFICATIONS:**

- (1) Bachelor's Degree in Computer Science / Educational Technology or a related field; or, Associates Degree and a minimum of two (2) years training and / or experience in technology.
- (2) Two (2) years of job-related experience installing, configuring, and troubleshooting personal computers and other related peripherals and hardware.
- (3) Valid Florida's Driver's License.
- (4) Satisfactory criminal background check and drugscreening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and understanding of internetworking protocols and related networking standard protocols. Ability to read and understand user manuals and schematics associated with computer hardware and software. Ability to use diagnostic programs. Skill in analysis, problem-solving and communication. Knowledge of instructional computing hardware and software. Knowledge of operating systems and networks. Ability to troubleshoot hardware and software. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

**REPORTS TO:**

Coordinator of TIS

**JOB GOAL**

To provide support for planning, developing, installing, maintaining, and evaluating network systems to enhance educational opportunities for students throughout the district.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \*(1) Perform installation and initial setup of hardware and common software programs used in the district.
- \*(2) Perform problem isolation, software assistance, pick-up and delivery of equipment and proper record keeping.
- \*(3) Perform network installation, security, configuration, and other operational aspects.

## CRT II (Continued)

- \* (4) Interface with technology coordinators, education technology specialists and teachers to assist them with local problems and to keep them updated with district policy changes and upgrades.
- \* (5) Maintain knowledge to support computers running different operating systems.
- \* (6) Troubleshoot hardware / software of distributed computer systems and associated network facilities.
- \* (7) Install, configure and upgrade computer hardware, software, and attached peripherals, network and desktop operating systems, applications, and associated cabling.
- \* (8) Provide consulting services (for new hardware and software).
- \* (9) Assist in maintaining accurate property records for equipment and capitalized software.
- \* (10) Demonstrate initiative in the performance of assigned responsibilities.

**Employee Qualities/Responsibilities**

- \* (11) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (12) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (13) Ensure adherence to good safety standards.
- \* (14) Maintain confidentiality regarding school / workplace matters.
- \* (15) Model and maintain high ethical standards.
- \* (16) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (17) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

**Inter/Intra- Agency Communication and Delivery**

- \* (18) Exercise service orientation when working with others.
- \* (19) Keep supervisor informed of potential problems or unusual events.
- \* (20) Use effective, positive interpersonal communication skills.
- \* (21) Respond to inquiries and concerns in a timely manner.
- \* (22) Serve on school / district committees as required or appropriate.

**System Support**

- \* (23) Exhibit interpersonal skills to work as an effective team member.
- \* (24) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (25) Demonstrate support for the school district and its goals and priorities.
- \* (26) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (27) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (28) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and /or up to 20 pounds of force frequently and /or up to 10 pounds of force as needed to move objects.

## CRT II (Continued)

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

### **EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### CONSTRUCTION ENGINEER

**QUALIFICATIONS:**

- (1) High school Diploma or equivalent.
- (2) Minimum of five (5) years construction and plumbing experience.
- (3) Possess required licenses.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Possess thorough knowledge of all electrical and plumbing codes. Ability to work from blueprints and follow assigned procedures. Skill in using various testing equipment. Knowledge of and ability to use the tools of the trades. Ability to organize and prioritize activities. Ability to supervise assigned personnel. Ability to communicate effectively both orally and in writing. Knowledge of regulations related to managing hazardous materials.

**REPORTS TO:**

Coordinator of General Services

#### JOB GOAL

To effectively maintain all District buildings in order to provide a safe atmosphere for students, teachers and other employees.

**SUPERVISES:**

Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Provide for the installation and maintenance of all electrical systems, devices and fixtures for the District.
- \* (2) Provide for the installation and maintenance of all plumbing system devices and fixtures for the District.
- \* (3) Provide for the installation and maintenance of all heating and air conditioning systems devices and fixtures for the District.
- \* (4) Supervise and coordinate work of craftsmen and other workers in the repair and maintenance of facilities and equipment.
- \* (5) Assist in the preparation and execution of all preventive maintenance programs.
- \* (6) Conduct inspections of facilities and evaluate work performed by those supervised and outside contractors if required.
- \* (7) Prepare priority lists for District buildings and facilities.
- \* (8) Purchase and provide materials needed for maintenance activities.
- \* (9) Serve as a technical resource for the maintenance staff.

**CONSTRUCTION ENGINEER (Continued)****Inter / Intra-agency Communication and Delivery**

- \* (10) Maintain effective relations with employees, staff and the general public.
- \* (11) Coordinate activities of the department with schools and other departments.
- \* (12) Coordinate environmental and safety repairs and modifications.
- \* (13) Provide information to supervisor as to the status of various projects.

**Professional Growth and Improvement**

- \* (14) Assess and identify training needs of personnel in assigned areas.
- \* (15) Keep abreast of legal requirements and proposed changes in assigned areas.
- \* (16) Promote and support professional development for self and others.
- \* (17) Set high standards for self and others.

**Systemic Functions**

- \* (18) Coordinate the District's preventive maintenance program.
- \* (19) Develop, maintain and coordinate procedures to ensure timely response to maintenance needs.
- \* (20) Supervise the maintenance of a current inventory of supplies, tools and equipment required.
- \* (21) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \* (22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (23) Exhibit support for the District's vision, mission, goals and priorities.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \* (25) Coordinate short- and long-range planning for maintenance services.
- \* (26) Anticipate potential problems and design processes and procedures to address them.
- \* (27) Make and share decisions in a timely manner.
- \* (28) Work with architects and engineers on all projects as assigned.
- \* (29) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

## JOB DESCRIPTION

## COORDINATOR OF AFTER-SCHOOL SERVICES

**QUALIFICATIONS:**

- (1) Master's Degree of higher in education, business, management or related field.
- (2) Minimum of three (3) years successful experience in education or industry.
- (3) Combination of training and experience substantially equivalent to the above requirements may be substituted.
- (4) Possess a valid State of Florida Commercial Driver's License (CDL).

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to communicate effectively both orally and in writing. Ability to read, interpret and implement federal, state and local rules, laws and policies related to assigned areas. Ability to communicate effectively, orally and in writing. Ability to work with people in a positive, effective manner. Ability to use effective public speaking skills, interaction skills and problem-solving skills. Ability to analyze and use data. Ability to organize, prioritize and manage time effectively. Knowledge of highway and traffic safety. Ability to exercise appropriate disciplinary techniques.

**REPORTS TO:**

Director of Operations and Superintendent

**JOB GOAL**

To operate a comprehensive program of after school transportation services that will enable each student to take full advantage of school activities offered by the District in a safe, efficient and orderly environment; coordinate contracted custodial and ground services program; and provide the care, maintenance, sanitation, cleanliness and safety for physical plant.

**PERFORMANCE RESPONSIBILITIES:****Instructional Leadership / Development**

- \* (1) Coordinate the District contracted custodial services program and conduct on-site written performance evaluations weekly.
- \* (2) Coordinate the District contracted grounds services program and conduct on-site written performance evaluations weekly.
- \* (3) Manage and operate all aspects of Instructional Materials Warehouse.
- \* (4) Act as coordinator of property records.
- \* (5) Coordinate the District's after school transportation program.
- \* (6) Collect and dispose of obsolete textbooks.
- \* (7) Transport students to appropriate schools for after school athletic practices.
- \* (8) Maintain the football, softball and baseball facilities at the old high school site.
- \* (9) Clean and sanitize restrooms and dressing rooms at old high school athletic site.
- \* (10) Patrol old high school athletic facility and grounds to pick up and prevent the accumulation of litter daily.
- \* (11) Perform minor maintenance repairs as assigned.
- \* (12) Assist with grounds maintenance as required.
- \* (13) Assist in the supervision of the physical security of the facility as required.

## A

- \*(14) Assist in maintaining the inventory of custodial supplies, tools and materials for use in the facility.

### **Inter/Intra-agency Communication and Delivery**

- \*(15) Communicate effectively with staff and administration.
- \*(16) Interact appropriately with children and transportation and school personnel.
- \*(17) Report all accidents involving a school bus.
- \*(18) Keep supervisor informed of potential problems or unusual events.
- \*(19) Respond to inquiries and concerns in a timely manner.

### **Employee Qualities/Responsibilities**

- \*(18) Demonstrate initiative in the performance of assigned responsibilities.
- \*(19) Provide for a safe and secure workplace.
- \*(20) Model and maintain high ethical standards.
- \*(21) Follow attendance, punctuality and proper dress rules.
- \*(22) Maintain confidentiality regarding school matters.
- \*(23) Maintain positive relationships with staff.
- \*(24) Participate in workshops and training sessions as required.

### **System Support**

- \*(25) Prepare all required reports and maintain all appropriate records.
- \*(26) Follow all School Board policies and school policies and procedures.
- \*(27) Exhibit interpersonal skills to work as an effective team member.
- \*(28) Demonstrate support for the School District and its goals and priorities.
- \*(29) Follow all transportation policies and procedures.
- \*(30) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

### **Job Description Supplement No.**

\*Essential Performance Responsibilities



## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION

#### QUALIFICATIONS:

- (1) Master's Degree or higher from an accredited educational institution.
- (2) Certification in Exceptional Student Education.
- (3) Minimum of five (5) years teaching experience in Exceptional Student Education.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current trends and research in all areas of exceptional student education, issues related to exceptional student education curriculum, and instructional techniques, rules, regulations, statutes, policies, special programs, and procedures affecting disabled students on a federal, state, and or local level.
- Access to and understanding of litigation affecting disabled individuals.
- Knowledge of and ability to use student database systems, including but not limited to, FTE reports, suspension information, and student records.
- Ability to provide consultation and advice to teachers, parents, principals, and District staff on exceptional student education policies, procedures, regulations, and laws.
- Ability to organize and conduct meetings, to provide conflict resolutions, to communicate, plan, and disseminate precise information and interpretation of technical issues related to exceptional student education.

#### REPORTS TO:

Director of Teaching and Learning Services

#### JOB GOAL

To coordinate and facilitate Exceptional Student Education programs and processes to ensure educationally sound programs for children in the least restrictive environment.

#### SUPERVISES:

Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

1. Establish, coordinate and evaluate ESE programs including the development of administrative guidelines and procedures.
2. Assure that procedures for due process are afforded the parents of students as it relates to the Exceptional Student Education program.
3. Initiate new programs and continuously plan for improvements in programs for exceptional students.
4. Manage the program of Exceptional Student Education and the effective and efficient delivery of services.
5. Develop procedures for screening, referral, assessment, identification, placement, or transfer of students for ESE programs.

**COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION (Continued)**

6. Serve as administrator for the development of all state and federal grants related to exceptional student programs and services.
7. Plan with principals in providing programs and related services for exceptional students.
8. Supervise the coordination of transportation for ESE students in county and multi-district programs.
9. Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in Exceptional Student Education programs.
10. Monitor the articulation of Exceptional Student Education programs.
11. Administer the district's 504 plans and procedures.
12. Administer the district's ADA plan and procedures.
13. Supervise the coordination of appropriate Child Find, interagency, and intervention services for all eligible children aged birth to five.
14. Develop and implement agreements and contracts with school districts and private school/service providers.
15. Provide administration for students participating in multi-district programs.
16. Serve as the liaison with the Florida Department of Education and matters related to ESE.
17. Collaborate with various agencies in the community, both public and private, in implementing the services offered to ESE students in the public schools.
18. Coordinate and interpret the district rules policies and state laws and rules pertaining to ESE and discipline, health services, attendance, and other areas assigned.
19. Serve as a resource person to interpret Exceptional Student Education programs to school personnel and the community.
20. Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts, and general support for the decision-making process.
21. Establish and maintain a close working relationship with community and governmental agencies to coordinate exceptional education for students and families.
22. Work closely with other leaders in the Teaching and Learning Division to ensure coordination of efforts.
23. Assure the provision of in-service training programs for exceptional student education.
24. Keep up to date and well informed about trends and best practices including changes in statutes, rules, and policy related to exceptional student education.
25. Maintain a network of peer contacts through professional organizations.
26. Promote and support the professional growth of self and others.
27. Assist principals and other appropriate personnel in keeping abreast of requirements and best practices in Exceptional Student Education.
28. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
29. Assist in projecting FTE and personnel needs for Exceptional Student Education programs.
30. Provide input in the planning, modification, and construction of educational facilities.
31. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
32. Assist in the recruitment, recommendation, and supervision of Exceptional Student Education personnel and assess the need for additional personnel.
33. Maintain a budget and provide allocations for assigned Exceptional Student Education staff.
34. Keep the Superintendent informed about potential problems, unusual events or possible opportunities.
35. Perform other incidental tasks consistent with the goals and objectives of this position.
36. Provide leadership and direction for the planning implementation and evaluation of exceptional student education programs and services.
37. Demonstrate initiative in recognizing needs or potential for improvement intake appropriate action.
38. Use appropriate interpersonal styles and methods to guide individuals and groups to appropriate task accomplishment.
39. Model and maintain high standards of professional conduct.
40. Contribute to district planning activities including setting goals and objectives and use the resources.

**COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION (Continued)**

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### COORDINATOR OF FOOD SERVICES

#### QUALIFICATIONS:

1. Master's Degree or higher with specialization in school food service.
2. Certification in school food service.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Thorough knowledge of State Board of Education regulation, state statutes, federal laws, and USDA regulations as they relate to food service.
- ◆ Ability to plan and manage a variety of functions.
- ◆ Skill in written and oral communications.
- ◆ Ability to communicate effectively with vendors and the public.
- ◆ Knowledge and understanding of the use of current technology.

#### REPORTS TO:

Director of Business Services

#### JOB GOAL

**To provide an excellent, nutritious food service program at all schools participating in the program.**

#### SUPERVISES:

Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

1. Direct and coordinate the planning, development, implementation, and evaluation of the district-wide food service program.
2. Direct school food service managers in staffing, menu planning, food supply ordering, use of commodities, and financing of school programs.
3. Assist principals, teachers, parents, students, and school food service managers in promoting a better understanding of the food services programs.
4. Monitor and evaluate approved Meal Pattern programs as required by state and federal rules and regulations.
5. Develop specifications and consult with principals and school food service managers on quantities of food supplies and equipment needed by each cafeteria.
6. Develop specifications for and recommendations for cafeteria equipment.
7. Monitor student food service preferences by providing a vehicle for communication among students and food service and administrative personnel.

**COORDINATOR OF FOOD SERVICES (Continued)**  
**ESSENTIAL RESPONSIBILITIES, Continued**

8. Work with principals and other district administrative personnel in developing school food service facilities where needed.
9. Provide assistance to district and school personnel and serve as a district contact person in providing nutrition education.
10. Maintain a thorough knowledge of the state, federal, and local laws and regulations applicable to school lunch programs.
11. Provide assistance to school food service personnel and staff in complying with state statutes, State Board of Education Rules, federal laws, and USDA regulations.
12. Assist school principals, as needed, with the selection and appraisal of food service personnel.
13. Develop guidelines and policies for food service.
14. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
15. Assist in the development, implementation, and evaluation of staff development activities.
16. Prepare all required reports and maintain all appropriate records.
17. Prepare the food services budget.
18. Establish and supervise the maintenance of records, collection, recording, and evaluation of data.
19. Discuss personnel problems with principals and managers.
20. Inspect school kitchens, facilities, and operations. Coordinate alteration of equipment and revision of functions. Investigate complaints.
21. Consult with officials of the State Board of Health. Make recommendations for improvement of sanitary conditions to the principals and other district administrative personnel.
22. Supervise the district Food Services warehouse operation.
23. Receive all shipments of supplies, materials, and equipment at the warehouse.
24. Maintain perpetual inventory records of all Food Service supplies, materials, and equipment stored at the warehouse.
25. Distribute materials and supplies from the warehouse to the various cost centers in response to submitted requests.
26. Perform other duties as assigned by the Director of Business Services.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
 Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### COORDINATOR OF FDLRS / GATEWAY

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in School Administration and Supervision, Educational Leadership, or as a School Principal or Professional School Principal, and one (1) field of Exceptional Student Education.
- (3) Three (3) years teaching with at least three (3) years teaching experience in Exceptional Student Education.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of current trends and research in exceptional student education, issues related exceptional education curriculum and instructional techniques, rules, regulations, statutes, policies, special programs and procedures affecting disabled individuals on a federal, state, or local level.
- ◆ Knowledge of Pre-Kindergarten programs and agencies providing services to young children.
- ◆ Access to and understanding of litigation affecting disabled individuals.
- ◆ Knowledge of and ability to use student database systems, including but not limited to FDLRS information and student records.
- ◆ Ability to provide consultation and advice to teachers, parents and district staff on Florida Diagnostic and Learning Resource System policies, procedures, rules, and regulations.
- ◆ Ability to provide conflict resolutions.
- ◆ Ability to communicate, plan, and disseminate precise information and interpretation of technical issues related to Florida Diagnostic and Learning Resource System.

#### REPORTS TO:

Assistant Superintendent for Teaching and Learning Services

#### JOB GOAL

To coordinate support services to exceptional student education departments in the service area and ensure implementation of state initiatives locally

#### SUPERVISES:

Child Find Specialists  
Parent Resource Specialist  
Human Resource Development  
Specialists  
Technology Specialist  
Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

**COORDINATOR OF FDLRS / GATEWAY (Continued)**

1. Implement and direct all aspects of the Florida Diagnostic and Learning Resource System (FDLRS) Associates Center.
2. Assure that all due caution and procedures for due process have been afforded the parents of students as it relates to the Florida Diagnostic and Learning Resource System.
3. Conduct all planning, awareness, implementation, monitoring, evaluation, and reporting functions necessary to effective service delivery and associate center management.
4. Promote adequate procedures for referral and identification of exceptional students.
5. Coordinate center activities with appropriate personnel to ensure equitable services, based on established priorities and assessed needs, in each participating district.
6. Monitor the articulation of FDLRS programs.
7. Coordinate the planning, writing, and implementing of the FDLRS grant and any other grants as approved by the Coordinating Counsel.
8. Supervise the coordination of appropriate Child Find, interagency, and intervention services for all eligible children aged birth to five years.
9. Promote FDLRS awareness and use of available services.
10. Conduct required internal management activities necessary for the implementation, monitoring, and evaluation of grant applications.
11. Maintain a close working relationship with other agencies and school personnel to ensure information exchange, coordination of efforts, and general support for the decision-making process.
12. Establish and maintain a close working relationship with community and governmental agencies to coordinate exceptional education services to students and families.
13. Work closely with other administrators in the Teaching and Learning Division to ensure coordination of efforts.
14. Assure the provision of in-service training programs for FDLRS personnel.
15. Keep up-to-date and well informed about trends and best practices including changes in statutes, rules, and policies related to Exceptional Student Education.
16. Participate in network activities of the Florida Diagnostic and Learning Resources System and professional organizations.
17. Promote and support the professional growth of self and others.
18. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate implement action.
19. Provide input in the planning, modification, and construction of educational facilities.
20. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
21. Maintain a budget and provide allocations for assigned FDLRS staff.
22. Perform other incidental tasks consistent with the goals and objectives of this position.
23. Provide leadership and direction for the planning, implementation, and evaluation of FDLRS programs and services.
24. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
25. Use appropriate interpersonal styles and methods to guide individuals and groups to appropriate task accomplishment.
26. Model and maintain high standards of professional conduct.
27. Contribute to District planning activities, including setting goals and objectives and use of resources.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

**COORDINATOR OF FDLRS / GATEWAY (Continued)**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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



## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### COORDINATOR OF GENERAL SERVICES

#### QUALIFICATIONS:

- (1) A Bachelor's Degree in administration, business management, or related field.
- (2) A minimum of five years of successful experience in education to include three years in a supervisory or administrative capacity.
- (3) In lieu of the above qualifications, a combination of training and experience substantially equivalent.
- (4) Other qualifications as deemed necessary by the School Board.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of state and federal laws and rules related to school facilities, construction and construction contracting.
- ◆ Knowledge of the Florida Building Code and Florida Fire Prevention Code.
- ◆ Knowledge of state and federal laws and rules as they pertain to transportation, custodial, and maintenance services.
- ◆ Knowledge of the Americans with Disabilities Act (ADA), IDEA and Section 504 of the Civil Rights Act.
- ◆ Knowledge of regulations pertaining to health, safety and environmental issues.
- ◆ Demonstrated written and oral communication skills.
- ◆ Ability to plan, manage and supervise.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To provide efficient and effective general services for district schools in a manner that enhances educational priorities and is aligned with School Board goals.

#### SUPERVISES:

Transportation Specialist  
Maintenance Supervisor  
Assigned Support Personnel

**COORDINATOR OF GENERAL SERVICES (Continued)**  
**PERFORMANCE RESPONSIBILITIES:**

1. Provide leadership, oversight, and direction for the overall activities of planning, implementation, and evaluation of general services necessary for the efficient operation of the school system including such areas as, transportation, facilities, safety, environment, energy maintenance, maintenance and custodial services.
2. Provide information and advice to the Director of Business Services on the status of operations resources and the wise use of these resources.
3. Assist in the overall activities of planning, construction, evaluation and maintenance of educational facilities.
4. Assist in the development of long-range facility needs and site selection.
5. Assist in the development of criteria relating to whether identified facility needs are to be met by standard or contract maintenance procedures or construction projects.
6. Oversee the testing, evaluation, and operation of selected equipment placed in school plants.
7. Coordinate the acquisition and placement of portable buildings, which are structurally and environmentally sound and designed for the purpose for which they are being used.
8. Oversee the district's transportation system and develop plans for improvement in transportation services.
9. Oversee the district's maintenance program and develop plans for improvement in maintenance services.
10. Assist in the selection of architectural or engineering firms and outside contractors for design and construction work.
11. Assist in the acquisition and disposition of School Board owned real property.
12. Assist in the Florida Inventory of School Houses (FISH) Report.
13. Assist in the development of administrative guidelines and policies in assigned areas.
14. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
15. Prepare all required reports and maintain all appropriate records.
16. Assist in the preparation of the Business Services budget request.
17. Remain in contact with and be knowledgeable of requirements imposed by state and federal statutes and agency regulations.
18. Coordinate periodic inspections of all school facilities to ensure compliance with health, safety, and sanitation codes and to determine needed maintenance and repairs.
19. Coordinate the school district's energy management planning and activities.
20. Perform other duties as assigned by the Superintendent.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
 Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### COORDINATOR OF INSTITUTE FOR SMALL AND RURAL DISTRICTS (ISRD)

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Florida Certification in Administration / Supervision or Educational Leadership.
- (3) Teaching or administrative experience in exceptional student education.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Federal regulations, Florida statutes and State Board of Education rules that pertain to assigned areas. Ability to communicate effectively orally and in writing with educators and the public. Knowledge of needs assessment and program planning procedures, educational research and evaluation methodology and educational measurement concepts and techniques. Expertise in providing programs and services for children with disabilities. Knowledge of financial management.

**REPORTS TO:**

Director of Business Affairs

#### JOB GOAL

To assure that District and school-level administrators are knowledgeable about the provision of services to students with disabilities.

**SUPERVISES:**

Administrative Secretary

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Assume responsibility for providing services to districts in assigned areas.
- \* (2) Conduct needs assessments and report and interpret results.
- \* (3) Conduct training programs as identified and needed.
- \* (4) Develop plans in response to needs assessments and provide technical assistance to districts.
- \* (5) Plan, facilitate and conduct work sessions, workshops and meetings.
- \* (6) Write grants for funding to provide services and programs for districts.
- \* (7) Locate consultants and enter into agreements to provide services for districts.
- \* (8) Monitor grants and evaluate the effectiveness of grant activities.
- \* (9) Provide training and support for personnel who are new to their jobs.
- \* (10) Present reports and disseminate information as required by project / grant / contract specifications, school boards, school or District administrators and as needed to support District programs, planning and services.

**Inter / Intra-agency Communication and Delivery**

**COORDINATOR OF INSTITUTE FOR SMALL AND RURAL DISTRICTS (ISRD) (Continued)**

- \*(11) Develop and maintain partnerships with appropriate agencies and departments.
- \*(12) Provide linkages for districts with initiatives of the Department of Education.
- \*(13) Work closely with exceptional student education contact person in each district, school administrators and guidance personnel.
- \*(14) Use a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts and feedback.
- \*(15) Maintain communications with other agencies and school districts to share and receive information on effective programs and practices.

**Professional Growth and Improvement**

- \*(16) Participate in state network activities and professional organizations.
- \*(17) Train staff development deliverers, administrators and other personnel.
- \*(18) Keep abreast of current trends and research in areas of responsibility.
- \*(19) Participate in workshops, conferences and meetings to update information and to assist others in remaining current.

**Systemic Functions**

- \*(20) Prepare all required reports and maintain all required records.
- \*(21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \*(23) Direct the analysis of community and District demographic, geographic and related data sources to determine short- and long-range needs of districts.
- \*(24) Identify potential problems and issues and take appropriate action to address them.
- \*(25) Facilitate problem-solving by individuals and groups.
- \*(26) Develop and maintain quality standards of responsiveness and timeliness to all departments and agencies.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### COORDINATOR OF TECHNOLOGY AND INFORMATION SERVICES (TIS)

#### QUALIFICATIONS:

1. Bachelor's Degree from an accredited educational institution in Computer Science, Management Information Systems, or Finance.
2. Minimum of five (5) years experience in computer programming , computer operations, or information services, preferably in a relevant educational setting.
3. Experience may be substituted in lieu of education.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of system design, programming, and operation of computer systems.
- ◆ Knowledge of mainframe and microcomputers applications and their appropriate use in meeting information requirements.
- ◆ Knowledge of the State of Florida Information Database requirements.
- ◆ Ability to work independently and make competent decisions regarding matters affecting areas of responsibility.
- ◆ Ability to provide positive leadership and supervision to subordinates.
- ◆ Ability to communicate effectively both orally and in writing.

#### REPORTS TO:

Director of Business Services

#### JOB GOAL

To provide leadership in planning, developing, and managing the technologies and information systems needed to promote and support District operations in the administrative support functions and to support the instructional program; to assume responsibility for district communications networks, servers, and workstation software including planning, installation, support, and troubleshooting.

#### SUPERVISES:

Technology and Information Services Specialist

#### PERFORMANCE RESPONSIBILITIES:

1. Assume oversight of support of all automated information system technologies in districts and schools.
2. Facilitate and maintain the development, implementation, and maintenance of student, staff, and finance databases, which meet local, state, and federal regulations.

#### ESSENTIAL RESPONSIBILITIES, Continued

**COORDINATOR OF TECHNOLOGY AND INFORMATION SERVICES (TIS) (Continued)**

3. Formulate appropriate security procedures, guidelines and recommendations to safeguard the operation of the automated information systems, operating systems, and district-supported applications.
4. Coordinate the training of school-based technology contacts in the use and functioning of their computer network systems and related technologies.
5. Collaborate with Teaching and Learning Services and schools to provide support directly to the classroom.
6. Manage the Data Center.
7. Provide data circuits for the District as required.
8. Provide support to schools regarding data communication decisions.
9. Serve as FTE administrator for the District.
10. Prepare projected FTE forecast and membership reports for the state.
11. Monitor FTE and membership throughout the year.
12. Provide staff support services to school and District data entry personnel.
13. Manage the electronic transfer of data as required.
14. Coordinate for the District Forms Review Committee and Records Management.
15. Provide for staff support to develop, implement, and maintain the District-wide area network.
16. Provide technical assistance for hardware and software purchases.
17. Work with others in reviewing new products to evaluate the benefits or effect that the new products will have on the district's infrastructure.
18. Advise and assist staff of the various data processing functions.
19. Provide coordination of activities between the various department users.
20. Use effective communication strategies to interact with a variety of audiences.
21. Respond to inquiries and concerns in a timely manner.
22. Provide technical assistance to employees as needed.
23. Provide for cross-training of personnel in the department as needed.
24. Maintain knowledge of development in the area of systems, hardware, software, and telecommunications and incorporate new developments into future systems.
25. Maintain a network of peer contacts through professional organizations.
26. Promote and support professional growth of self and others.
27. Attend MIS meetings to keep informed of new requirements and changes in existing systems.
28. Establish data processing policies, standards, practices, and security measures to ensure effective and consistent information processing operations.
29. Oversee the applications necessary to meet the needs of users and determine appropriate computer platforms, acquisition methodology, and support requirements.
30. Exhibit support for the District's vision, mission, goals, and priorities.
31. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
32. Prepare all required reports and maintain appropriate records.
33. Perform other incidental tasks consistent with the goals and objectives of this position.
34. Provide information processing, systems counseling, and guidance to management personnel as required.
35. Demonstrate initiative in the performance of assigned responsibilities.
36. Anticipate potential problems and develop processes or procedures to prevent or address them.
37. Represent the District on the School District Council on Comprehensive Management Information Systems.
38. Maintain a close collaboration with the instructional department to ensure that district technology resources support the instructional program effectively and efficiently.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

**COORDINATOR OF TECHNOLOGY AND INFORMATION SERVICES (TIS) (Continued)**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**SCHOOL DISTRICT OF HAMILTON COUNTY**

**JOB DESCRIPTION**

**COORDINATOR OF STAFF DEVELOPMENT AND RECRUITMENT**

**QUALIFICATIONS:**

1. Master's Degree from an accredited educational institution.
2. Minimum of five (5) years successful teaching experience.
3. Evidence of leadership in school improvement and staff development.
4. Valid Florida Certification in Administration and Supervision, Educational Leadership, or School Principal.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Florida School Law and State Board of Education rules.  
Knowledge of research, current trends, and best practices in staff development.  
Knowledge of educational programs.  
Exemplary written and verbal communication skills.  
Ability to interact and work well with people.  
Ability to plan, organize and prioritize.  
Ability to make presentations to a variety of audiences.

**REPORTS TO:**

Director of Administrative Services

**JOB GOAL**

To support adult learning for all employees in order to improve student achievement. To provide leadership for the district's recruitment efforts to ensure a highly qualified and diverse work force.

**SUPERVISES:**

Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

1. Conduct the annual self-study of inservice and training needs with extensive staff involvement.
2. Coordinate development of the Master Inservice Plan to include: certificated inservice, non-instructional inservice, Professional Education Competencies and HRMD Plan.
3. Direct the collection and dissemination of information relating to inservice and training.
4. Supervise the initiation, implementation, and evaluation of inservice components and schedule inservice.
5. Maintain the required inservice record keeping systems and records.



### **COORDINATOR OF STAFF DEVELOPMENT AND RECRUITMENT (Continued)**

6. Assist in developing and implementing the leadership development program for district and school-based administrators.
7. Assist with Performance Assessment Plan development for the district and individual plan implementation as assigned.
8. Administer the programs for employee assistance, employee recruitment, volunteers, substitute teacher training, equity, and alternative certification for the district.
9. Provide training, facilitation, and presentation to a wide variety of groups.
10. Interact with colleges and universities to enhance the understanding of district initiatives and priorities, and to elicit support and assistance.
11. Respond to inquiries and concerns in a timely manner.
12. Keep supervisor informed of potential problems or unusual events.
13. Serve on district, state and community councils as assigned or appropriate.
14. Assist in the interpretation of programs, philosophy and policies of the district to staff and/or the community.
15. Work closely with district and school personnel to support school improvement initiatives and processes through the staff development program.
16. Coordinate the planning, development, implementation, and evaluation of instructional staff development in the district.
17. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
18. Maintain expertise in assigned areas.
19. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
20. Model characteristics of citizenship, character education, and literacy.
21. Assist in planning policy and procedures related to staff development.
22. Represent the district in a positive and professional manner.
23. Develop the staff development budget and monitor its implementation as required.
24. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
25. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
26. Develop annual goals and objectives consistent with and in support of district goals and priorities.
27. Provide leadership and direction for assigned areas of responsibility.
28. Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
29. Assist in facilitating the district's goals and strategic commitments.
30. Exercise proactive leadership in developing the vision and mission of the district.
31. Set high standards and expectations and promote professional growth for self and others.
32. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
33. Collaborate with district and school-based personnel to contribute to the planning and operation of the district.
34. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
35. Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
36. Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

## **COORDINATOR OF STAFF DEVELOPMENT AND RECRUITMENT (Continued)**

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### COORDINATOR OF STUDENT SERVICES AND ACCOUNTABILITY

##### QUALIFICATIONS:

1. Master's Degree from an accredited educational institution.
2. Certification in Educational Leadership.
3. Five (5) years successful experience in education and / or administration.

##### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of local, state, and national laws, rules, and policies, which affect assigned areas.
- ◆ Ability to communicate effectively with a variety of audiences.
- ◆ Ability to supervise the implementation of programs and budgets.
- ◆ Ability to accurately report data.
- ◆ Ability to organize and distribute state and local test materials and results to school sites.
- ◆ Knowledge of computer programs to effectively disaggregate student data from state and local tests.
- ◆ Skills in communicating effectively orally and in writing with parents, school personnel, and administrators.
- ◆ Knowledge of laws and rules relating to student assessment, school health curriculum and programs, and student services including coordination of Intervention Assistance Teams at each school site, enhancing opportunities for students' timely progression in the school system, and coordination of all diagnostic testing materials.

##### REPORTS TO:

Assistant Superintendent for Teaching and Learning Services

##### JOB GOAL

To enhance instruction for and performance of all students in the district, to provide current data analyses for improving instruction, to ensure security and fidelity of state and local testing programs, and ensure that all programs supervised meet federal, state, and district standards.

##### SUPERVISES:

Assigned Support Personnel

##### PERFORMANCE RESPONSIBILITIES:

1. Coordinate School Improvement Plans in accordance with state and district rules and guidelines.
2. Coordinate the development of health services.
3. Serve as District contact for the Comprehensive Plan for Health Services Education and the Safe and Drug Free Schools Project.
4. Coordinate student services in the district, including, health services, discipline, Code of Student Conduct, attendance and truancy, and guidance services.

## **COORDINATOR OF STUDENT SERVICES AND ACCOUNTABILITY (Continued)**

5. Develop and recommend changes in policies and procedures in areas of responsibility to supervisor.
6. Manage the material distribution, shipments, and auxiliary activities incorporated in the Florida State Assessment System.
7. Coordinate district and state testing programs in the district.
8. Provide test data to appropriate district and school personnel.
9. Assist district and school leaders in the analysis, interpretation and use of test data and evaluation results.
10. Plan and implement identified state and district program evaluations.
11. Participate in needs assessment activities, planning, and development of interventions programs and / or services to students.
12. Assist schools and the district in preparing for changing curriculum and service needs.
13. Maintain organized, accurate, and complete records.
14. Prepare thorough and accurate reports in a timely manner.
15. Implement and coordinate school-wide and district-wide testing and intervention services and activities.
16. Manage materials and equipment effectively.
17. Seek additional data sources, which will provide evidence of student growth and / or the identification of developmental needs and share these finds with principals and other instructional leaders.
18. Demonstrate knowledge and understanding of a broad curriculum base.
19. Interpret and promote health services and Safe and Drug Free School program goals and activities to the public.
20. Assist in maintaining a positive public relations program.
21. Confer with principals to address needs of the school and participation standards.
22. Coordinate the functions of the Health Advisory Council and Safe and Drug Free School Council.
23. Attend relevant meetings that are approved by the Assistant Superintendent for Teaching and Learning Services and / or the Superintendent.
24. Keep the public informed of assigned program opportunities, activities, and programs through the news media and flyers.
25. Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision making process.
26. Serve as District liaison with Florida Department of Education on matters related to assigned areas.
27. Communicate effectively with teachers, administrators, and staff.
28. Keep Assistant Superintendent for Teaching and Learning Services informed of potential problems or unusual events.
29. Attend state and federal meetings and keep abreast of legal requirements and proposed changes providing advice to supervisor as to their effects on the school system.
30. Coordinate in-service activities for staff pertaining to assigned projects and programs.
31. Keep abreast of current trends and changes in vocational education, including related laws, rules, and policies.
32. Act in a professional and ethical manner and adhere at all times to the Professional Code of Ethics and standards of Professional Conduct.
33. Maintain confidentiality of student and other professional information.
34. Comply with federal, state, and District laws, rules, policies, and procedures.
35. Contribute to the overall District and school mission by supporting various District / school committees and services.
36. Prepare or assist in the preparation and monitoring of required District, state, and federal reports.
37. Develop, administer, and monitor school contracts and grants with other professional agencies for implementation of programs.
38. Supervise preparation of all necessary reports and records pertinent to the programs.
39. Perform other incidental tasks consistent with the goals and objectives of this position.
40. Coordinate and update program reviews scheduled by the Department of Education.
41. Plan a budget to meet assigned program needs, make purchase requests, and maintain accurate records and reports for audit and local and state requirements.

## 20 - B

### **COORDINATOR OF STUDENT SERVICES AND ACCOUNTABILITY (Continued)**

42. Draft and make recommendations to update School Board policies relevant to the assigned programs and submit to the Assistant Superintendent for Teaching and Learning Services for approval.
43. Coordinate the District's accreditation process through the Southern Association of Colleges and Schools (SACS).
44. Demonstrate support of District goals and priorities.
45. Serve as a program consultant to school personnel with assistance in the identification of program needs, selection of appropriate materials and equipment, and in selection of effective teaching strategies.
46. Provide leadership and direction for the planning, implementation, and evaluation of assigned programs and activities.
47. Demonstrate initiative in recognizing needs, problems, or potential for improvement and take appropriate action.
48. Model and maintain high standards of professional conduct.
49. Contribute to District planning activities, including providing input into short- and long-term goals and objectives, budget, and use of resources.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

APPROVED BY HAMILTON SCHOOL BOARD

ON 10/13/14  
Thomas P. Mezzasana, Jr.  
SUPERINTENDENT

20-C

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### COORDINATOR OF MANAGEMENT INFORMATION SYSTEMS (MIS)

##### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Computer Science, Management Information Systems, or Finance.
- (2) Minimum of three (3) years experience in computer programming and operations preferably in educational field.
- (3) Experience may be substituted in lieu of education.

##### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of system design, programming and operation of computer systems.
- Knowledge of Windows, Apple, and Chrome Book workstations/servers.
- Knowledge of the Florida Department of Education Management Information Systems requirements.
- Knowledge of the State of Florida Information Database requirements.
- Ability to work independently and make competent decisions regarding matters affecting area of responsibility.
- Ability to read and interpret applicable laws, rules, policies, and procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to plan, organize, and prioritize activities related to the assignment
- Ability to trouble-shoot problems and implement corrective action procedures.
- Ability to provide positive leadership and supervision to subordinates.
- Ability to communicate effectively both orally and in writing.
- Ability to provide positive leadership and supervision to subordinates.
- Ability to work cooperatively with others.
- Ability to troubleshoot problems and implement corrective actions

##### REPORTS TO:

Director of Business Affairs

##### JOB GOAL

To provide leadership in planning, developing, managing and developing information systems and services needed to promote and support District operations in business and student database environments.

##### SUPERVISES:

District Data Clerk(s)

##### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

## COORDINATOR OF MANAGEMENT INFORMATION SYSTEMS (MIS) (Continued)

- \* (1) Facilitate and maintain the development, implementation and maintenance of student, staff and finance databases which meet local, state and federal requirements.
- \* (2) Manage the Data Center applications within Skyward.
- \* (3) Coordinate all Skyward application issues within the District and with the assistance of the North East Florida Educational Consortium.
- \* (4) Provide support to schools regarding data communication decisions.
- \* (5) Serve as FTE administrator for the District.
- \* (6) Prepare projected FTE forecast and membership reports for the state.
- \* (7) Monitor FTE and membership throughout the year.
- \* (8) Provide staff support services to school and District data entry personnel.
- \* (9) Manage the electronic transfer of data as required.
- \* (10) Provide for the District Forms Review Committee and Records Management.
- \* (11) Provide for staff support to develop, implement and maintain the District-use of both the Skyward Business and Student database.
- \* (12) Provide technical assistance for hardware and software purchases.

### Inter / Intra-agency Communication and Delivery

- \* (14) Advise and assist the staff of the various data processing functions.
- \* (15) Provide coordination of activities between the various department users.
- \* (16) Use effective communication strategies to interact with a variety of audiences.
- \* (17) Respond to inquiries and concerns in a timely manner.

### Professional Growth and Improvement

- \* (18) Provide technical assistance to assigned employees as needed.
- \* (19) Provide for cross-training of personnel in the department as needed.
- \* (20) Maintain knowledge of development in the area of systems, hardware, software and telecommunications and incorporate new developments into future systems.
- \* (21) Maintain a network of peer contacts through professional organizations.
- \* (22) Promote and support the professional growth of self and others.
- \* (23) Attend MIS meetings to keep informed of new requirements and changes in existing systems.

### Systemic Functions

- \* (24) Establish data processing policies, standards, practices and security measures to ensure effective and consistent information processing operations.
- \* (25) Oversee the applications necessary to meet the needs of users and determine appropriate computer platforms, acquisition methodology and support requirements.
- \* (26) Exhibit support for the District's vision, mission, goals and priorities.
- \* (27) Supervise assigned support personnel, conduct annual appraisals and make recommendations for appropriate employment actions.
- \* (28) Prepare all required reports and maintain all appropriate records.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

### Leadership and Strategic Orientation

- \* (30) Provide information processing, systems counseling, and guidance to management personnel as required.
- \* (31) Demonstrate initiative in the performance of assigned responsibilities.
- \* (32) Anticipate potential problems and develop processes or procedures to prevent or address them.
- \* (33) Represent the District on the School District Council on Comprehensive Management Information Systems.

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

**COORDINATOR OF MANAGEMENT INFORMATION SYSTEMS (MIS) (Continued)**

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**


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

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities



APPROVED BY HAMILTON SCHOOL BOARD

ON 10/13/14  
  
SUPERINTENDENT

20-D

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### COORDINATOR OF NETWORKING/INFORMATION SERVICES

##### QUALIFICATIONS:

1. Associate's Degree from an accredited educational institution.
2. Minimum of three (3) years of successful experience in computer network and server design, network management and administration, structured wiring standards and installation, and computer repair, preferably in a relevant educational setting.
3. Experience and/or appropriate certificates/licenses may be substituted in lieu of education.

##### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of system design, programming, and operation of computer systems.
- ◆ Knowledge of Windows, Apple, and Chrome Book workstations/servers.
- ◆ Knowledge of current trends, research, and best practices related to information/networking technology.
- ◆ Knowledge of Local and Wide-Area Networks
- ◆ Knowledge of the Florida Department of Education Management Information Systems requirements.
- ◆ Knowledge of the State of Florida Information Database requirements.
- ◆ Skill in human interaction and conflict resolution.
- ◆ Ability to read and interpret applicable laws, rules, policies, and procedures.
- ◆ Ability to communicate effectively both orally and in writing.
- ◆ Ability to plan, organize, and prioritize activities related to the assignment.
- ◆ Ability to work independently and make competent decisions regarding matters affecting areas of responsibility with minimum supervision.
- ◆ Ability to provide positive leadership and supervision to subordinates.
- ◆ Ability to work cooperatively with others.
- ◆ Ability to troubleshoot problems and implement corrective actions.

##### REPORTS TO:

Superintendent

##### JOB GOAL

To provide and maintain access to an up-to-date network system for the students and staff of the Hamilton County School District and to provide accurate and up-to-date data for any school administrative request in a timely manner. Including the ability to provide leadership in planning, developing, and managing the technologies and information systems needed to promote and support District operations in the administrative support functions and to support the instructional program; to assume responsibility for district communications networks, servers, and workstation software including planning, installation, support, and troubleshooting.

**COORDINATOR OF NETWORKING TECHNOLOGY/INFORMATION SERVICES (Continued)****SUPERVISES:**

Computer Resource Technician(s)  
School Technology Coordinator(s)

**PERFORMANCE RESPONSIBILITIES:**

1. Assume oversight of support of all automated information system technologies in districts and schools.
2. Facilitate and assist in the development, implementation, and maintenance of student, staff, and finance databases, which meet local, state, and federal regulations.
3. Formulate appropriate security procedures, guidelines and recommendations to safeguard the operation of the automated information systems, operating systems, and district-supported applications.
4. Coordinate the training of school-based technology contacts in the use and functioning of their computer network systems and related technologies.
5. Manage the Data Center.
6. Provide data circuits for the District as required.
7. Provide support to schools regarding data communication decisions.
8. Provide staff support services to school and District data entry personnel.
9. Coordinate for the District Forms Review Committee and Records Management.
10. Provide for staff support to develop, implement, and maintain the District-wide area network.
11. Provide technical assistance for hardware and software purchases.
12. Work with others in reviewing new products to evaluate the benefits or affect that the new products will have on the district's infrastructure.
13. Advise and assist staff of the various data processing functions.
14. Respond to inquiries and concerns in a timely manner.
15. Provide technical assistance to employees as needed.
16. Provide for cross training of personnel in the department as needed.
17. Maintain knowledge of development in the area of systems, hardware, software, and telecommunications and incorporate new developments into future systems.
18. Maintain a network of peer contacts through professional organizations.
19. Promote and support professional growth of self and others.
20. Attend appropriate state meetings to keep informed of new requirements and changes in existing systems.
21. Establish data processing policies, standards, practices, and security measures to ensure effective and consistent information processing operations.
22. Oversee the applications necessary to meet the needs of users and determine appropriate computer platforms, acquisition methodology, and support requirements.
23. Exhibit support for the District's vision, mission, goals, and priorities.
24. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
25. Prepare all required reports and maintain appropriate records.
26. Perform other incidental tasks consistent with the goals and objectives of this position.
27. Provide information processing, systems counseling, and guidance to management personnel as required.
28. Demonstrate initiative in the performance of assigned responsibilities.
29. Anticipate potential problems and develop processes or procedures to prevent or address them.
30. Represent the District on the School District Council on Comprehensive Management Information Systems.
31. Maintain a close collaboration with the instructional department to ensure that district technology resources support the instructional program effectively and efficiently.
32. Administer, maintain, operate, troubleshoot and repair the Wide Area Network and all individual school Local Area Networks.



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### **COORDINATOR OF NETWORKING TECHNOLOGY/INFORMATION SERVICES (Continued)**

33. Administer and monitor the data backup to ensure that all data is recoverable from any equipment failure or disaster resulting in damaged computer equipment.
34. Diagnose and repair technology equipment at all schools, including computers, printers and other peripheral devices.
35. Install new hardware, computer systems and peripheral devices as needed on the network or on systems at individual school sites.
36. Install new infrastructure wiring and equipment, including wiring, drops, patch panels, ports, hubs, routers, switches, bridges, firewalls, UPS and data cabinets.
37. Install software and software upgrades on the network or on systems at individual sites.
38. Maintain the network logical addressing and naming standards scheme including assigning new TCP/IP addresses.
39. Monitor and report network and server capacity and performance data in order to plan system upgrades and avoid performance problems.
40. Implement, maintain and enforce the District Computer Network Security Policies. District Internet usage Policies and adherence to local, state and national requirements.
41. Assign computer and network user ID's, initial passwords and e-mail accounts.
42. Maintain and update the District Homepage including links to individual schools.
43. Monitor data entry operations at each school for DOE student records requirements.
44. Provide advisory and preparatory assistance for FTE surveys including fees reports.
45. Provide advisory assistance for vocational final reports and vocational follow-up reports.
46. Provide advisory assistance for financial cost reports.
47. Provide advisory preparatory assistance for staff reporting requirements.
48. Provide advisory assistance for Bright Futures reporting.
49. Develop accurate and efficient computer programs for the District.
50. Supervise the Networking/Information Technology department; including applying for E-Rate and writing the technology plan for the District.
51. Responsible for implementation and maintenance of district wide telephone system.
52. Shall assume additional responsibilities as assigned by the Superintendent.

### **Inter/Intra-Agency Communication and Delivery**

1. Respond to inquiries and concerns in a timely manner.
2. Keep supervisor informed of potential problems or unusual events.
3. Serve on district, state or community councils or committees as assigned or appropriate.
4. Provide oversight and direction for cooperative planning with other departments.
5. Work closely with District and school staffs to support school improvement initiatives and processes.
6. Serve as the liaison between data processing industry representatives and the District.

### **Professional Growth and Development**

1. Participate in professional activities in order to keep up-to-date in instructional technology.
2. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
3. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
4. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
5. Provide in-service activities for data entry personnel as needed.

### **Systemic Functions**

1. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
2. Create custom reports as required for District grade and attendance system.
3. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for

## **COORDINATOR OF NETWORKING TECHNOLOGY/INFORMATION SERVICES (Continued)**

appropriate employment actions.

4. Develop annual goals and objectives consistent with and in support of District goals and priorities.
5. Perform other tasks consistent with the goals and objectives of this position.
6. Represent the District in a positive and professional manner.
7. Assist in developing the department budget and monitor its implementation as required.

### **Leadership and Strategic Orientation**

1. Provide recommendations for the selection of instructional technology equipment and software, including tracking of software to ensure compliance with software licensing requirements.
2. Develop an up-to-date annual and long-range instructional technology plan.
3. Provide leadership and direction for assigned areas of responsibility.
4. Assist in implementing the District's goals and strategic commitment.
5. Exercise proactive leadership in promoting the vision and mission of the District.
6. Set high standards and expectations and promote professional growth for self and others.
7. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and the evaluation of services provided.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### COORDINATOR OF SPECIAL PROGRAMS

#### QUALIFICATIONS:

1. Master's Degree or higher from an accredited educational institution.
2. Certified in Administration / Supervision, or Educational Leadership.
3. Minimum of five (5) years teaching experience in the education field.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Title I, ESOL and other special programs.
- Knowledge of current trends and research in areas of responsibility, issues related to curriculum and instructional techniques, rules, regulations, statutes, policies, special programs, and procedures affecting Title I and other special programs on a federal, state, or local level.
- Knowledge of and ability to use student database systems.
- Ability to provide consultation and advice to teachers, parents, principals, and District staff on Title I programs, including policies, procedures, rules, regulations, and laws.
- Ability to organize and conduct meetings, to provide conflict resolution, to communicate, plan, and disseminate precise information and interpret technical issues related to assigned programs.
- Ability to interpret and use data in developing plans, programs, and proposals.
- Demonstrate effective skills in written and oral communications.
- Ability to work cooperatively with school personnel, community, and other departments and agencies.
- Good interpersonal and communication skills.
- Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.
- Ability to represent the District at state and regional functions.
- Demonstrate ability to work effectively with teachers, administrators, and parents.
- Ability to organize and prioritize.
- Ability to use technology and assist others in the use of technology for all special programs.

#### REPORTS TO:

Director of Teaching and Learning Services

#### JOB GOAL

To plan, evaluate, implement, and supervise all special programs in the District.

#### SUPERVISES:

Assigned Support Personnel

**COORDINATOR OF SPECIAL PROGRAMS (Continued)**  
**PERFORMANCE RESPONSIBILITIES:**

1. Coordinate and direct the planning, development, implementation, and evaluation of the District-wide Title I Basic, Migrant, and Neglected and Delinquent Program.
2. Monitor and evaluate target schools for compliance with federal and state laws.
3. Provide assistance to school personnel and staff in complying with all Title I regulations.
4. Coordinate and direct Title V, Title X and ESOL programs and services.
5. Develop annual program application and budget for program utilization with input from parents, teachers, and principals.
6. Allocate personnel funding sources and funds for personnel and instructional use, classroom materials, equipment, and supplies.
7. Supervise utilization of funds within budgetary constraints and compliance.
8. Provide guidance and support to school principals and classroom instructors to assure that program objectives are being met.
9. Monitor program and collect data from each school for necessary documentation to verify compliance with program guidelines and monitoring criteria.
10. Administer the District's Home Education program.
11. Coordinate and implement Supplemental Education Services (SES).
12. Work collaboratively with schools and District administrators in the development of all School Improvement Plans and the District Comprehensive Plan.
13. Provide assistance to District and school personnel in providing Title I parent education.
14. Monitor the articulation of Title I Basic and Migrant Education programs.
15. Coordinate the planning and implementation of the District's Parent Involvement Plan.
16. Coordinate the mobility of interstate and intrastate Migrant students.
17. Coordinate summer programs and services for students.
18. Work collaboratively with identified schools to implement a Program Improvement Plan.
19. Coordinate the upkeep of the parent centers located on school campuses.
20. Develop public information materials and media releases pertaining to all Title I programs.
21. Maintain a working relationship with all appropriate governmental agencies.
22. Use effective communication strategies to interact with a variety of audiences.
23. Respond to inquiries and concerns in a timely manner.
24. Serve as liaison with the Florida Department of Education in matters relating to Title I Basic and Migrant Education, Home Education, Title V, Title X, ESOL, and SES.
25. Coordinate and interpret District rules, policies, and state laws and rules pertaining to assigned areas.
26. Maintain a close working relationship with school personnel to ensure information exchange.
27. Work closely with other administrators in the Division of Teaching and Learning to ensure coordination of efforts.
28. Assure the provision of Inservice training programs for personnel in assigned programs.
29. Keep up-to-date and well informed about trends and best practices including changes in statutes, rules, and policies related to assigned programs.
30. Maintain a network of peer contacts through professional organizations.
31. Promote and support the professional growth of self and others.
32. Assist principals and other appropriate personnel in keeping abreast of requirements and best practices in assigned areas.
33. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
34. Prepare all necessary reports and records pertinent to each program, including collection of all evaluation data.
35. Maintain a budget and provide allocations for assigned staff.
36. Keep the Superintendent informed about potential problems, unusual events, or possible opportunities.
37. Perform other incidental tasks consistent with the goals and objectives of this position.
38. Coordinate and direct educational outcomes of Title I and ESOL identified students.

**COORDINATOR OF SPECIAL PROGRAMS (Continued)**

39. Provide leadership and direction for the planning, implementation, and evaluation of all assigned programs and services.
40. Demonstrate initiative in recognizing needs, problems, or potential for improvement and take appropriate action.
41. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
42. Model and maintain high standards of professional conduct.
43. Contribute to district planning activities including setting goals and objectives and use the resources.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**SCHOOL DISTRICT OF HAMILTON COUNTY**

**JOB DESCRIPTION**

**Coordinator, Special Project/Title I Family and Community Outreach**

**QUALIFICATIONS:**

- (1) Master's Degree or higher required. Major in Education or Educational Leadership preferred.
- (2) Certification in Educational Leadership or Administration and Supervision.
- (3) Five years of successful project management experience with a minimum of five years successful project management preferred.
- (4) Successful experience in working with families to improve student achievement.
- (5) Experience in both spoken and written English and Spanish preferred.
- (6) Must be able to work flexible hours (includes evenings and some weekends).

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of community resources and available support systems for families.
- Knowledge of Title I and other applicable laws, regulations, and guidance.
- Skill in human interaction, time management, problem solving, and conflict management.
- Excellent organizational skills and ability to maintain required documentation and records.
- Effective skills in oral and written communication.
- Ability to communicate well with parents and school personnel.
- Ability to work independently in carrying out performance responsibilities.

**REPORTS TO:**

Coordinator of Title I/Federal Programs

**JOB GOAL**

To effectively engage families and build their capacity to support student achievement and to administer the development and implementation of the Family Engagement Plan.

**SUPERVISES:**

N/A



**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

1. \*Coordinate implementation, monitoring, budgeting, and reporting requirements included in the District's Parent Involvement Plan.
2. \*Maintain and analyze, on a regular basis, multiple sources of data and provide documentation when needed to support family engagement activities, such as parent attendance, parent surveys, anecdotal records, and student performance.
3. \*Attend workshops or training sessions to keep abreast of procedures and trends.
4. \*Organize and prepare documentation for on-line compliance web site.
5. \*Assist the Federal Programs Coordinator in conducting a continuous program review of Title I and other projects.
6. \*Plan and implement academically focused activities for families with students attending Title I schools that build their capacity to work with their children at home, which may include adult literacy and job skills trainings.
7. \*Train school-level family liaisons on how to develop a family-friendly, culturally sensitive school climate and capacity-building activities.
8. \*Work a flexible schedule not to exceed 40 hours per week so that evening family engagement activities can take place and home visits occur.
9. \*Maintain and utilize information on available health and social services and serve as a liaison between home, Title I schools, and the community to assist in obtaining these services.
10. \*Conduct and coordinate home visits for the purpose of assessing needs, improving communication, and providing information regarding school policies and programs, and/or providing referrals.
11. \*Keep daily logs of visitations of parents to the school, as well as, home visits, including time and persons visiting/visited.
12. \*Interact with parents and school staff in a professional manner that promotes positive communication.
13. \*Coordinate the activities of the district-wide Title I Parental Involvement Team/Parent Advisory Team, including the development, evaluation of, and revisions to the district-wide Title I Parental Involvement Plan and decisions regarding the allocation of the one percent Title I set aside for parental involvement.
14. \*Evaluate and support the development of school-based Title I Parental Involvement Plans.
15. \*Provide appropriate trainings to school-based liaisons on their duties and responsibilities, including effective family communication strategies, capacity building family engagement activities, and the development of family engagement/parental involvement plans.
16. \*Implement parent leadership trainings to empower parents to effectively advocate for their children.
17. \*Work with parents, teachers, and the community to facilitate partnerships that support student achievement.
18. \*Maintain appropriate documentation of services.
19. Perform other duties as assigned by the Coordinator of Federal Programs.

*\*Denotes essential job function/ADA*

**PHYSICAL REQUIREMENTS:**

Exerting up to 10 pounds of force occasionally and/or up a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**WORKING CONDITIONS:****Indoors/Outdoors**

The worker is subject to both environmental conditions. Activities occur inside and outside.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan on the Position 5 schedule. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No.**

\*Essential Performance Responsibilities

Board Approved/Revised: 6-12-17

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### COORDINATOR OF VOCATIONAL, ADULT AND TECHNICAL EDUCATION

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership.
- (3) Minimum of three (3) years successful experience in education.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skill in the use of networking software applications, network operating systems and computer hardware. Ability to conduct effective inservice / training sessions. Knowledge of local, state and national law, rules and policies which affect vocational and adult education. Ability to communicate effectively with a variety of audiences. Knowledge of principles of teaching / learning for adults and children. Ability to supervise the implementation of programs and budgets.

#### REPORTS TO:

Director of Instructional Services

#### JOB GOAL

To enhance instruction for all students and to enhance the performance of all students.

#### SUPERVISES:

Adult Education Instructional Technology Program. Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Assume the major responsibility for the successful implementation of the District K – 12 and
- \* (2) Implement the instructional technology infrastructure to include wiring, routers, servers and student workstations.
- \* (3) Establish, coordinate and administer procedures and a budget to provide service providers to install and maintain an Instructional LAN at each school with software installed to distribute academic applications to student desktops in all classrooms, provide for a school-level e-mail system for staff communications, and provide for popmail communications on the LAN for each school and the District-wide LAN.
- \* (4) Coordinate the maintenance, operation, enhancement and management of existing instructional school microcomputer networks.
- \* (5) Assist with the planning, design and installation of future network expansions for system integration.
  
- \* (6) Coordinate DOE FIRNTEC services and training provided to local schools, and schedule and coordinate the monthly meetings with the FIRNTEC and participate in each meeting.

**COORDINATOR OF VOCATIONAL, ADULT AND TECHNICAL EDUCATION (Continued)**

- \* (7) Assume the major responsibility for the successful implementation of the District K – 12 Career Development and Career Preparation Program, Vocational Education Program, Tech Prep Program, School-to-Work Program and Adult Education Program.
- \* (8) Plan, coordinate and implement the District Community Education Program.
- \* (9) Plan, coordinate and implement the District Dropout Prevention Program.
- \* (10) Plan, coordinate and implement the District Adult Literacy Program.
- \* (11) Plan, coordinate and implement the District Education for Handicapped Adults Program.
- \* (12) Plan and coordinate the preparation, submission and approval of federal, state Vocational / Adult and Instructional Technology grants.
- \* (13) Approve and/or sign off on all vocational purchase requests submitted by vocational teachers relevant to federal projects or state monies for updating, replacement and repair or maintenance of vocational equipment based on needs indicated in an assessment of vocational program needs.
- \* (14) Plan, develop and implement adult vocational and adult basic high school programs.
- \* (15) Coordinate vocational and adult education enrollment data collection and reporting activities via the Department of Education Student Information Database.
- \* (16) Complete and submit to the Department of Education the adult basic annual report and the final report for proposals assigned by the Carl D. Perkins Act.
- \* (17) Update adult basic education and adult secondary handbooks as necessary.
- \* (18) Monitor adult basic, adult secondary and adult vocational activities.
- \* (19) Check and sign off on vocational and adult property inventories and disposition of property.

**Inter / Intra-agency Communication and Delivery**

- \* (20) Serve as executive chairman for the District-wide instructional technology committee and schedule committee meetings.
- \* (21) Coordinate activities of technology vendors, consultants, trainers and service providers.
- \* (22) Serve as liaison among community colleges and other educational providers to assess needs, plan, schedule and coordinate dual enrollment classes for Hamilton County citizens.
- \* (23) Attend relevant meetings that are approved by the Director of Instructional Services and/or the Superintendent.
- \* (24) Keep the public informed of assigned program opportunities, activities and programs through the news media and flyers.
- \* (25) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts and general support for the decision-making process.
- \* (26) Serve as District liaison with the Florida Department of Education on matters related to vocational and adult / community education.
- \* (27) Communicate effectively with teachers, administrators and staff.
- \* (28) Keep Director informed of potential problems or unusual events.

**Professional Growth and Improvement**

- \* (29) Coordinate and/or plan training and service providers to school-level staff as required to maintain, update and evolve the school-level instructional network.
- \* (30) Provide training to enable each school to maintain a staff member qualified to perform a variety of Windows NT administrative tasks, including virus protection installation and update, computer systems setup, connection to approved mail systems, IP address administration, network software storage, required record keeping, data submission, user and group account administration, security administration, printer administration, monitoring network events and resources and backing up and restoring data.
- \* (31) Keep abreast of current trends and changes in vocational and adult education, including related laws, rules and policies.
- \* (32) Maintain a network of peer contacts through professional organizations.
- \* (33) Assist principals and District-level administrators in understanding and keeping abreast of trends and developments in vocational and adult education.
- \* (34) Promote and support professional development for self and others.

**COORDINATOR OF VOCATIONAL, ADULT AND TECHNICAL EDUCATION (Continued)****Systemic Functions**

- \*(35) Coordinate and update program reviews scheduled by the Department of Education.
- \*(36) Plan a budget to meet assigned program needs, make purchase requests and maintain accurate records and reports for audit and local and state requirements.
- \*(37) Draft and update School Board policies relevant to the assigned programs and submit to the Director of Instructional Services for approval.
- \*(38) Submit Instructional Technology Plan to School Board for approval and periodically update the plan for update approvals by the School Board.
- \*(39) Recommend budget allocation annually to provide for repair and maintenance of Instructional Technology equipment and to provide selected technology service providers.
- \*(40) Administer tracking system of technology services provided to schools within the District to include prepaid services and computer parts replacement.
- \*(41) Administer STIA budget allocations and instructional technology projects and sign off on all STIA and IT project purchase requests submitted by schools for expenditure of IT funds.
- \*(42) Administer the Workforce Development budget.
- \*(43) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \*(44) Plan for the timely replacement of instructional equipment.
- \*(45) Prepare all required reports and maintain all appropriate records.
- \*(46) Demonstrate support for District goals and priorities.
- \*(47) Serve as a program consultant to school personnel with assistance in the identification of program needs, selection of appropriate materials and equipment and in selection of effective teaching strategies.
- (48) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \*(49) Provide leadership and direction for the planning, implementation and evaluation of vocational, adult education and instructional technology programs and activities.
- \*(50) Demonstrate initiative in recognizing needs, problems or potential for improvement and take appropriate action.
- \*(51) Model and maintain high standards of professional conduct.
- \*(52) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \*(53) Contribute to District planning activities, including providing input into short- and long-term goals and objectives, budget and use of resources.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 12**

**COORDINATOR OF VOCATIONAL, ADULT AND TECHNICAL EDUCATION (Continued)**

\*Essential Performance Responsibilities

**SCHOOL DISTRICT OF HAMILTON COUNTY**  
**DIRECTOR OF TEACHING AND LEARNING SERVICES**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Master's Degree from an accredited educational institution.
2. Certified in Administration and Supervision, Educational Leadership or School Principal.
3. Minimum of five (5) years successful experience in education to include two (2) years in an administrative or supervisory capacity.
4. Demonstrated ability to successfully lead school improvement initiatives in an ethnically and socio-economically diverse district.
5. Demonstrated understanding of pedagogical strategies related to academic achievement for all students.
6. Demonstrated ability to provide professional development and coaching to teachers and administrators.
7. Demonstrated the ability to effectively allocate, manage, and monitor effectiveness of resources to support strategic academic priorities and initiatives.
8. Demonstrated knowledge to guide teacher/school teams in synthesizing student cohort, subgroup, and individual achievement data from a variety of sources to identify strengths and areas for improvement.
9. Demonstrated the ability to direct, coordinate, and monitor district, state, and national academic accountability.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of national, state and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concept for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development, staff development and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Ability to balance several job functions at one time and work under a heavy workload. Good interpersonal and communication skills. Ability to utilize statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions.

**REPORTS TO:**

Superintendent

**JOB GOAL**

The Director of Teaching and Learning Services ensures quality vertical articulation, vision, and monitoring of assigned District wide programs (curriculum, instruction, professional development, assessment, and college and career readiness) and related services; ensures program components maximize the academic experience of all students; provides information and serves as a resource to building administrators as well as district personnel; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with Florida Department of Education guidelines and state statutes.

**SUPERVISES:** Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Coordinate the overall activities of planning, development, coordinating, implementing and evaluating District curriculum for Pre-Kindergarten through Grade 12.
2. Coordinate and administer the evaluation and selection of textbooks and instructional materials, including the preparation of textbook requisition, processing and receipt of funds for lost and damaged books.
3. Reviews and approves work of curriculum review teams based on assessment data to ensure high quality curricula, curriculum mapping, and alignment to State standards.
4. Provide leadership and evaluation for those areas of the District strategic plan related to academic development and acquisition, delivery, and accountability
5. Plans and coordinates the District's professional development for staff relating to District instructional initiatives, IPDPs, PDPs, etc.
6. Researches, suggests, and facilitates appropriate professional training for buildings, departments, courses, and or grade levels to successfully implement rigorous and pedagogical curriculum content
7. Develops a district professional learning calendar
8. Direct, coordinate, and monitor district, state, and national student assessment delivery and synthesis. Provide accountability monitoring and measurement of District programs for compliance and/or renewal.
9. Supports Professional Learning Communities by assisting in the development of formative and summative assessments aligned to the Florida standards, incorporating higher order thinking skills, to determine progress towards established benchmarks at the classroom and program level.
10. Compiles data from a variety of sources for the purpose of evaluating district programs and /or related services, making suggestions for developing programs, and/or services, and making recommendations for program enhancement and compliance with financial, legal, and administrative requirements.
11. Conducts teaching staff observations as requested by the principal or superintendent

**Inter/Intra-agency Communication and Delivery**

12. Maintain a close working relationship with School and District personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
13. Facilitate ongoing communication with teachers to assure articulation of the curriculum.
14. Visit classrooms for first-hand knowledge of curriculum practices.
15. Assist in ensuring the purposeful articulation among all instructional levels as well as between basic and special programs.
16. Serve as liaison with NEFEC for Curriculum and Professional Development initiatives.
17. Report on the status of programs and services, as requested.



18. Serve as contact to the Department of Education in assigned areas.
19. Maintain good public relations with parents and community groups for dissemination of information and feedback.
20. Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community
21. Maintain liaison with the local business community, civic organizations and other groups having an interest in the schools.
22. Facilitates development of District College and Career Readiness programs.
23. Oversees the implementation of pathways, certifications, and/or projects for the purpose of meeting the needs of a comprehensive College and Career Readiness program.
24. Plan, and coordinate the preparation, submission, and approval of CTE state and federal grants
25. Approve and/or sign off on all CTE purchase requests submitted relevant to federal projects or state monies for updating, replacement, maintenance, and repair of vocational equipment.
26. Check and sign off on CTE property inventories.
27. Ensure the CTE programs meet all state and federal guidelines for operation.
28. Serve as District liaison with FLDOE, statewide agencies, and colleagues to provide timely announcements, program development, and communication in areas of assigned responsibility. In addition to collegial networking, keeps abreast of promising advances in content delivery, online instructional support, and content acquisition measurements.
29. Collaborate with regional directors of teaching, learning, assessment, and curriculum.
30. Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, District school board, regulatory agencies, etc.) for the purpose of implementing program components; creating long and short term action plans; and addressing District and school objectives

## **Professional Growth and Improvement**

31. Keep well informed about current trends and best practices in assigned areas of responsibility.
32. Keep up-to-date and well informed about legislation and legal issues.
33. Assist school and District personnel in keeping up-to-date about trends, best practices, legislation and related issues.
34. Promote and support professional development for self and others.
35. Attend meetings, workshops and conferences, which promote professional growth and will benefit the District.

## **Systemic Functions**

36. Develop, recommend and administer the budgets for assigned programs.
37. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
38. Prepare or supervise the preparation of all required reports and the maintenance of all appropriate records.
39. Perform other incidental tasks consistent with the goals and objectives of this position.
40. Leadership and Strategic Orientation
41. Provide input into District-wide planning for assigned areas to relate the instructional program and the use of financial and human resources to the Districts' goals and objectives.
42. Model and maintain high standards of professional conduct.

- 43. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- 44. Use appropriate interpersonal styles and methods for guide individuals and groups to task accomplishment.
- 45. Facilitate problem solving by groups or individuals.

**PHYSICAL REQUIREMENTS:**

Position requires light work exerting up to twenty (20) pounds of force occasionally and/or up to ten (10) pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Twelve-month year.

**EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### CUSTODIAN

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Experience in custodial work or equivalent is preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Proficient in the use of custodial equipment and cleaning chemicals. Possess knowledge of OSHA standards relating to assignment. Possess effective oral and written communication skills. Ability to assume assigned responsibilities and work harmoniously with others. Ability to organize and prioritize.

**REPORTS TO:**

Principal

#### JOB GOAL

To provide the care, maintenance, sanitation, cleanliness and safety for the physical plant and grounds.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Clean and sanitize restrooms and dressing rooms to include all fixtures, faucets, drain pipes, mirrors, commodes, sinks, urinals, window sills, ledges, air vents, floors and walls daily.
- \* (2) Clean windows, window ledges, furniture and equipment in all assigned areas daily.
- \* (3) Sweep or vacuum and mop hard surfaces of assigned rooms and corridors daily.
- \* (4) Vacuum and spot clean assigned carpeted rooms and hallways daily.
- \* (5) Empty and clean trash cans in all assigned areas daily.
- \* (6) Assist in maintaining the inventory of custodial supplies, tools and materials for use in the facility.
- \* (7) Assist in the supervision of the physical security of the facility as required.
- \* (8) Provide emergency clean-up for spills and mishaps throughout the facility.
- \* (9) Inspect building lighting fixtures daily.
- \* (10) Assist in the operation of the facility HVAC system as required.
- \* (11) Assist in setting up facilities for meetings and workshops as required.
- \* (12) Perform minor maintenance repairs as assigned.
- \* (13) Participate in casualty prevention tests and inspections as required.
- \* (14) Patrol facility and grounds to pick up and prevent the accumulation of litter daily.
- \* (15) Assist with grounds maintenance as required.
- \* (16) Fuel and check / add oil on buses as required.

**CUSTODIAN (Continued)****Inter / Intra-agency Communication and Delivery**

- \* (17) Communicate effectively with staff and administration.
- \* (18) Keep supervisor informed of potential problems or unusual events.
- \* (19) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \* (20) Demonstrate initiative in the performance of assigned responsibilities.
- \* (21) Provide for a safe and secure workplace.
- \* (22) Model and maintain high ethical standards.
- \* (23) Follow attendance, punctuality and proper dress rules.
- \* (24) Maintain confidentiality regarding school matters.
- \* (25) Maintain positive relationships with staff.
- \* (26) Participate in workshops and training sessions as required.

**System Support**

- \* (27) Prepare all required reports and maintain all appropriate records.
- \* (28) Follow all School Board policies and school policies and procedures.
- \* (29) Exhibit interpersonal skills to work as an effective team member.
- \* (30) Demonstrate support for the School District and its goals and priorities.
- (31) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 02**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### DISTRICT CUSTODIAL TRAINER /SUPERVISOR

##### QUALIFICATIONS:

- (1) Associate's Degree from an accredited educational institution in Plant Engineering or an equivalent Facility Management Program from a regionally accredited institution or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- (2) Minimum of seven (7) years successful experience in Plant Operations to include at least 5 years of Custodial Maintenance.
- (3) Minimum of three (3) years successful experience as a supervisor of a medium to large organization with experience in labor relations, work planning, organizational management and employee training.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience in the administration of a comprehensive custodial organization. Ability to read, interpret and implement federal, state and local rules, laws and policies related to custodial assignments. Ability to use a computer and applicable software programs in order to enhance the effectiveness of the organization. Ability to work cooperatively with other personnel and exhibit those interpersonal skills necessary to build a cohesive custodial organization. Ability to organize and prioritize numerous activities. Ability to communicate effectively, both orally and in writing to all levels of the organization. Knowledge of goal setting, program implementation and effectiveness measurement.

##### REPORTS TO:

Coordinator of General Services

##### JOB GOAL

To provide direction and leadership in the area of custodial services so that all students and district employees have a safe, clean and effective environment in which to learn and work.

##### SUPERVISES:

Head Custodians  
Custodians  
Other personnel as assigned

##### PERFORMANCE RESPONSIBILITIES:

- \* (1) Establish and maintain a system of Custodial Work Management that ensures an efficient and effective balance between operational and preventative custodial services.
- \* (2) Coordinate periodic inspections of all school facilities to ensure compliance with health, safety, and sanitation codes and to determine needed maintenance and repairs.
- \* (3) Assist the Coordinator in the preparation, disbursement and accountability of the Facilities' budget, including operating and capital funds.

## **CUSTODIAL SUPERVISOR (Continued)**

- \* (4) Develop and implement a comprehensive custodial service program that includes technical training, personnel assessment, site assessment, planning, personnel advancement and measurements of program progress.
- \* (5) Establish and maintain an effective and cooperative working relationship with school-based and central district staff in order to meet the needs of the organization.
- \* (6) Formulate custodial staffing needs and make recommendations during the annual staffing process.
- \* (7) Support the implementation of the District's energy management procedures and practices.
- \* (8) Ensure that custodial staff adheres to all state rules, School Board rules, departmental policies and procedures.
- \* (9) Assist in the interpretation of programs, philosophy and policies of the district to staff, students and the community.
- \* (10) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (11) Respond to inquiries and concerns in a timely manner.
- \* (12) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- \* (13) Work closely with District and school staffs to support school improvement initiatives and processes.
- \* (14) Disseminate information and current research to appropriate personnel.
- \* (15) Keep well informed about current trends and best practices in areas of responsibility.
- \* (16) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (17) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \* (18) Promote and support professional growth for self and others.
- \* (19) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (20) Maintain a network of peer contacts through professional organizations.
- \* (21) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (24) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (25) Represent, consistently, the District in a positive and professional manner.
- \* (26) Provide leadership and direction for the assigned areas of responsibility.
- \* (27) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- \* (28) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (29) Assist in implementing the District's goals and strategic commitments.
- \* (30) Exercise proactive leadership in promoting the vision and mission of the district.
- \* (31) Provide oversight and direction for cooperative planning with other agencies.
- \* (32) Set high standards and expectations for self and others.
- \* (33) Demonstrate initiative in identifying potential problems or opportunities for improvement and accomplishment.
- \* (34) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (35) Facilitate problem solving by individuals or groups.
- \* (36) Perform other incidental tasks consistent with the goals and objectives of this position.

## **CUSTODIAL SUPERVISOR (Continued)**

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATIONS:**

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

\*Essential Performance Responsibilities

Approved: 8-10-15

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### DISTRICT SCHOOL SAFETY SPECIALIST

#### QUALIFICATIONS:

- A. Master's Degree from an accredited educational institution
- B. Certification in educational leadership or Certification as Principal
- C. Minimum of five (5) years successful teaching experience
- D. Minimum of five (5) years administrative experience
- E. Must earn certification as School Safety Specialist within 1 year after appointment

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Hamilton County Schools, leadership teams, School Board Policies and Procedures related to all aspects of assigned job. Demonstrated skills in collaboration with multi-teams. Ability to plan, organize and prioritize. Strong observation skills. Advanced oral and written communication.

#### REPORTS TO:

Assistant Superintendent

#### JOB GOAL

To coordinate all phases of school safety and security for staff and students.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- (1) Develop, review, and revise policies and procedures for compliance with State law and rules regarding Safe Schools.
- (2) Develop policies and procedures for the establishment of threat assessment teams at each school.
- (3) Serve as the lead liaison with DOE Director of Office of Safe Schools.
- (4) Serve as the School District liaison with local public safety agencies and national, state, and community agencies and organizations in matters of school safety and security.
- (5) Responsible for conducting a school security risk assessment (per F.S. 1006.1493) at each public school using the school security risk assessment developed by the Office of Safe Schools.
- (6) Coordinates between school administrators and local law enforcement to implement preventative programs and to disseminate information.
- (7) Communicates with parents and community regarding safe schools.
- (8) Serve as the District contact for drop-out prevention, including truancy.
- (9) Serve as the District contact for the prevention of bullying.
- (10) Oversee procedures related to emergency planning and emergency drills.
- (11) Serve as the District contact for use of facilities for emergency shelters.
- (12) Monitor the operational budget for Safe Schools.
- (13) Prepare all required reports and maintain all appropriate records.



## **District School Safety Specialist**

- (14) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process in the area of school safety and security.
- (15) Use effective, positive interpersonal communication skills.
- (16) Other duties assigned by the immediate administrator or supervisor.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan for District-Level Administrators.

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### DATA CLERK, SCHOOL

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent with business / clerical training.
- (2) Computer proficiency.
- (3) Prior clerical / secretarial experience preferred but not required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to meet and interact with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. Skill in operating a computer terminal. Skill in analyzing computer data (input / output). General working knowledge of School District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Ability to maintain accurate records. Good organizational skills.

**REPORTS TO:**

Principal / Supervisor

#### JOB GOAL

To maintain essential records fundamental to the management of the school setting.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Input entries related to the Student Information System master file and update daily.
- \* (2) Input all student demographic data.
- \* (3) Assist in the registration and scheduling process.
- \* (4) Process and distribute student schedules, class lists and mailing labels.
- \* (5) Input all daily entries to the attendance accounting system.
- \* (6) Input discipline information on the student information system, if required.
- \* (7) Input all entries related to school course and staff master file.
- \* (8) Input all entries related to grade reporting.
- \* (9) Assist in processing student class records for generation of FTE.
- \* (10) Assist administration in producing documents, surveys, reports and mailing labels requiring word processing programs.
- \* (11) Transmit and receive transcripts electronically.
- \* (12) Monitor accuracy of data input and output.
- \* (13) Operate office machines.
- \* (14) Duplicate, assemble and distribute documents.

**DATA CLERK, SCHOOL (Continued)**

- \*(15) Act as student locator, routing students to necessary sites as requested.

**Inter / Intra-agency Communication and Delivery**

- \*(16) Act as receptionist when needed.
- \*(17) Assist in preparing communication for students and parents regarding various activities and announcements at school.
- \*(18) Assist with communicating the importance of accurate collecting of funding related data and reports.
- \*(19) Answer the telephone in a courteous and professional manner.
- \*(20) Communicate effectively with the public, students, co-workers and administration.
- \*(21) Respond to inquiries and concerns in a timely manner.
- \*(22) Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

- \*(23) Demonstrate initiative in the performance of assigned responsibilities.
- \*(24) Model and maintain high ethical standards.
- \*(25) Follow attendance, punctuality and proper dress rules.
- \*(26) Maintain confidentiality regarding student and personnel records.
- \*(27) Maintain positive relationships with co-workers, District employees, students and the public.
- \*(28) Participate in workshops and training sessions as required.

**System Support**

- \*(29) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.
- \*(30) Perform compilation of reports and documentation as necessary for FTE, ESOL, ESE and other data tied to student funding.
- \*(31) Assist with inventory process as needed.
- \*(32) Prepare all required reports and maintain all appropriate records.
- \*(33) Follow all School Board policies and school policies and procedures.
- \*(34) Exhibit the interpersonal skills necessary as an effective team member.
- \*(35) Demonstrate support for the School District and its goals and priorities.
- (36) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### DIRECTOR OF ADMINISTRATIVE SERVICES

#### QUALIFICATIONS:

1. Master's Degree from an accredited educational institution.
2. Certification in Administration and Supervision, Educational Leadership or School Principal, or Professional School Principal.
3. Minimum of six (6) years successful teaching and/or administrative experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of Florida educational statutes, employee relations with contract negotiations, and administration.
- ◆ Knowledge of information flow in public educational organizations.
- ◆ Ability to prepare agenda items and present them to the School Board.
- ◆ Ability to work with the legislative process.
- ◆ Human relation skills and ability to work with group processes.
- ◆ Ability to manage diverse functions.
- ◆ Ability to communicate effectively both orally and in writing.
- ◆ Ability to interpret and use data in developing plans, programs, and proposals.
- ◆ Ability to work cooperatively with other personnel.
- ◆ Ability to plan and present information to a variety of audiences.
- ◆ Skill in supervising personnel.
- ◆ Knowledge of current industry trends / standards in areas of assignment.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To assist the Superintendent by serving as staff officer, recommending changes in policy and practice, directing the functions of the human resources office, coordinating collective bargaining and labor relations activities, and supervising the operation and support of automated information systems and network infrastructure.

#### SUPERVISES:

Coordinator of Staff Development and Recruitment  
 Coordinator of Technology and Information Services  
 Personnel Assistant  
 Assigned Support Personnel

**DIRECTOR OF ADMINISTRATIVE SERVICES (Continued)****PERFORMANCE RESPONSIBILITIES:**

1. Direct and coordinate the planning, implementation and evaluation of the District's comprehensive personnel management system, including but not limited to recruitment, employment, reappointment and assignment, performance appraisal, employee records management, compensation, employee counseling, leave and retirement systems.
2. Oversee collective bargaining activities, including negotiations, contract management, and legal proceedings.
3. Serve as chief negotiator for the district.
4. Direct the District's staffing plan and oversee the adjustments of personnel as necessary.
5. Administer all aspects of the instructional and non-instructional contracts.
6. Conduct investigations in matters of possible violations of the Professional Code of Ethics and make recommendations to the Superintendent regarding appropriate employment action / discipline.
7. Handle personnel grievances.
8. Manage and coordinate all employee relations activities.
9. Provide leadership for the planning, implementation, and evaluation of instructional staff development in the District.
10. Provide oversight to the District in efforts to utilize technology to support operations while enhancing productivity and effectiveness.
11. Provide oversight to ensure that District electronic information and communication systems remain secure and reliable.
12. Provide oversight of technology budgets.
13. Provide oversight to ensure that the District complies with local, state and federal rules pertaining to electronic information.
14. Work with the Assistant Superintendent for Teaching and Learning Services to ensure that the technology resources of the District support teaching and learning goals.
15. Maintain regular liaison with the Florida Department of Education and other agencies concerned with employee relations.
16. Assist the Superintendent in developing and implementing procedures to keep the School Board informed of the status of negotiations and to secure School Board input on negotiation proposals.
17. Assist in interpreting Florida statutes, State Board of Education rules, and Hamilton County School Board policies to employees and the community.
18. Communicate to keep the Superintendent informed of impending problems or events of an unusual nature.
19. Use effective communication strategies to interact with a variety of audiences.
20. Respond to inquiries or concerns in a timely manner.
21. Collaborate with other departments or divisions.
22. Maintain thorough and current knowledge and information files of state laws, regulations, proposed legislation and labor relations case laws concerned with collective bargaining and employee relations.
23. Attend meetings and conferences that promote professional growth and will benefit the district.
24. Provide technical assistance to assigned employees as needed.
25. Promote and support professional development for self and others.
26. Participate in District meetings and other activities to enhance professional growth.
27. Keep abreast of laws, regulations, and policies related to areas of assignment.
28. Assist the Superintendent in developing and implementing procedures to comply with regulations and policies adopted by the School Board, with particular attention to those related to collective bargaining.
29. Provide information and advice to the Superintendent on the status of administrative services and the use of resources for these services.
30. Assist the Superintendent in organizational analysis and development.
31. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
32. Prepare or oversee the preparation of all required reports and maintain all required records.

**DIRECTOR OF ADMINISTRATIVE SERVICES (Continued)**

33. Assist in the development of administrative guidelines and School Board policies for assigned areas of responsibility.
34. Assist in the preparation of the administrative services budget.
35. Exhibit support for the District's vision, mission, goals, and priorities.
36. Make and share decisions in a timely manner.
37. Perform other incidental tasks consistent with the goals and objectives of this position.
38. Assist the Superintendent in the formulation and implementation of strategic planning.
39. Provide leadership, oversight, and direction for administrative services.
40. Serve on the Superintendent's Executive Leadership Team.
41. Model and maintain high standards of professional conduct.
42. Demonstrate initiative in recognizing the needs or potential for improvement and take appropriate action.
43. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
44. Facilitate problem-solving by groups or individuals.
45. Perform duties and responsibilities associated with the ADA and OSHA as they relate to assigned areas.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**SCHOOL DISTRICT OF HAMILTON COUNTY**

**JOB DESCRIPTION**

**DIRECTOR OF BUSINESS SERVICES**

**QUALIFICATIONS:**

1. Master's Degree in Educational Administration or related field with specialization in business or financial management.
2. Minimum of six (6) years experience in Business Management, Accounting, or Education to include three (3) years in a supervisory or administrative capacity.
3. In lieu of above requirements a combination of training and experience substantially equivalent to these requirements.
4. Other qualifications as deemed necessary by the School Board.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Knowledge of governmental accounting standards, Florida School law, and State Board of Education regulations.
- ◆ Management skills in supervising areas of budgeting, accounting, auditing, purchasing, investments, risk management, plant maintenance, transportation and food service.
- ◆ Ability to plan and analyze.
- ◆ Ability to use personal computer / mainframe software and hardware.
- ◆ Knowledge of banking as it relates to investments.
- ◆ Ability to use effective communications skills.
- ◆ Ability to effectively use problem-solving skills, group dynamics, and communication skills for both oral and written presentations.

**REPORTS TO:**

Superintendent

**JOB GOAL**

To assist the Superintendent by serving as staff officer, recommending changes in policy and practice, serving as a member on the collective bargaining and labor relations teams, and supervising the operation of business services to ensure responsiveness to fulfilling system goals, to operate a comprehensive program of school plant maintenance and operations and to enable each student through safe and efficient transportation to take full advantage of all the educational activities offered by the district.

**SUPERVISES:**

## **DIRECTOR OF BUSINESS SERVICES (Continued)**

Coordinator of Food Services

Coordinator of General Services

Coordinator of Technology and Information Services

Assigned Support Personnel

### **PERFORMANCE RESPONSIBILITIES:**

1. Supervise and direct the functions of financial services, including budgeting, FTE projections, financial accounting, program cost reporting, accounts payable, cash and debt management, employee benefits, internal accounts and auditing, payroll, purchasing, and warehousing and distribution.
2. Supervise and direct the functions of general services, including, risk management, custodial services, emergency management, facilities services, security and safety, planning and zoning, transportation services, construction, and maintenance.
3. Supervise and direct school food services.
4. Prepare financial reports as required by state and federal agencies having jurisdiction over public school funds.
5. Prepare and submit monthly financial statements to the Superintendent and the School Board.
6. Assist in administering agreements resulting from collective bargaining as applicable.
7. Facilitate and oversee the ongoing audit process by other agencies, respond to auditors' concerns and questions during audits and coordinate the district's formal response to audits.
8. Arrange for and oversee the required audit of internal accounts.
9. Conduct follow-up activities to remedy audit report findings of an adverse nature.
10. Serve as the district's purchasing administrator as assigned, including RFPs, bids and contracts as necessary, with responsibility for managing and coordinating purchasing through the District assuring maximum value educationally and financially in securing supplies, materials, equipment, and services.
11. Coordinate and manage the acquisition and disposition of property in coordination with persons assigned responsibility for property control.
12. Maintain project ledgers on construction projects/routinely reconcile to accounting records the project expenditures and architect and contractor billing.
13. Plan for and control the cash flow in order to ensure that adequate funds are available for daily operations and to receive maximum returns on investments.
14. Provide overall supervision of the district's investment program.
15. Oversee the district's risk management program and expenditures as assigned.
16. Prepare Superintendent's Annual Financial Report.
17. Coordinate application for use of impact funds when applicable.
18. Develop, recommend, and administer the Business Services budget.
19. Maintain effective community relations and interpret financial matters to the community.
20. Enhance financial services by serving on local committees, visiting schools, and making presentations.
21. Keep Superintendent informed about potential problems or unusual events.
22. Provide technical assistance to employees as needed.
23. Provide for cross training personnel within the department.
24. Set high standards for self and others.
25. Maintain network of peer contacts through professional organization.
26. Promote and support the professional growth of self and others.
27. Provide information to the Superintendent on financial status of school system.
28. Assist in preparing information for the collective bargaining negotiator as applicable.
29. Participate in the process of developing district compensation plans.
30. Post and balance bond register as payments are made and coupons received as applicable.
31. Assist with a development of district FTE projections and monitor school district FTE for survey.
32. Assist in the development of administrative guidelines and policies.



## **DIRECTOR OF BUSINESS SERVICES (Continued)**

33. Assist in preparation of the School Board agenda, preparing business services action items of the routine in priority nature.
34. Supervise assigned personnel, conduct performance appraisals, and make recommendations for appropriate implement action.
35. Prepare or supervise the preparation of all required reports and maintenance of all appropriate records.
36. Keep abreast of legal requirements and proposed changes in areas of responsibility in provide advice to the Superintendent regarding impact on the District.
37. Maintain liaison with federal, state and local agencies regarding operations of the Business Services.
38. Act as legislative liaison to represent the district's financial interests as assigned.
39. Perform other incidental tasks consistent with the goals and objectives of this position.
40. Direct and coordinate the planning, implementation, and evaluation of Business Services necessary for the efficient operation of the school system.
41. Function as the budget control officer with responsibility for yearly development of the school District budget, including all TRIM requirements and administration for all funds.
42. Understand, analyze, and evaluate the system of internal control comprised of the accounting system structure, methods of documentation, operating procedures, and personnel assignments.
43. Provide vision and leadership for implementation of technology in business and financial services.
44. Assist in District wide comprehensive planning to relate the use of financial and human resources industry goals and objectives.
45. Serve on the Superintendent's Executive Leadership Team.

## **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

## **EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### EXECUTIVE SECRETARY FOR BUSINESS SERVICES

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years related progressively responsible experience.
- (3) Must be able to type at least forty-five (45) correct words per minute.
- (4) Computer proficiency.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of detailed office procedures, financial functions and the operation of office machines and equipment. Considerable knowledge of office practices, grammar, spelling and business correspondence. Knowledge of basic bookkeeping and mathematics skills. Ability to utilize computer for word processing and other specific programs. Knowledge of the operation and programs of the Department. Ability to efficiently and effectively manage multiple tasks in stressful situations. Ability to establish and maintain positive working relationships with others. Ability to deal effectively and courteously with the public.

**REPORTS TO:**

Finance Officer

#### JOB GOAL

To perform a variety of secretarial, clerical and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of Business Affairs.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Prepare and type a variety of correspondence, forms, records, reports, newsletters, bulletins and documents.
- \* (2) Perform office routines and practices associated with a busy, productive and smoothly-run office.
- \* (3) Keep records of important meetings, dates and appointments.
- \* (4) Make arrangements for meetings and conferences.
- \* (5) Obtain, assemble and organize pertinent data into usable form for local state and federal audits.
- \* (6) Perform bookkeeping tasks associated with the specific position.
- \* (7) Input financial data into computer as necessary.
- \* (8) Verify data for reports.
- \* (9) Schedule travel and hotel reservations.
- \* (10) Maintain the sick / vacation leave records.
- \* (11) Prepare departmental payroll reports for submission to the District office.
- \* (12) Type purchase orders and process for payment.

**EXECUTIVE SECRETARY FOR BUSINESS SERVICES (Continued)**

- \* (13) Prepare materials for inclusion in packets for School Board approval.
- \* (14) Assist in the preparation of materials, budgets, amendments and other documents included in financial reports.

**Inter / Intra-agency Communication and Delivery**

- \* (15) Answer the telephone and greet visitors in a courteous and professional manner.
- \* (16) Receive and distribute all incoming and outgoing mail.
- \* (17) Receive and route incoming calls.
- \* (18) Assist other departments and school personnel as directed by Supervisor.
- \* (19) Communicate effectively with co-workers, administration, school personnel and the public.
- \* (20) Respond to inquiries and concerns in a timely manner.
- \* (21) Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

- \* (22) Maintain a courteous and professional manner.
- \* (23) Maintain confidentiality.
- \* (24) Use positive, effective interpersonal communication skills.
- \* (25) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- \* (26) Participate in workshops and training to update skills.

**System Support**

- \* (27) Coordinate the clerical work of the department as directed by Supervisor.
- \* (28) Prepare all required reports and maintain all appropriate records.
- \* (29) Follow all School Board policies and procedures.
- \* (30) Exhibit the interpersonal skills necessary as an effective team member.
- \* (31) Demonstrate support for the School District and its goals and priorities.
- (32) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

## JOB DESCRIPTION

## EMPLOYEE BENEFITS SPECIALIST

**QUALIFICATIONS:**

- (1) High School Diploma
- (2) Work experience in accounting required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

**REPORTS TO:**

Director of Business Services

**JOB GOAL**

Provide leadership in evaluating, recommending, developing, maintaining, and administering employee benefits products and programs. Assume leadership role in district initiatives as assigned.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \*(1) Assist in the implementation and administration of employee benefits programs such as health insurance, disability insurance, life insurance, retirement, and other plans
- \*(2) Assist in the management of the employee assistance program.
- \*(3) Recommend benefits programs by studying employee requirements, trends, and developments in benefits offered by other organizations.
- \*(4) Support the department's decision-making process by analyzing benefit options and predicting future costs.
- \*(5) Inform the department of benefit usage by preparing and distributing benefit reports.
- \*(6) Maintain benefit records by developing recordkeeping systems; initiating new-hire benefits; inform former employees of benefit programs, procedures, changes, and government-mandated disclosures; recording changes.
- \*(7) Reconcile insurance billings and transactions to District accounting records.
- \*(8) Resolve employee questions and problems by interpreting benefit policies and procedures.
- \*(9) Expedite delivery of benefits by establishing and maintaining working relationships with benefit providers.
- \*(10) Prepare special reports by collecting, analyzing, and summarizing information and trends.
- \*(11) Assist in notifying employee and labor union representatives of changes in benefits programs.
- \*(12) Perform other duties as assigned commensurate with the skills and abilities of the position.
- \*(13) Ensure compliance with Board rules and applicable federal laws and regulations.
- \*(14) Serve as a contact person for the public to gain information about the School District.

## EMPLOYEE BENEFITS SPECIALIST (Continued)

- \*(15) Provide outstanding customer service and use positive interpersonal communications skills.

### **Inter / Intra-agency Communication and Delivery**

- \*(16) Provide for positive communication among staff.
- \*(17) Serve as resource to schools and departments in areas of responsibility.
- \*(18) Serve as a liaison with other agencies as required.
- \*(19) Perform routine duties as required; i.e., serve as receptionist, compose and send correspondence, answer telephones, sort and distribute mail and order materials.

### **Employee Qualities / Responsibilities**

- \*(20) Maintain confidentiality regarding all matters related to assignment.
- \*(21) Participate in workshops and training sessions as required.
- \*(22) Maintain work area in a safe and secure manner.
- \*(23) Model and maintain high ethical standards.
- \*(24) Follow attendance, punctuality and proper dress rules as required.

### **System Support**

- \*(25) Assist / act as back-up for other finance personnel.
- \*(26) Ensure that School Board policies and governmental regulations are consistently applied to assignments.
- \*(27) Assist and/or direct the investigation of errors and complaints.
- \*(28) Assist in training other personnel providing back-up assistance as necessary.
- \*(29) Assist the Director with required reports.
- \*(30) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### EXECUTIVE SECRETARY FOR INSTRUCTIONAL SERVICES

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent with business secretarial skills training or equivalent work experience.
- (2) Minimum of five (5) years related progressively responsible experience and/or training.
- (3) May substitute an equivalent combination of education and experience for above requirement.
- (4) Must type at least fifty (50) correct words per minute.
- (5) Computer proficiency in word processing, page layout programs, spreadsheet and database programs.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of detailed office procedures, financial functions and the operation of office machines and equipment. Considerable knowledge of office practices, grammar, spelling and business correspondence. Knowledge of basic bookkeeping and mathematics skills. Ability to utilize computer for word processing and other specific programs. Knowledge of the operation and programs of the Department. Ability to efficiently and effectively manage multiple tasks in stressful situations. Ability to establish and maintain positive working relationships with others. Ability to deal effectively and courteously with the public.

#### REPORTS TO:

Director of Instructional Services

#### JOB GOAL

To perform a variety of secretarial, clerical and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the Instructional Services department.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Answer telephone, route and make calls, record messages, answer questions and provide information.
- \* (2) Prepare, type and/or update a wide variety of records, reports, special projects, letters and documents.
- \* (3) Perform clerical duties required by activities and functions of the program / department, including preparing and sending correspondence, receiving and routing incoming and outgoing mail and workshop preparation.
- \* (4) Enter appropriate information into databases according to program and department guidelines.

**EXECUTIVE SECRETARY FOR INSTRUCTIONAL SERVICES (Continued)**

- \* (5) Create and maintain files and handle applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects.
- \* (6) Maintain calendar for scheduling appointments, interviews, deadlines, arrangement for meetings and program responsibilities as needed.
- \* (7) Assist with or perform the duties of bookkeeper as directed.
- \* (8) Maintain current information on all applicable policies and procedures and process routine matters within established policies.
- \* (9) Prepare documents such as, but not limited to, purchase order requests, workshop training records, project reports and documents pursuant to instructional department guidelines and requirements.
- \* (10) Develop layout for brochures, newsletters, flyers and like projects.

**Inter / Intra-agency Communication and Delivery**

- \* (11) Act as a liaison between schools and Director of Instructional Services if needed.
- \* (12) Interact positively with multi-districts and/or multi-agencies.
- \* (13) Assist public by answering routine questions, scheduling appointments and completing forms.
- \* (14) Answer the telephone in a courteous and professional manner.
- \* (15) Communicate effectively with public, co-workers, school personnel and administration.
- \* (16) Respond to inquiries and concerns in a timely manner.
- \* (17) Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

- \* (18) Demonstrate initiative in the performance of assigned responsibilities.
- \* (19) Model and maintain high ethical standards.
- \* (20) Follow attendance, punctuality and proper dress rules.
- \* (21) Maintain confidentiality.
- \* (22) Demonstrate organizational skills by performing many tasks simultaneously.
- \* (23) Maintain positive relationships with co-workers, school personnel, parents and administration.
- \* (24) Participate in workshops and training sessions as required.
- \* (25) Complete assignments with little or no supervision.

**System Support**

- \* (26) Assist schools, consultants and other departments as assigned.
- \* (27) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other personnel as directed by supervisor.
- \* (28) Prepare all required reports and maintain all appropriate records.
- \* (29) Oversee operation and maintenance of office equipment, reporting malfunctions for necessary repairs.
- \* (30) Follow all School Board policies and school policies and procedures.
- \* (31) Exhibit the interpersonal skills necessary as an effective team member.
- \* (32) Demonstrate support for the School District and its goals and priorities.
- (33) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

**EXECUTIVE SECRETARY FOR INSTRUCTIONAL SERVICES (Continued)**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities



## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### ENTRANCE SECURITY SPECIALIST

**QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Valid Florida driver's license.
- (3) Satisfactory criminal background check.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of school rules, School Board policies and state laws related to student conduct. Ability to work harmoniously with students, parents, employees and the public. Ability to develop and maintain a working relationship with outside law enforcement agencies. Ability to investigate situations objectively. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to use a hand-held communication device.

**REPORTS TO:**

Coordinator of Safety/School Safety Specialist

#### JOB GOAL

To monitor all traffic flow on the school campuses.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Monitor all traffic in and out of the schools entranceway.
- \* (2) Record the tag number of any vehicle of a suspicious nature and other vital information.
- \* (3) Issue a pass to each vehicle as it enters the campus and indicate the occupancy number in the vehicle.
- \* (4) Retrieve the issued pass as each vehicle leaves campus and pay close attention to the occupancy number that is on the pass.
- \* (5) Monitor vehicles leaving campus while school is in session and ensure that the driver has a valid pass.
- \* (6) Notify the Coordinator of Safety and resource officer when any vehicle leaves campus without following all procedures.
- \* (7) Notify the Coordinator of Safety and resource officer when a vehicle enters the campus without securing a pass.
- \* (8) Demonstrate initiative in the performance of assigned responsibilities.

**Inter/Intra-Agency Communication and Delivery**

- \* (9) Exercise service orientation when working with others.
- \* (10) Keep supervisor informed of potential problems or unusual events.

## ENTRANCE SECURITY SPECIALIST (Continued)

- \* (11) Use effective, positive interpersonal communication skills.
- \* (12) Respond to inquiries and concerns in a timely manner.
- \* (13) Serve on school/district committees as required or appropriate.

### **Employee Qualities/Responsibilities**

- \* (14) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (15) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (16) Ensure adherence to good safety standards.
- \* (17) Maintain confidentiality regarding school/workplace matters.
- \* (18) Model and maintain high ethical standards.
- \* (19) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **System Support**

- \* (21) Exhibit interpersonal skills to work as an effective team member.
- \* (22) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (23) Demonstrate support for the school district and its goals and priorities.
- \* (24) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (25) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (26) Participate in cross-training activities as required.
- (27) Perform other tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### EXTENDED DAY ENRICHMENT PROGRAM ASSISTANT

**QUALIFICATIONS:**

- (1) High School Diploma or GED equivalency.
- (2) CPR / First Aid training required.
- (3) HRS thirty (30) hour Child Development Course.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with teachers, parents and children. Organized and flexible. Ability to function and perform the job with minimum supervision. Computer skills. Good communication skills. Ability to maintain confidentiality. Understanding of child development stages.

**REPORTS TO:**

Family Resource / Extended Day Enrichment Program Specialist

#### JOB GOAL

To assist in providing a safe and effective after-school program for students.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Establish and maintain control of an assigned group of children.
- \* (2) Assist in planning, preparing and implementing a program of activities.
- \* (3) Provide activities to meet the individual needs of the students.
- \* (4) Ensure that activities are conducted in a safe and responsible manner.
- \* (5) Supervise children at all times.
- \* (6) Keep materials orderly and in good condition and assist other staff in cleaning the used areas.
- \* (7) Provide first aid to participants as needed.
- \* (8) Keep abreast of medical problems of students.

**Inter / Intra-agency Communication and Delivery**

- \* (9) Establish a warm, friendly, yet objective relationship with the children.
- \* (10) Answer the telephone in a courteous and professional manner.
- \* (11) Assist in maintaining contact and obtaining information from agencies.
- \* (12) Communicate effectively with students, parents, District and school personnel and the public.
- \* (13) Constructively utilize community resources in program planning.
- \* (14) Attend all staff meetings.
- \* (15) Keep supervisor informed of potential problems or unusual events.
- \* (16) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

**EXTENDED DAY ENRICHMENT PROGRAM ASSISTANT (Continued)**

- \*(17) Demonstrate initiative in the performance of assigned responsibilities.
- \*(18) Maintain confidentiality.
- \*(19) Maintain positive relationships with children, parents, school personnel and the public.
- \*(20) Follow attendance, punctuality and appropriate dress rules.
- \*(21) Participate in workshops and training sessions as required.

**System Support**

- \*(22) Operate office machines.
- \*(23) Prepare and submit all required reports and maintain all appropriate records.
- \*(24) Follow all School Board policies and school policies and procedures.
- \*(25) Exhibit the interpersonal skills necessary as an effective team member.
- \*(26) Demonstrate support for the School District and its goals and priorities.
- \*(27) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 03**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### EXTENDED DAY ENRICHMENT PROGRAM SUPERVISOR

**QUALIFICATIONS:**

- (1) High School Diploma or GED equivalency.
- (2) CPR / First Aid training required.
- (3) HRS thirty (30) hour Child Development Course.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with teachers, parents and children. Organized and flexible. Ability to function and perform the job with minimum supervision. Computer skills. Good communication skills. Ability to maintain confidentiality. Understanding of child development stages.

**REPORTS TO:**

Family Resource / Extended Day Enrichment Program Specialist

#### JOB GOAL

To provide a safe and effective after-school program for students.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Plan and implement a flexible daily program for children.
- \* (2) Prepare weekly plans that outline schedules, materials and activities.
- \* (3) Provide activities to meet the individual needs of the students.
- \* (4) Supervise children at all times.
- \* (5) Maintain classroom control.
- \* (6) Collect fees and issue receipts.
- \* (7) Provide Extended Day Enrichment Program Specialist a listing of materials and supplies needed for the program in a timely manner.
- \* (8) Maintain the areas used in a neat, clean and aesthetically appealing manner.
- \* (9) Provide first aid to participants as needed.
- \* (10) Keep abreast of medical problems of students.

**Inter / Intra-agency Communication and Delivery**

- \* (11) Establish a warm, friendly, yet objective relationship with the children.
- \* (12) Communicate with parents on a regular basis.
- \* (13) Answer the telephone in a courteous and professional manner.
- \* (14) Meet the public in a courteous and helpful manner.
- \* (15) Complete forms and reports.
- \* (16) Assist in maintaining contact and obtaining information from agencies.

**EXTENDED DAY ENRICHMENT PROGRAM SUPERVISOR (Continued)**

- \*(17) Communicate effectively with students, parents, District and school personnel and the public.
- \*(18) Constructively utilize community resources in program planning.
- \*(19) Attend all staff meetings.
- \*(20) Keep supervisor informed of potential problems or unusual events.
- \*(21) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \*(22) Demonstrate initiative in the performance of assigned responsibilities.
- \*(23) Maintain confidentiality.
- \*(24) Maintain positive relationships with children, parents, school personnel and the public.
- \*(25) Follow attendance, punctuality and appropriate dress rules.
- \*(26) Participate in workshops and training sessions as required.

**System Support**

- \*(27) Operate office machines.
- \*(28) Prepare and submit all required reports and maintain all appropriate records.
- \*(29) Follow all School Board policies and school policies and procedures.
- \*(30) Exhibit the interpersonal skills necessary as an effective team member.
- \*(31) Demonstrate support for the School District and its goals and priorities.
- \*(32) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 03**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### FAMILY RESOURCE / EXTENDED DAY ENRICHMENT PROGRAM SPECIALIST

**QUALIFICATIONS:**

- (1) High School Diploma with an Associate of Arts Degree preferred.
- (2) Work experience related to children and agencies that serve them preferred.
- (3) Computer literate.
- (4) First Aid training and HRS thirty (30) hour Child Development Course.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Broad knowledge of community and community services. Ability to exercise independent judgment in assigned duties. Flexibility. Ability to work cooperatively with all outside agencies. Good organizational skills. Good oral and written communication. Word processing and overall computer skills. Tolerance for stress. Ability to work well with others. Good judgment. Ability to maintain confidentiality.

**REPORTS TO:**

Coordinator of Food and Instructional Support Services

#### JOB GOAL

To coordinate counseling and other services provided by collaborating agencies for identified students and the day-to-day operation of the Extended Day Enrichment Program.

**SUPERVISES:**

Extended Day Enrichment Program Supervisor  
Extended Day Enrichment Program Assistants

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Develop and maintain contact with community resources.
- \* (2) Make home visits to clients or families in need of services.
- \* (3) Coordinate with health unit personnel and other agencies to provide identified clients' needs.
- \* (4) Refer identified clients to appropriate agencies.
- \* (5) Demonstrate knowledge and understanding of financial support system as it applies to children, youth and families (AFDC, Medicaid, SSI).
- \* (6) Track and monitor Full Service School services provided for clients.
- \* (7) Serve as a member of the FSS Oversight Council.
- \* (8) Maintain the results of the student outcome evaluation and report the results to the local Oversight Council.

**Inter / Intra-agency Communication and Delivery**

- \* (9) Type letters, forms and reports.
- \* (10) Maintain files, answer telephones and distribute mail.

**FAMILY RESOURCE / EXTENDED DAY ENRICHMENT PROGRAM SPECIALIST (Continued)**

- \*(11) Meet the public in a courteous and helpful manner.
- \*(12) Assist in maintaining contact and obtaining information from agencies.
- \*(13) Communicate effectively with students, parents, District and school personnel and the public.
- \*(14) Keep supervisor informed of potential problems or unusual events.
- \*(15) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \*(16) Demonstrate initiative in the performance of assigned responsibilities.
- \*(17) Maintain confidentiality.
- \*(18) Maintain positive relationships with children, parents, school personnel and the public.
- \*(19) Follow attendance, punctuality and appropriate dress rules.
- \*(20) Participate in workshops and training sessions as required.

**System Support**

- \*(21) Operate office machines.
- \*(22) Prepare and submit all required reports and maintain all appropriate records.
- \*(23) Constructively utilize community resources in program planning.
- \*(24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \*(25) Follow all School Board policies and school policies and procedures.
- \*(26) Exhibit the interpersonal skills necessary as an effective team member.
- \*(27) Demonstrate support for the School District and its goals and priorities.
- \*(28) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities



**SCHOOL DISTRICT OF HAMILTON COUNTY****FINANCIAL MANAGER****JOB DESCRIPTION****QUALIFICATIONS:**

- (1) Minimum of two (2) years of college.
- (2) Bachelor's degree in accounting preferred.
- (3) Minimum of five (5) years experience in school-based governmental accounting and business skills.
- (4) Experience with Skyward software preferred.
- (5) Or other appropriate certificates/licenses required by the District.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of current trends, research, and best practices related to Finance. Skill in human interaction and conflict resolution. Ability to plan, organize, and prioritize. Ability to use advanced computer programs, such as Excel, spreadsheets, etc. Knowledge of federal, state, and District rules, regulations, and policies as they relate to job functions. Ability to prepare and maintain accurate and complex financial records and reports. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to answer the phone in a professional and courteous manner. Ability to work effectively and furnish information to administrators, other departments, government agencies, media general public, and parents. Ability to tolerate highly stressful situations. Ability to be flexible. Ability to troubleshoot problems and implement corrective actions. Knowledge of generally accepted account principles and laws. Knowledge of modern office practices, standard office and accounting equipment and procedures, and auditing procedures. Knowledge of EDP methods and procedures. Ability to maintain and/or establish an investment program for the finances within the school system. Ability to plan, organize and direct the work of finance department employees. Ability to develop spreadsheet applications. Ability to develop and implement new accounting procedures. Ability to express one's self clearly and concisely both verbally and in writing.

**REPORTS TO:**

Director of Business Services

**JOB GOAL**

To maintain budgets, balance sheets, state and federal grants; to serve as a liaison between Finance and District schools and departments; and to assist the Director of Business Services in coordinating and administering the maintenance, food service, IT, and MIS departments .

**SUPERVISES:**

Act on behalf of Director of Business Services

## FINANCIAL MANAGER (Continued)

### PERFORMANCE RESPONSIBILITIES:

#### Service Delivery

- \*( 1) Assist the Director of Business Services in coordinating and supervising financial operations in the District.
- \*( 2) Assist the Director of Business Services in coordinating and administering the maintenance, food service, information technology, and management information systems departments.
- \*( 3) Prepare and balance all district budgets.
- \*( 4) Report and maintain all federal and state grants.
- \*( 5) Prepare or provide oversight of the cost accounting report process.
- \*( 6) Prepare budget amendments.
- \*( 7) Maintain all balance sheet accounts.
- \*( 8) Maintain cash flow between cash accounts.
- \*( 9) Prepare or provide oversight of the balancing of the Federal Cash Distributive Aid report.
- \*( 10) Prepare financial reports.
- \*( 11) Act as CFO's backup to approve all fundraising activities.
- \*( 12) Prepare or provide oversight of the indirect cost report.
- \*( 13) Prepare journal entries as needed.
- \*( 14) Oversee the posting of purchase orders, invoices, and payrolls to the proper accounts within computerized system.
- \*( 15) Oversee the posting of all deposits to the proper revenue accounts.
- \*( 16) Assist administrators and staff with their accounts.
- \*( 17) Assist accounting and reporting of all district financial transactions in accordance with State Board of Education rules, Florida Statutes and School Board Policy.
- \*( 18) Assist in the administration, supervision, analysts and review of the accounting system, records, policies and procedures.
- \*( 19) Monitor fixed assets accounting and reporting.
- \*( 20) Monitor grants accounting and reports.
- \*( 21) Report and maintain all federal and state grants.
- \*( 22) Monitor accounts payable to ensure proper and timely payment of District obligations to vendors.
- \*( 23) Prepare monthly financial reports for the Board.
- \*( 24) Revise and update financial forms and system procedures on a continuing basis.
- \*( 25) Coordinate the accounting operations and closing procedures with the Technology and Information Services Department to ensure control and accuracy.
- \*( 26) Assist in preparation of the Annual Financial Report.
- \*( 27) Monitor the accuracy of journal entries, trial balance, sub ledger expenditure and revenue reports and monthly financial reports.
- \*( 28) Perform or oversee journal entries.
- \*( 29) Revise and update financial forms and EDP procedures on a continuing basis.
- \*( 30) Provide assistance and information for auditors as required.
- \*( 31) Respond to inquiries and concerns in a timely manner.
- \*( 32) Keep supervisor informed of potential problems or unusual events.
- \*( 33) Represent the District in a positive and professional manner.
- \*( 34) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.

## **FINANCIAL MANAGER (Continued)**

- \*( 35) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- \*( 36) Exercise proactive leadership in promoting the vision and mission of the District.
- \*( 37) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*( 38) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \*( 39) Set high standards and expectations and promote professional growth for self and others.
- \*( 40) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*( 41) Perform other tasks consistent with the goals and objectives of this position.

### **Employee Qualities/Responsibilities**

- \*( 42) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \*( 43) Follow attendance, punctuality and proper dress rules.
- \*( 44) Ensure adherence to good safety standards.
- \*( 45) Maintain confidentiality regarding school/workplace matters.
- \*( 46) Model and maintain high ethical standards.
- \*( 47) Demonstrate initiative in the performance of assigned responsibilities.
- \*( 48) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \*( 49) Communicate effectively with parents, staff and administrators.
- \*( 50) Keep supervisor informed of potential problems or unusual events.
- \*( 51) Respond to inquiries and concerns in a timely manner.

### **System Support**

- \*( 52) Exhibit interpersonal skills to work as an effective team member.
- \*( 53) Follow federal and state laws, as well as School Board policies.
- \*( 54) Demonstrate support for the School District and its goals and priorities.
- \*( 55) Prepare all required reports and maintain all appropriate records.
- \*( 56) Perform other tasks consistent with the goals and objectives of this position.
- \*( 57) Shall assume additional responsibilities as assigned by the Superintendent.

## **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

## **EVALUATION:**

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

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### FISCAL ASSISTANT / ACCOUNTS PAYABLE

**QUALIFICATIONS:**

- (1) High School Diploma.
- (2) Five (5) years related experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

**REPORTS TO:**

Director of Business Affairs

#### JOB GOAL

To provide accounting services in the assigned area to all District schools and departments in the most efficient and timely manner.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Receive invoices and match with purchase orders on a daily basis.
- \* (2) Receive and match copies of purchase orders.
- \* (3) Pull purchase orders ready for payment.
- \* (4) Prepare and key purchase orders.
- \* (5) Prepare reports during accounts payable cycle.
- \* (6) Print accounts payable checks.
- \* (7) Maintain vendor files.
- \* (8) Research and post invoices and answer questions from vendors / cost centers.
- \* (9) File copies of purchase orders, leave papers and return copies to originators.
- \* (10) Prepare fuel consumption report and verify receipt of funds on a quarterly basis.
- \* (11) Copy / distribute telephone bills to cost centers for verification.
- \* (12) Ensure that telephone logs are returned by schools / departments with payment for any personal calls.
- \* (13) Prepare confidential collective bargaining work papers as needed during negotiations.
- \* (14) Assist with preparation of federal and state reimbursement requests.
- \* (15) Copy accounts payable reports necessary for School Board meetings.
- \* (16) Take mail to post office once per week.

**FISCAL ASSISTANT / ACCOUNTS PAYABLE (Continued)**

- \*(17) Assist in ensuring building is secured at the end of the day.

**Inter / Intra-agency Communication and Delivery**

- \*(18) Provide for positive communication among staff.
- \*(19) Serve as a resource to schools and departments in areas of responsibility.
- \*(20) Serve as a liaison with other agencies as required.
- \*(21) Perform routine duties as required; i.e., serve as receptionist, compose and send correspondence, answer telephones, sort and distribute mail and order materials.

**Employee Qualities / Responsibilities**

- \*(22) Maintain confidentiality regarding all matters related to assignment.
- \*(23) Participate in workshops and training sessions as required.
- \*(24) Maintain work area in a safe and secure manner.
- \*(25) Model and maintain high ethical standards.
- \*(26) Follow attendance, punctuality and proper dress rules as required.

**System Support**

- \*(27) Assist other finance office personnel.
- \*(28) Ensure that School Board policies and governmental regulations are consistently applied to assignment.
- \*(29) Assist and/or direct the investigation of errors and complaints.
- \*(30) Assist in training other personnel providing back-up assistance as necessary.
- \*(31) Assist the Director with required reports.
- \*(32) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### FISCAL ASSISTANT / FINANCE

**QUALIFICATIONS:**

- (1) High School Diploma.
- (2) Five (5) years related experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

**REPORTS TO:**

Director of Business Affairs

#### JOB GOAL

To provide accounting services in the assigned area to all District schools and departments in the most efficient and timely manner.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Prepare reimbursement requests for District grants.
- \* (2) Key deposits and reconcile with bank statement on a monthly basis.
- \* (3) Maintain property records.
- \* (4) Encumber purchase orders and assign vendor numbers.
- \* (5) Prepare payroll reports for District office.
- \* (6) Maintain log for leave requests.
- \* (7) Check accounts payable records before checks are printed on a weekly basis.
- \* (8) Initiate and complete purchase orders, obtain quotes for District office forms / supplies.
- \* (9) Maintain purchase orders in numerical order.
- \* (10) Assist in preparation of annual financial statements (DOE).
- \* (11) Type reports and miscellaneous correspondence for finance department.
- \* (12) File correspondence.
- \* (13) Make weekly mail run.
- \* (14) Sort and prepare paychecks for distribution.
- \* (15) Serve as back-up for accounts payable.
- \* (16) Assist in ensuring building is secure.

**Inter / Intra-agency Communication and Delivery**

**FISCAL ASSISTANT / FINANCE (Continued)**

- \*(17) Provide for positive communication among staff.
- \*(18) Serve as a resource to schools and departments in areas of responsibility.
- \*(19) Serve as a liaison with other agencies as required.
- \*(20) Perform routine duties as required; i.e., serve as receptionist, compose and send correspondence, answer telephones, sort and distribute mail and order materials.

**Employee Qualities / Responsibilities**

- \*(21) Maintain confidentiality regarding all matters related to assignment.
- \*(22) Participate in workshops and training sessions as required.
- \*(23) Maintain work area in a safe and secure manner.
- \*(24) Model and maintain high ethical standards.
- \*(25) Follow attendance, punctuality and proper dress rules as required.

**System Support**

- \*(26) Ensure that School Board policies and governmental regulations are consistently applied to assignment.
- \*(27) Assist and/or direct the investigation of errors and complaints.
- \*(28) Assist in training other personnel providing back-up assistance as necessary.
- \*(29) Assist the Director with required reports.
- \*(30) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### FISCAL ASSISTANT / PROJECTS AND GRANTS

**QUALIFICATIONS:**

- (1) High School Diploma.
- (2) Five (5) years related experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

**REPORTS TO:**

Director of Business Affairs

#### JOB GOAL

To provide accounting services in the assigned area to all District schools and departments in the most efficient and timely manner.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Reconcile FA 399 reports.
- \* (2) Apply for District federal cash advances (on-line).
- \* (3) Balance DOE Distributive Aid and Cash Advance Status Report with District books.
- \* (4) Check invoices, purchase orders for accuracy before accounts payable checks are mailed.
- \* (5) Check keying of purchase orders after they are encumbered.
- \* (6) Check and help prepare budget amendments for projects.
- \* (7) Maintain capital projects ledgers / related materials.
- \* (8) Prepare cost report for Annual Financial Report.
- \* (9) Work with schools / departments to resolve discrepancies in budgeted amounts / expenditures.
- \* (10) Review cost center reports for accuracy.
- \* (11) Maintain fixed assets ledger for District.
- \* (12) Key journal entries.
- \* (13) Assist Director in preparing budget amendments / financial statements.
- \* (14) Serve as back-up for Accounts Payable Department.
- \* (15) Make mail run once per week.
- \* (16) Assist in ensuring building is secure.

**Inter / Intra-agency Communication and Delivery**



**FISCAL ASSISTANT / PROJECTS AND GRANTS (Continued)**

- \*(17) Provide for positive communication among staff.
- \*(18) Serve as a resource to schools and departments in areas of responsibility.
- \*(19) Serve as a liaison with other agencies as required.
- \*(20) Perform routine duties as required; i.e., serve as receptionist, compose and send correspondence, answer telephones, sort and distribute mail and order materials.

**Employee Qualities / Responsibilities**

- \*(21) Maintain confidentiality regarding all matters related to assignment.
- \*(22) Participate in workshops and training sessions as required.
- \*(23) Maintain work area in a safe and secure manner.
- \*(24) Model and maintain high ethical standards.
- \*(25) Follow attendance, punctuality and proper dress rules as required.

**System Support**

- \*(26) Ensure that School Board policies and governmental regulations are consistently applied to assignment.
- \*(27) Assist and/or direct the investigation of errors and complaints.
- \*(28) Assist in training other personnel providing back-up assistance as necessary.
- \*(29) Assist the Director with required reports.
- \*(30) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### GRADUATION/CAREER COACH

**QUALIFICATIONS:**

- (1) High School Diploma/GED Required/Associate Preferred
- (2) Knowledge of Microsoft Word, Excel and Access
- (3) Perform Basic Computer Functions
- (4) Success in working with the community and projects.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to use computer and software for training and placement. Excellent communication skills (oral and written). Knowledge of program availability for career counseling. Awareness of current job availability and training essential to perform tasks. Be aware of the job wave of the future and help students prepare themselves. Ability to keep records and to assemble and organize data and to prepare composite reports from such data. Ability to promote a harmonious atmosphere and smooth flow of business. Ability to maintain confidentiality. Ability to establish and maintain positive working relationships with others.

**REPORTS TO:**

Principal

#### JOB GOAL

To provide coordination and advisement for students to earn a high school diploma and be prepared for postsecondary pursuits.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Track students graduation requirements
- \* (2) Track students CTE course enrollment to ensure CTE course completion
- \* (3) Provide personal career guidance
- \* (4) Assist students in filling out applications for admissions and registrations
- \* (5) Provide opportunities for students to take interest inventories.
- \* (6) Assist students in interpretation of interest surveys and inventories.
- \* (7) Provide classroom / small group activities in the area of career exploration.
- \* (8) Schedule all speakers and presenters in regards to post-secondary opportunities
- \* (9) Follow-up on students' successes
- \* (10) Collaborate with postsecondary institutions to complete Career Pathways and Articulations
- \* (11) Maintains contacts with the business community to keep informed of new innovations and job requirements which must be reflected in the curriculum in order to develop marketable skills as required by prospective employers.
- \* (12) Prepare letters and documents for meetings
- \* (13) Assist in the administration of industry certification exams for CTE students

**Inter / Intra-agency Communication and Delivery**

- \*(16) Prepare information needed for meetings.
- \*(17) Answering the telephone and greeting the public.
- \*(18) Interact positively with multi-districts and/or multi-agencies.
- \*(19) Communicate effectively with the public, co-workers, school personnel and administration.
- \*(20) Respond to inquiries and concerns in a timely manner.
- \*(21) Keep the principal informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

- \*(22) Complete assignments with little or no supervision.
- \*(23) Demonstrate initiative in the performance of assigned responsibilities.
- \*(24) Model and maintain high ethical standards.
- \*(25) Follow attendance, punctuality and proper dress rules.
- \*(26) Maintain confidentiality.
- \*(27) Demonstrate organizational skills by performing many tasks simultaneously.
- \*(28) Maintain positive relationships with co-workers, school personnel, parents and the administration.
- \*(29) Participate in workshops and training sessions as required.

**System Support**

- \*(30) Prepare all required reports and maintain all appropriate records.
- \*(31) Follow all School Board policies and school policies and procedures.
- \*(32) Exhibit the interpersonal skills necessary as an effective team member.
- \*(33) Demonstrate support for the School District and its goals and priorities.
- (34) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

\*Essential Performance Responsibilities

**SCHOOL DISTRICT OF HAMILTON COUNTY****GRANT WRITER****JOB DESCRIPTION****QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Valid Florida Teaching Certificate.
- (3) Minimum of three (3) years successful teaching experience.
- (4) Experience in writing grants preferred.
- (5) Satisfactory criminal background check.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Skill in developing curriculum objectives, activities, and evaluation. Ability to write well. Ability to work effectively with various educational personnel and to coordinate the work of others. Knowledge of current educational trends and research. Ability to train others in grant applications. Knowledge of and ability to use word processing, databases and spreadsheet applications. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate effectively both orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to take initiative to begin projects without supervision. Ability to prepare and maintain accurate financial records and reports. Ability to work effectively to furnish needed information to administrators, other departments, governmental agencies, and parents. Ability to understand and carry out complex oral and written directives.

**REPORTS TO:**

Superintendent

**JOB GOAL**

To coordinate efforts, identify sources of, and secure external funding to meet District and school needs.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Research, prioritize, and distribute information from publications which identify sources of funding and bring to the attention of the staff possible funding sources or requests for proposals.
- \* (2) Seek additional sources of revenue for the District by writing grants and serve as a technical assistant to others who are writing grants.
- \* (3) Assist in providing leadership to the appropriate personnel in identifying curriculum needs and developing proposed solutions which may be funded by special grant monies.

## GRANT WRITER (Continued)

- \* (4) Assist in the preparation of long-range plans for project development activities and plans for individual grant proposals to be prepared.
- \* (5) Coordinate the writing, production, duplication and mailing of proposals and supervise proposal writing staff, if appropriate.
- \* (6) Develop appropriate budgeting documents.
- \* (7) Manage grant implementation and funding including cost analysis.

### Inter/Intra-Agency Communication and Delivery

- \* (8) Interact with outside agencies, business and community to enhance the understanding of District initiatives and priorities and to elicit support and assistance.
- \* (9) Respond to inquiries and concerns in a timely manner.
- \* (10) Keep supervisor informed of potential problems or unusual events.
- \* (11) Serve on district, state or community councils or committees as assigned or appropriate.
- \* (12) Provide oversight and direction for cooperative planning with other agencies.
- \* (13) Assist in the interpretation of programs, philosophy and policies of the District to staff, students, parents and the community.
- \* (14) Work closely with District and school staffs to support school improvement initiatives and processes.

### Professional Growth and Development

- \* (15) Maintain a network of peer contacts through professional organizations.
- \* (16) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- \* (17) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (18) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \* (19) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

### Systemic Functions

- \* (20) Represent the District in a positive and professional manner.
- \* (21) Develop or assist in developing the department budget and monitor its implementation as required.
- \* (22) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \* (23) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- (24) Perform other tasks consistent with the goals and objectives of this position.

### Leadership and Strategic Orientation

- \* (25) Provide leadership and direction for assigned areas of responsibility.
- \* (26) Set high standards and expectations and promote professional growth for self and others.
- \* (27) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \* (28) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (29) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

## GRANT WRITER (Continued)

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### EVALUATION:

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### HEAD CUSTODIAN, SCHOOL

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years successful custodial experience required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Proficient in the use of custodial equipment and cleaning chemicals. Possess knowledge of OSHA standards relating to assignment. Possess effective oral and written communication skills. Ability to assume assigned responsibilities and work harmoniously with others. Ability to organize and prioritize. Possess supervisory skills. Ability to understand and generate verbal and written instructions and reports.

**REPORTS TO:**

Principal

#### JOB GOAL

To provide the care, maintenance, sanitation, cleanliness and safety for the physical plant and grounds.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Assist immediate supervisor with coordinating, supervising and utilizing custodial services available.
- \* (2) Perform routine maintenance, custodial and grounds services for safety and appearance, including operation and care of equipment.
- \* (3) Assist immediate supervisor in identifying needs relating to custodial, maintenance and safety issues.
- \* (4) Provide for the opening and/or securing of the facility as assigned.
- \* (5) Assist with lifting or moving of heavy objects.
- \* (6) Supervise the disbursement and use of custodial supplies.
- \* (7) Assist the custodial staff in utilizing the most effective cleaning techniques.
- \* (8) Comply with local laws and procedures for the storage of flammable materials and disposal of trash, rubbish and waste.
- \* (9) Conduct periodic inspections of electrical installations as to their safe condition and report to immediate supervisor.
- \*(10) Regulate heating and cooling systems to provide temperature appropriate to the season and ensure economical usage of fuel, water and electricity.
- \*(11) Assist in monitoring halls, walkways, restrooms and lunchroom areas as required.

**HEAD CUSTODIAN, SCHOOL (Continued)**

- \* (12) Serve as shipping and receiving agent for school materials, supplies and equipment.
- \* (13) Participate in casualty prevention tests and inspections as required.
- \* (14) Assist with grounds maintenance as required.
- \* (15) Arrange for substitute custodians as needed.
- \* (16) Fuel and check / add oil on buses as required.

**Inter / Intra-agency Communication and Delivery**

- \* (17) Communicate effectively with staff and administration.
- \* (18) Keep supervisor informed of potential problems or unusual events.
- \* (19) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \* (20) Demonstrate initiative in the performance of assigned responsibilities.
- \* (21) Model and maintain high ethical standards.
- \* (22) Provide for a safe and secure workplace.
- \* (23) Follow attendance, punctuality and proper dress rules.
- \* (24) Maintain confidentiality regarding school matters.
- \* (25) Maintain positive relationships with staff.
- \* (26) Participate in workshops and training sessions as required.

**System Support**

- \* (27) Prepare all required reports and maintain all appropriate records.
- \* (28) Follow all School Board policies and school policies and procedures.
- \* (29) Exhibit interpersonal skills to work as an effective team member.
- \* (30) Demonstrate support for the School District and its goals and priorities.
- (31) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 02**

\*Essential Performance Responsibilities



## SCHOOL DISTRICT OF HAMILTON COUNTY

### HOMELESS ADVOCATE

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma. Bachelor's degree in social work or related field from an accredited educational institution preferred.
- (2) Minimum of three (3) years successful experience in social work or social services.
- (3) Valid Florida Driver's License.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of the homeless program and needs of homeless students and their families. Ability to work effectively with homeless students and their families. Knowledge of community agencies that can provide assistance to target families. Ability to communicate effectively verbally and in writing. Ability to collect and maintain data. Ability to maintain confidentiality. Ability to develop and maintain effective working relationships with faculty, staff, students, parents and community/government agencies. Skill in the operation of standard up-to-date computer applications. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to prepare and maintain accurate records and reports.

#### REPORTS TO:

District Homeless Coordinator

#### JOB GOAL

To provide assistance to families being served by the Homeless Program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Identify and recruit homeless families to the program.
- \* (2) Inform families of educational services and opportunities that are available.
- \* (3) Inform families of transportation services, to and from school of origin, that are available.
- \* (4) Assist with the identification and recruitment of Homeless Children and Youth.
- \* (5) Assist with planning, designing and developing workshops for parents of homeless children and youth.
- \* (6) Assist with coordinating transportation, immunization requirements, residency, birth certificates and legal guardianship requirements.
- \* (7) Make home visits as required.

##### Inter/Intra-Agency Communication and Delivery

- \* (8) Disseminate public notice of educational rights of homeless children and youth to appropriate locations.

## HOMELESS ADVOCATE (Continued)

- \* (9) Collaborate with Truancy Officer.
- \* (10) Assist with the collaboration of agencies that provide child development and preschool activities.
- \* (11) Assist with the collaboration of agencies that provided medical/dental/housing and counseling services.
- \* (12) Communicate effectively with students, parents, staff and administration.
- \* (13) Keep supervisor informed of potential problems or unusual events.
- \* (14) Respond to inquiries and concerns in a timely manner.

### Employee Qualities/Responsibilities

- \* (15) Demonstrate initiative in the performance of assigned responsibilities.
- \* (16) Ensure adherence to good safety procedures.
- \* (17) Model and maintain high ethical standards.
- \* (18) Follow attendance, punctuality and proper dress rules.
- \* (19) Maintain confidentiality regarding school/workplace matters.
- \* (20) Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignment.

### System Support

- \* (21) Assist with developing a Homeless Task Force
- \* (22) Maintain a broad knowledge of District policies and procedures.
- \* (23) Assist other staff members upon request, thereby reflecting a team effort.
- \* (24) Demonstrate support for the school and its goals and priorities.
- \* (25) Perform other tasks consistent with the goals and objectives of this position.

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force regularly to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### EVALUATION:

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

**SCHOOL DISTRICT OF HAMILTON COUNTY****JOB DESCRIPTION****JOB COACH****QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Must be 18 years of age or older.
- (3) Valid Florida drivers license and have own transportation.
- (4) Two (2) years experience in private sector employment.
- (5) Effectively communicates with students, parents, and employers.
- (6) Ability to work flexible hours during school year and summer.
- (7) Must meet Hepatitis B vaccination requirement before allowed to work.
- (8) Must meet Level II Screening requirements.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and understanding of occupational health and safety issues for a particular workplace. Ability to provide hands on training, manage individuals and implement the use of support services for students. Ability to advocate for ESE students and work in consultation with employees at job sites, ESE specialists, counselors, and classroom teachers assigned to monitor the progress of the student in School to Work Opportunities.

**REPORTS TO:**

Exceptional Student Education Coordinator

**JOB GOAL**

To provide on site assistance and train exceptional students with moderate and severe disabilities in employment activities which could include competitive employment.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Develop and maintain business partnerships within the community.
- \*(2) Facilitate the transition of students from school to post-school activities.
- \*(3) Develop strategies that enable the ESE student to be identified for direct employment during the school year.
- \*(4) Conduct home visits to identify needs and establish communications between the home and school.

## **JOB COACH (Continued)**

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- \*(5) Work with teachers of students in program planning and assess student's needs and employability skills.
- \*(6) Ensure the occupational health and safety of the student at the workplace.
- \*(7) Develop a thorough knowledge of jobs which students will be placed by physically performing all tasks, which will be required of students at job sites.
- \*(8) Meet with supervisors/employees at the job site after student placement to confer regarding student performance.
- \*(9) Maintain on-going contact with supervisors/employees at the job site after student placement to confer regarding student performance.
- \*(10) Provide on-site assistance to students as needed.
- \*(11) Collect and record performance data for each participant and report to the adult agencies (WIA), exceptional student education (ESE) teachers, and ESE Coordinator/Designee for student.
- \*(12) Maintain case notes and all documentations (i.e. attendance record, progress reports, task analysis data, performance assessments, incident reports, anecdotal records, student pay records, and any other documentations as required for records).
- \*(13) Maintain appropriate confidentiality of records.
- \*(14) Assist student with hygiene concerns, as required.
- \*(15) Implement behavioral management procedures, as required.
- \*(16) Use positive, effective interpersonal communication skills.
- \*(17) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 40 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### MAINTENANCE SUPERVISOR

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year experience in the maintenance and repair of buildings, plumbing or mechanical equipment.
- (3) Possess a valid state of Florida Commercial Driver's License (CDL) Class B.
- (4) Knowledge of state and federal laws and rules related to school facilities, construction and construction contracting and reporting.
- (5) Possess knowledge of the Florida Inventory of School Houses (FISH) reporting system.
- (6) Possess leadership ability.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to effectively use the tools of the trade. Knowledge of preventive maintenance programs and local, state and federal requirements. Ability to communicate effectively both orally and in writing. Ability to read and follow instructions. Ability to perform cross-over work in several trade areas.

#### REPORTS TO:

Director of Business Services

#### JOB GOAL

To assist in maintaining schools and other facilities in such a manner that students and staff can work in a healthy and safe environment.

#### SUPERVISES:

Maintenance Employees

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Install, maintain and repair furniture and wooden parts of buildings such as screens, doors, windows, flooring, railings and fences.
- \* (2) Install, maintain and repair plumbing equipment such as faucets, fountains, toilet seats, valves, drain lines and other equipment.
- \* (3) Assist with the installation, maintenance and repair of electrical systems.
- \* (4) Assist with grounds maintenance, including minor repair and upkeep of equipment.
- \* (5) Assist with painting activities.
- \* (6) Utilize and maintain proper tools and equipment required to complete work assignments.
- \* (7) Develop labor and material costs in planning as required.
- \* (8) Assist in placing orders and bids, if needed, for parts and materials.
- \* (9) Assist in maintaining an inventory of parts and materials as needed.
- \* (10) Provide emergency repair service as directed.

**MAINTENANCE SUPERVISOR (Continued)**

- \*(11) Assist other maintenance personnel with tasks as needed or directed.
- \*(12) Assist in developing and maintaining a preventive maintenance program.
- \*(13) Participate in casualty prevention tests and inspections as required.
- \*(14) Load and drive maintenance vehicle to assigned site as required.

**Inter / Intra-agency Communication and Delivery**

- \*(15) Communicate effectively with staff and administration.
- \*(16) Keep supervisor informed of potential problems or unusual events.
- \*(17) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \*(18) Demonstrate initiative in the performance of assigned responsibilities.
- \*(19) Provide for a safe and secure workplace.
- \*(20) Model and maintain high ethical standards.
- \*(21) Follow attendance, punctuality and proper dress rules.
- \*(22) Maintain confidentiality regarding school matters.
- \*(23) Maintain positive relationships with staff and vendors.
- \*(24) Participate in workshops and training sessions as required.

**System Support**

- \*(25) Prepare all required reports and maintain all appropriate records.
- \*(26) Follow all School Board policies and school policies and procedures.
- \*(27) Exhibit interpersonal skills to work as an effective team member.
- \*(28) Demonstrate support for the School District and its goals and priorities.
- \*(29) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities

**SCHOOL DISTRICT OF HAMILTON COUNTY****MECHANIC****JOB DESCRIPTION****QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Five (5) years experience in a garage working with diesel and/or gas powered engines.
- (3) Valid Florida Commercial Driver's License (CDL), Class B.
- (4) Satisfactory criminal background check.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to understand technical/professional manuals. Ability to understand oral and written assignments. Knowledge of the standard methods, practices, tools and equipment of the automotive mechanical trade. Knowledge of the occupational hazards and safety precautions of the trade. Ability to perform routine automotive repairs. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to work independently and make decisions with minimum supervision. Ability to work cooperatively with others.

**REPORTS TO:**

Coordinator of General Services

**JOB GOAL**

To assist in maintaining a safe and economical fleet and to achieve journeyman status.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Repair automobiles, trucks and buses.
- \* (2) Service and lubricate automobiles, buses, trucks, tractors, mowers and other equipment.
- \* (3) Service batteries, change and repair tires, check and clean radiators and generators, replace oil filters.
- \* (4) Answer calls for road service, change flat tires, change dead batteries and make minor repairs.
- \* (5) Maintain garage area and grounds in a clean and orderly condition.
- \* (6) Fuel vehicles as needed.
- \* (7) Wash and clean vehicles as needed.
- \* (8) Assist other mechanics in their work.
- \* (9) Demonstrate initiative in the performance of assigned responsibilities.

## MECHANIC (Continued)

### Inter/Intra-Agency Communication and Delivery

- \* (10) Exercise service orientation when working with others.
- \* (11) Keep supervisor informed of potential problems or unusual events.
- \* (12) Use effective, positive interpersonal communication skills.
- \* (13) Respond to inquiries and concerns in a timely manner.
- \* (14) Serve on school/district committees as required or appropriate.

### Employee Qualities/Responsibilities

- \* (15) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (16) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (17) Ensure adherence to good safety standards.
- \* (18) Maintain confidentiality regarding school/workplace matters.
- \* (19) Model and maintain high ethical standards.
- \* (20) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### System Support

- \* (22) Exhibit interpersonal skills to work as an effective team member.
- \* (23) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (24) Demonstrate support for the school district and its goals and priorities.
- \* (25) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (26) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (27) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

## PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

Job Description Supplement 01

## TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

## EVALUATION:

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



## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### MECHANIC HELPER/SUBSTITUTE

##### QUALIFICATIONS:

- (1) Minimum of two (2) years experience in a garage working with diesel/gas powered engines preferred.
- (2) Must be able to understand technical/professional manuals.
- (3) Must have good interpersonal communication skills.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Able to do semi-skilled work is servicing automotive equipment and helping mechanics in a non-technical manner. Ability to be responsible for giving periodic greasing service to automotive equipment, including changing oil, servicing batteries and checking inflation of tires, and work as a mechanical technician helper. Ability to receive assignments both orally and in writing. Work is checked by the performance of the equipment serviced. Some knowledge of the standard methods, practices, tools and equipment of the automotive mechanical trade. Working knowledge of the occupational hazards and safety precautions of the trade.

##### REPORTS TO:

Coordinator of Transportation

##### JOB GOAL

To assist in maintaining a safe and economical fleet and to achieve journeyman status.

##### SUPERVISES:

N/A

##### PERFORMANCE RESPONSIBILITIES:

###### Service Delivery

- \* (1) Assist mechanics in their work and ability to perform more routine repairs.
- \* (2) Service and lubricate automobiles, buses, trucks, tractors, mowers and other equipment.
- \* (3) Service batteries, change and repair tires, check and clean radiators and generators, replace oil filters.
- \* (4) Assist mechanics in their work and perform the more routine repairs. Answer calls for road service, change flat tires, change dead batteries and make minor repairs.
- \* (5) Maintain garage area and grounds in a clean and orderly condition.
- \* (6) Fuel vehicles as may be required.
- \* (7) Wash and clean vehicles as needed.
- \* (8) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (9) Must have a willingness to obtain CDL License with (P) and (S) endorsements.
- \* (10) Must be willing to do other duties assigned by Supervisor.

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### **MECHANIC HELPER/SUBSTITUTE (Continued)**

#### **PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

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

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

#### **EVALUATION:**

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

**SCHOOL DISTRICT OF HAMILTON COUNTY****JOB DESCRIPTION****MULTI-TIERED SYSTEM OF SUPPORT (MTSS) FACILITATOR****QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution in Education, Psychology, Special Education, or a closely related field.
- (2) Certification in an instructional area by the State of Florida
- (3) Five (5) years successful experience in PK-12 public education setting.
- (4) Demonstrated leadership ability

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of learning theory, program planning, program development, management, and evaluation, to include special education. Knowledge of current research, trends, and state-of-the-art best practices. Ability to communicate effectively orally and in writing. Facilitative leadership skills. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to interact well with various educational personnel and to coordinate work with others. Ability to present ideas, information and data effectively.

**REPORTS TO:**

Principal

**JOB GOAL**

To provide school and district facilitation of the Multi-Tiered System of Support, in order to make academic decisions for all students.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Provide technical assistance to administrators, teachers and school-basic leadership teams to facilitate implementation of a Multi-Tiered System of Supports (MTSS) at the school level. This includes the development of professional learning communities that integrate standards-based instruction and professional growth systems. Technical assistance activities include observation and feedback, modeling and other supportive assistance necessary to implement a Multi-Tiered System of Supports (to include the RtI process).
- \* (2) Conducts student academic assessments and interprets results for students involved in the MTSS process.
- \* (3) Develop and monitor school MTSS timeline and implementation plan, with fidelity.
- \* (4) Oversee school implementation of MTSS.
- \* (5) Prepare local, state, and federal reports.

## MULTI-TIERED SYSTEM OF SUPPORT (MTSS) (Continued)

- \*(6) Coordinate the acquisition of support materials and equipment.
- \*(7) Monitor process to insure compliance and adherence to federal regulation and state guidelines for both academic and behavioral supports.
- \*(8) Communicate monthly with District Leadership Team.
- \*(9) Facilitates eligibility determinations in accordance with FLDOE requirement.
- \*(7) Compile, maintain, and review data as required for the educational needs of children.
- \*(8) Monitors the evaluation activities at each tier.
- \*(9) Coordinates staff development activities for MTSS.
- (10) Perform other duties as assigned.

## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's compensation plan. Length of the work year and hours of employment shall be those established by the district.

## **EVALUATION:**

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

\*Essential Performance Responsibilities

**Adopted:**

**Amended:**

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### NURSE, LPN, SCHOOL

**QUALIFICATIONS:**

- (1) Current LPN license by the state of Florida.
- (2) Current CPR and First Aid certification.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to observe students for development and health patterns in making a nursing judgment and diagnosis. Ability to implement plans for students with chronic health problems and coordinate the administration of medication within state law and Board policies. Ability to demonstrate effective skills of listening, speaking and writing. Ability to work with school personnel, parents and children.

**REPORTS TO:**

Nursing Supervisor / Principal / RN

#### JOB GOAL

To provide paraprofessional nursing services in the designated school-based clinic.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Staff and maintain a clean School Health Room daily.
- \* (2) Administer first aid to all students that present to the health room.
- \* (3) Administer medications to students according to the Florida Statute 232.46.
- \* (4) Conduct required health screenings (hearing, vision, growth and development, scoliosis) for designated grades.
- \* (5) Notify parents of abnormal screening results and follow-up on referral completions.
- \* (6) Document screening results, referrals and completions on Cumulative Health Records for all students.
- \* (7) Conduct pediculosis screenings as scheduled in the Health Services Program.
- \* (8) Notify parents of pediculosis and provide resources, assistance with treatment and follow-up as needed.
- \* (9) Assist District RN with development and maintenance of care plans for students with chronic health conditions.
- \* (10) Maintain a current list of students with acute and/or chronic conditions.
- \* (11) Maintain accurate records of all health clinic visits.

**NURSE, LPN, SCHOOL (Continued)**

- \*(12) Maintain Cumulative Health Records with appropriate documentation; i.e., Florida physical exam, current immunization record on DOH blue card, health screening results, and significant medial history, for all students.
- \*(13) Coordinate and provide assistance with mandated health programs and services and maintain appropriate documentation.
- \*(14) Maintain data collection for mandatory reporting records as outlined by DOE / DOH.
- \*(15) Make home visits as needed.

**Inter / Intra-agency Communication and Delivery**

- \*(16) Assist school office personnel with annual distribution and collection of current emergency contact information on all students.
- \*(17) Assist school personnel with completion of incident / accident reports.
- \*(18) Assist truancy case worker with follow-up of illness-related excessive absences.
- \*(19) Assist data entry personnel with review of new student records to maintain compliance of health information.
- \*(20) Maintain a cooperative working relationship with Hamilton County Public Health Unit and all other appropriate governmental agencies.
- \*(21) Use effective communication strategies to interact with a variety of audiences.
- \*(22) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \*(23) Demonstrate initiative in the performance of assigned responsibilities.
- \*(24) Maintain and ensure student confidentiality.
- \*(25) Maintain positive relationships with children, parents, school personnel and the public.
- \*(26) Follow attendance, punctuality and appropriate dress rules.
- \*(27) Participate in workshops and training sessions as required.
- \*(28) Maintain current Florida Nursing License with mandatory CEU's, CPR and First Aid certification.

**System Support**

- \*(29) Prepare all required reports and maintain all appropriate records.
- \*(30) Follow all School Board policies and school policies and procedures.
- \*(31) Exhibit interpersonal skills to work as an effective team member.
- \*(32) Demonstrate support for the School District and its goals and priorities.
- \*(33) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 04**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### NURSING SUPERVISOR

#### QUALIFICATIONS:

- (1) Bachelor's Degree in Nursing with one (1) year documented supervisory experience; or,
- (2) Associate's Degree in Nursing with three (3) years documented supervisory experience and currently enrolled in Nursing Bachelor's Degree Program.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends in research in nursing, its applied technology and community programs. Knowledge of federal, state and District rules, policies and laws related to nursing and student service programs. Ability to manage budget, to organize and prioritize and to interact effectively with school, hospital and community personnel. Ability to read, interpret and enforce State Board rules, Code of Ethics, School Board policies and appropriate state and federal statutes. Ability to demonstrate effective skills of listening, speaking and writing. Ability to use effective interview techniques, supervision, problem-solving skills and public relations skills. Ability to observe students for development and health patterns in making a nursing judgment and diagnosis. Ability to implement plans for students with chronic health problems and coordinate the administration of medication within state law and Board policies. Ability to use group dynamic skills in the context of cultural diversity.

#### REPORTS TO:

Coordinator of Food and Instructional Support Services

#### JOB GOAL

To coordinate and facilitate nursing programs District-wide

#### SUPERVISES:

Registered Nurses  
Licensed Practical Nurses  
Administrative Secretary

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Schedule monthly school visits to monitor School Grant and School Health Plan objectives and activities and nursing staff participation and document findings.
- \* (2) Teach and demonstrate nurse practice principles according to Nurse Practice Act Standards.
- \* (3) Develop and supervise programs as mandated by legislature.
- \* (4) Provide technical assistance and guidance to the School District for management of all communicable / infectious conditions.
- \* (5) Perform District-level coordination of school health staffing patterns, positions, training, supervision and evaluation.
- \* (6) Develop and provide orientation as per procedure for school health employees.

**NURSING SUPERVISOR (Continued)**

- \* (7) Supervise and evaluate Hamilton County High School Base Health Clinic and individual school health programs.
- \* (8) Prepare and submit surveys and reports necessary for program.
- \* (9) Develop, collect and compile surveys and statistics.
- \* (10) Supervise and assign duties for requisition and inventory of drugs, supplies and equipment.
- \* (11) Monitor all clinic operations and provide coverage when clinic nurse is scheduled for other activities or absent.
- \* (12) Schedule, coordinate and conduct all required screenings and education in a timely and expeditious manner.
- \* (13) Make home visits with other health staff on an as-needed basis.

**Inter / Intra-agency Communication and Delivery**

- \* (14) Collaborate with other RN's to pin point problem areas in a timely and expeditious manner.
- \* (15) Maintain a cooperative working relationship with Hamilton County Public Health Unit and all other appropriate governmental agencies.
- \* (16) Conduct nursing meetings every two (2) months and as necessary to update and review school health nursing activities.
- \* (17) Serve as advisor on health issues to school administration and planning councils.
- \* (18) Assist with writing grant proposals.
- \* (19) Use effective communication strategies to interact with a variety of audiences.
- \* (20) Respond to inquiries and concerns in a timely manner.
- \* (21) Serve as liaison with the Florida Department of Education in matters related to the Hamilton County School Health Program.
- \* (22) Coordinate and interpret District rules / policies and state laws and rules pertaining to Hamilton County School Health Program and other areas assigned.
- \* (23) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.

**Professional Growth and Improvement**

- \* (24) Assure the provision of inservice training programs for all School Health Program personnel.
- \* (25) Keep up-to-date and well-informed about trends and best practices, including changes in statutes, rules and policies related to all School Health programs.
- \* (26) Maintain a network of peer contacts through professional organizations.
- \* (27) Maintain current Florida license and mandatory CEU's.

**Systemic Functions**

- \* (28) Support the written philosophy of Hamilton County School Health Program.
- \* (29) Assist in development of School Board policies and procedures for health-related concerns.
- \* (30) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (31) Prepare all necessary reports and records pertinent to each program, including collection of all evaluation data.
- \* (32) Maintain and monitor a budget and provide allocations for assigned staff.
- \* (33) Keep the Superintendent informed about potential problems, unusual events or possible opportunities.
- \* (34) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \* (35) Provide leadership and direction for the planning, implementation and evaluation of all School Health programs and services.
- \* (36) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- \* (37) Use appropriate interpersonal styles and methods to guide individuals and groups to appropriate task accomplishment.
- \* (38) Model and maintain high standards of professional conduct.



**NURSING SUPERVISOR (Continued)**

- \*(39) Contribute to District planning activities, including setting goals and objectives and use of resources.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 04**

\*Essential Performance Responsibilities

## HAMILTON COUNTY SCHOOL BOARD

### JOB DESCRIPTION

#### PARENT RESOURCE SPECIALIST

#### QUALIFICATIONS:

- (1) Associate of Art's Degree or equivalent or higher degree preferred.
- (2) Experience in working with children and their families.
- (3) Computer literate.
- (4) Bi-lingual in English and Spanish

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Exceptional Student Programs, Parent Involvement Programs, and English Language Learners Programs. Knowledge of programs and agencies providing services to children and their families. Good organizational skills. Good oral and written communication. Word processing and overall computer skills. Tolerance for stress. Ability to work well with others. Good judgment. Ability to maintain confidentiality.

#### REPORTS TO:

Principal

#### JOB GOAL

To assist families to become partners with the school personnel who serve their children.

#### SUPERVISES:

NA

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Organize, develop, coordinate and conduct local parent involvement.
- \* (2) Provide parent input for project applications.
- \* (3) Serve as a parent advocate.
- \* (4) Operate office machines.
- \* (5) Complete all paperwork requirements as related to duties.

##### Inter / Intra-agency Communication and Delivery

- \* (6) Serve as liaison between families and school personnel.
- \* (7) Attend appropriate local and state meetings.
- \* (8) Assist in maintaining contact and obtaining information from agencies.
- \* (9) Communicate effectively with students, parents, District and school personnel and the public.
- \* (10) Keep supervisor informed of potential problems or unusual events.
- \* (11) Respond to inquiries and concerns in a timely manner.

### **Professional Growth and Improvement**

- \* (12) Keep well informed about technology, current trends and best practices in content, service, or project areas.
- \* (13) Keep abreast of federal and state laws, rules, and policies relevant to assigned areas
- \* (14) Maintain expertise in assigned areas to fulfill project goals and objectives
- \* (15) Set high standards and expectations for self and others.
- \* (16) Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- \* (17) Model principles of learning and effective teaching in instructional delivery.
- \* (18) Conduct a personal assessment periodically to determine professional development needs with reference to specific assignments.

### **Systemic Functions**

- \* (19) Assist school personnel in maintaining appropriate coordination among service providers in the area.
- \* (20) Prepare and submit required reports and maintain appropriate records.
- \* (21) Support the goals and priorities of the school district.
- \* (22) Consistently represent the school district in a positive and professional manner.
- \* (23) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

- \* (24) Establish or assist in establishing goals and objectives for programs or projects.
- \* (25) Model and maintain high standards of professional conduct.
- \* (26) Demonstrate initiative in motivating, gaining commitment, and encouraging others to accomplish tasks.
- \* (27) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 4**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### PARENT LIAISON

**QUALIFICATIONS:**

- (1) Graduation from high school or an equivalent recognized certificate.
- (2) Completion of sixty (60) semester hours of college-level coursework, A.A. Degree or meet Highly Qualified Paraprofessional requirement.
- (3) Demonstrated evidence of having successfully worked with diverse ethnic groups.
- (4) Working knowledge of social service and civic organizations in Hamilton County School District is desirable.
- (5) Good interpersonal skills

**KNOWLEDGE, SKILLS AND ABILITIES:**

This is varied educational program support work acting as liaison between the district, school, home and/or community to facilitate the implementation and administration of programs such as Title I Parent Involvement. The work is performed under the general supervision of the School Principal, District Office or Program Managers and requires the job incumbent establish effective working relationships with parents, school personnel and the staff of social services, business and civic organizations. The incumbent is expected to be familiar with professional methods, techniques, and practices associated with the area of assignment.

**REPORTS TO:**

School Principal, District Office or Program Manager

#### JOB GOAL

To serve as liaison between the district, school, home and/or community

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Assist school-site and district office personnel in planning, implementing, and administering educational support programs and special projects.
- \* (2) Acts as liaison between the district, school, home and community to promote educational support programs and provide an on-going channel of communication for participants, parents and the community.
- \* (3) Assist in conducting parent education workshops, and promotional presentations.
- \* (4) Recruits parent volunteers for parent education activities; conducts home visits as follow-up to parenting workshops or to provide individual assistance relative to home/school problem resolution.
- \* (5) Identifies and assists parents or students in securing the requisites social or support services.
- \* (6) May participate in various advisory group meeting and committees.

## 39-B

### **PARENT LIAISON (Continued)**

- \* (7) Solicits the participation of the local group meeting and committees.
- \* (8) Solicits the participation of the local business community in identifying programs for parent involvement and substance abuse intervention and prevention.
- \* (9) Supports the Migrant and Homeless Programs at the High School.
- \* (10) Performs related work as required or as assigned.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work which requires the following physical activities; balancing, bending, stooping, reaching, sitting, standing, walking, pushing, lifting, finger dexterity, grasping, repetitive motions, talking hearing and visual acuity. The work is primarily performed indoors. Some in-county travel is required.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

### **Job Description Supplement No. 39-B**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### PART-TIME PARENT LIAISON

##### QUALIFICATIONS:

- (1) Graduation from high school or an equivalent recognized certificate.
- (2) Completion of sixty (60) semester hours of college-level coursework, A.A. Degree or meet Highly Qualified Paraprofessional requirement.
- (3) Demonstrated evidence of having successfully worked with diverse ethnic groups.
- (4) Working knowledge of social service and civic organizations in Hamilton County School District is desirable.
- (5) Good interpersonal skills

##### KNOWLEDGE, SKILLS AND ABILITIES:

This is varied educational program support work acting as liaison between the district, school, home and/or community to facilitate the implementation and administration of programs such as Title I Parent Involvement. The work is performed under the general supervision of the School Principal, District Office or Program Managers and requires the job incumbent establish effective working relationships with parents, school personnel and the staff of social services, business and civic organizations. The incumbent is expected to be familiar with professional methods, techniques, and practices associated with the area of assignment.

##### REPORTS TO:

School Principal, District Office or Program Manager

##### JOB GOAL

To serve as part-time liaison between the district, school, home and/or community

##### SUPERVISES:

N/A

##### PERFORMANCE RESPONSIBILITIES:

###### Service Delivery

- \* (1) Assist school-site and district office personnel in planning, implementing, and administering educational support programs and special projects.
- \* (2) Acts as liaison between the district, school, home and community to promote educational support programs and provide an on-going channel of communication for participants, parents and the community.
- \* (3) Assist in conducting parent education workshops, and promotional presentations.
- \* (4) Recruits parent volunteers for parent education activities; conducts home visits as follow-up to parenting workshops or to provide individual assistance relative to home/school problem resolution.
- \* (5) Identifies and assists parents or students in securing the requisites social or support services.
- \* (6) May participate in various advisory group meeting and committees.

## 39-C

### **PART-TIME PARENT LIAISON (Continued)**

- \* (7) Solicits the participation of the local group meeting and committees.
- \* (8) Solicits the participation of the local business community in identifying programs for parent involvement and substance abuse intervention and prevention.
- \* (9) Supports the Migrant and Homeless Programs at the High School.
- \* (10) Performs related work as required or as assigned.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work which requires the following physical activities; balancing, bending, stooping, reaching, sitting, standing, walking, pushing, lifting, finger dexterity, grasping, repetitive motions, talking hearing and visual acuity. The work is primarily performed indoors. Some in-county travel is required.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

### **Job Description Supplement No. 39-C**

\*Essential Performance Responsibilities



## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### PAYROLL SPECIALIST

**QUALIFICATIONS:**

- (1) High School Diploma
- (2) Work experience in accounting required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

**REPORTS TO:**

Director of Business Affairs

#### JOB GOAL

To provide accounting services in the assigned area to all District schools and department in the most efficient and timely manner.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Establish payroll schedules for leave reports / exceptions reports.
- \* (2) Establish codes – leave, pay types, salary slots, deductions and contributions.
- \* (3) Establish payroll calendar for each pay type.
- \* (4) Compute salaries and prepare salary statements.
- \* (5) Establish supplemental pay positions, key and update to recommended employee salary record and update as needed.
- \* (6) Key individual salary records, deductions and contributions records updates.
- \* (7) Key reported absences and post-accruals each month, review printouts and adjust balances as needed and distribute monthly leave reports.
- \* (8) Review exceptions rosters for accuracy and key corrections.
- \* (9) Perform payroll calculations, balance computer and pre-list totals.
- \* (10) Print payroll checks, register and corresponding reports.
- \* (11) Prepare accounts payable checks for payroll deductions / contributions and manual accounts payable checks for payroll transfers, retiree and COBRA insurance.
- \* (12) Sign payroll and accounts payable checks and maintain check signature logs.
- \* (13) Post payroll and accounts payable manual checks.
- \* (14) Record adjusting journal entries applicable to payroll.

**PAYROLL SPECIALIST (Continued)**

- \*(15) Prepare reports for payroll taxes, retirement and workers' compensation (monthly, quarterly and annually).
- \*(16) Balance and print W-2 forms, annually, and prepare 6559 form.
- \*(17) Prepare and print 1099 forms for contract services and prepare 1096 form.
- \*(18) Prepare absentee / exceptions reports for District office payroll.
- \*(19) Schedule insurance meetings between employees and representatives each month.
- \*(20) Update District employees insurance premiums and benefits.
- \*(21) Prepare schedule for retiree monthly insurance premiums.
- \*(22) Maintain retiree insurance records.
- \*(23) Process reports and maintain files; i.e., Workers' Compensation and Student Accidents.
- \*(24) Prepare and maintain employee payroll files / accounts payable payroll files.
- \*(25) Prepare reports, information as needed for collective bargaining negotiations.

**Inter / Intra-agency Communication and Delivery**

- \*(26) Provide for positive communication among staff.
- \*(27) Serve as resource to schools and departments in areas of responsibility.
- \*(28) Serve as a liaison with other agencies as required.
- \*(29) Perform routine duties as required; i.e., serve as receptionist, compose and send correspondence, answer telephones, sort and distribute mail and order materials.

**Employee Qualities / Responsibilities**

- \*(30) Maintain confidentiality regarding all matters related to assignment.
- \*(31) Participate in workshops and training sessions as required.
- \*(32) Maintain work area in a safe and secure manner.
- \*(33) Model and maintain high ethical standards.
- \*(34) Follow attendance, punctuality and proper dress rules as required.

**System Support**

- \*(35) Assist / act as back-up for other finance personnel.
- \*(36) Ensure that School Board policies and governmental regulations are consistently applied to assignments.
- \*(37) Assist and/or direct the investigation of errors and complaints.
- \*(38) Assist in training other personnel providing back-up assistance as necessary.
- \*(39) Assist the Director with required reports.
- \*(40) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### RECEPTIONIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High School Diploma or approved equivalency diploma.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Answer the telephone in a courteous and professional manner. Knowledge of basic office equipment including use of the computer and computer software. Knowledge of school practices and procedures. Good oral and written communication skills. Basic mathematical skills. Ability to work cooperatively with others. Ability to handle multiple tasks.

#### REPORTS TO:

Principal

#### JOB GOAL

To contribute to effective school operation by receiving all visitors and incoming telephone calls and directing them as appropriate.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Operate telephone system to relay incoming, outgoing, and inter-office calls.
- \* (2) Greet all visitors courteously, determine their needs, check appointments, and direct persons to proper person/location.
- \* (3) Perform clerical work such as correspondence, filing, reports, and copying.

##### Inter/Intra-Agency Communication and Delivery

- \* (4) Answer questions of callers, according to policy, take messages for staff members, and locate authorized personnel.
- \* (5) Coordinate outgoing and incoming mail and courier.
- \* (6) Order materials and supplies as required.
- \* (7) Communicate effectively with students, parents, staff and administration.
- \* (8) Keep supervisor informed of potential problems or unusual events.
- \* (9) Respond to inquiries and concerns in a timely manner.

##### Employee Qualities/Responsibilities

- \* (10) Demonstrate initiative in the performance of assigned responsibilities.
- \* (11) Ensure adherence to good safety procedures.
- \* (12) Model and maintain high ethical standards.
- \* (13) Follow attendance, punctuality and proper dress rules.
- \* (14) Maintain confidentiality regarding school/workplace matters.
- \* (15) Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignment.

## RECEPTIONIST (Continued)

### System Support

- \* (16) Maintain a broad knowledge of District policies and procedures.
- \* (17) Assist other staff members upon request, thereby reflecting a team effort.
- \* (18) Demonstrate support for the school and its goals and priorities.
- \* (19) Perform other tasks consistent with the goals and objectives of this position.

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force regularly to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### EVALUATION:

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### REGISTERED NURSE, SCHOOL

**QUALIFICATIONS:**

- (1) Current Registered Nurse license by the state of Florida.
- (2) Current CPR and First Aid Certification.
- (3) One (1) to three (3) years pediatric or community health nursing preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with school personnel, parents and children. Ability to use effective interview techniques, supervision, problem-solving skills and public relations skills. Ability to observe students for development and health patterns in making a nursing judgment and diagnosis. Ability to implement plans for students with chronic health problems and coordinate the administration of medication within state law and School Board policies. Ability to demonstrate effective skills of listening, speaking and writing.

**REPORTS TO:**

Nursing Supervisor

#### JOB GOAL

To provide professional nursing services by coordinating and conducting clinical activities and classroom instruction in all District schools.

**SUPERVISES:**

Licensed Practical Nurses

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Supervise and support LPN Staff.
- \* (2) Plan, coordinate and provide educational instruction to all grade levels as outlined in the curriculum for the Student Health Services Program.
- \* (3) Assist with Hearing, Vision, Growth and Development, Scoliosis and Hypertension Screenings for designated grades.
- \* (4) Monitor referrals, completion and documentation of abnormal screening results.
- \* (5) Perform record reviews annually and maintain Cumulative Health Records with appropriate documentation; i.e., Florida Physical Exam, Current Immunization Record on DOH blue card, Health screening results, and significant medical history.
- \* (6) Maintain and monitor care plans for students with chronic health conditions.
- \* (7) Assist and monitor documentation of health clinic visits.
- \* (8) Assist with preparation of mandatory reporting records as outlined by the DOE / DOH.
- \* (9) Schedule and provide CPR and First Aid training to District staff.
- \* (10) Coordinate and provide assistance with mandated health programs and services and maintain appropriate documentation.

**REGISTERED NURSE, SCHOOL (Continued)**

- \* (11) Maintain data collection for mandatory reporting records as outlined by DOE / DOH.
- \* (12) Make home visits as needed.

**Inter / Intra-agency Communication and Delivery**

- \* (13) Collaborate with other programs / agencies to provide proper referral for treatment of specific mental, physical or emotional health problems.
- \* (14) Collaborate with other programs / agencies to provide resources to students and families.
- \* (15) Assist data entry personnel with review of new student records to maintain compliance of health information.
- \* (16) Maintain a cooperative working relationship with Hamilton County Public Health Unit and all other appropriate governmental agencies.
- \* (17) Use effective communication strategies to interact with a variety of audiences.
- \* (18) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \* (19) Demonstrate initiative in the performance of assigned responsibilities.
- \* (20) Maintain and ensure student confidentiality.
- \* (21) Maintain positive relationships with children, parents, school personnel and the public.
- \* (22) Follow attendance, punctuality and appropriate dress rules.
- \* (23) Participate in workshops and training sessions as required.
- \* (24) Maintain current Florida Nursing License with mandatory CEU's, CPR and First Aid Certification.

**System Support**

- \* (25) Prepare and submit all required reports and maintain all appropriate records.
- \* (26) Follow all School Board policies and school policies and procedures.
- \* (27) Exhibit the interpersonal skills necessary as an effective team member.
- \* (28) Demonstrate support for the School District and its goals and priorities.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 04**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### SCHOOL FOOD SERVICE ASSISTANT

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Good physical health.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of and ability to operate food service equipment. Ability to work harmoniously with school staff, students and fellow workers and provide friendly food service to participants. Ability to understand and follow written and verbal instructions and demonstrate skill in cleanup and serving food. Ability to work at a fast pace and to stand for long periods of time.

**REPORTS TO:**

School Food Service Manager / Principal

#### JOB GOAL

To perform routine manual work necessary for preparation and serving of nutritious and attractive meals in accordance with federal, state and local regulations.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Be responsible for performance of duties assigned by the Manager.
- \* (2) Be responsible for preparation and serving of food and cleaning duties assigned by the Manager.
- \* (3) Assist with receiving and storing food and other supplies.
- \* (4) Serve in any capacity which may be necessary.
- \* (5) Take proper care of equipment and facilities.
- \* (6) Demonstrate proper health and sanitation practices.
- \* (7) Serve on cafeteria line as assigned.

**Inter / Intra-agency Communication and Delivery**

- \* (8) Communicate well with Manager.
- \* (9) Communicate effectively with students, staff and administration.
- \* (10) Observe all safety rules and report any accident to the Manager

**Employee Qualities / Responsibilities**

- \* (11) Participate in ongoing inservice programs.
- \* (12) Work independently or as a team member.
- \* (13) Work cooperatively with other workers.
- \* (14) Display a pleasant attitude toward students.
- \* (15) Report to work punctually and regularly.

**SCHOOL FOOD SERVICE ASSISTANT (Continued)**

- \*(16) Follow all school and food service policies.
- \*(17) Follow attendance, punctuality and proper dress rules.

**System Support**

- \*(18) Represent the School Board in a positive manner.
- \*(19) Keep records as specified by the Manager.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 09**

\*Essential Performance Responsibilities



## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### SCHOOL FOOD SERVICE ASSISTANT, DELIVERY

**QUALIFICATIONS:**

- (1) High School Diploma.
- (2) Six (6) months experience preferred as food service worker or school bus driver.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to operate heavy and light delivery vehicles in a safe and economical way. Ability to complete reports and records and follow oral and written instructions. Skill in basic math computations. Skill in loading and unloading large quantities and heavy items using appropriate safety practices.

**REPORTS TO:**

Coordinator of Food and Instructional Support Services

#### JOB GOAL

To support all school food service programs in the District by providing service to each program as needed for quality and timely meal and supply service.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Receive all USDA Commodities and store frozen and perishable items in District freezer locker and staples in the warehouse and provide Bills of Lading to Coordinator.
- \* (2) Deliver USDA Commodities and purchased items to individual schools according to authorized allocations by Coordinator.
- \* (3) Delivery satellite meals, server and meal counts to schools.
- \* (4) Complete accurate monthly inventory of freezer and warehouse items and clean and arrange storage areas.
- \* (5) Rearrange school freezers and storage spaces as need arises.
- \* (6) Deliver paperwork daily from schools to District office and from District office to schools.
- \* (7) Load and unload trucks and store / arrange inventory items.
- \* (8) Take proper care of vehicles, equipment and facilities.

**Inter / Intra-agency Communication and Delivery**

- \* (9) Respond to emergencies as notified by Coordinator and secretary.
- \* (10) Observe all safety rules and report any accidents to Coordinator.
- \* (11) Communicate well with Coordinator and other personnel.

**Employee Qualities / Responsibilities**

- \* (12) Continue to improve knowledge and competence relative to position.
- \* (13) Work cooperatively with other workers.

**SCHOOL FOOD SERVICE ASSISTANT, DELIVERY (Continued)**

- \*(14) Report to work punctually and regularly.
- \*(15) Follow all District and food service policies.
- \*(16) Follow schedule as prescribed by Coordinator.
- \*(17) Follow proper dress rules as required.

**System Support**

- \*(18) Represent the School Board in a positive manner.
- \*(19) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 02**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### SCHOOL FOOD SERVICE MANAGER

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Four (4) years cooking experience in school food service programs or related field or college credit earned in related work.
- (3) Maintain valid Certificate from the School Food Service Certification program: completion of training program desirable.
- (4) Must be able to maintain accurate lunchroom records, plan and prepare menus and have knowledge of equipment for production of food.
- (5) Interpersonal skills and good attendance in previous position.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of principles of quantity food preparation. Knowledge of use of a wide variety of food service equipment. Extensive knowledge of planning, preparation and service of a large variety of foods. Knowledge of health, safety and sanitary practices in the food service operation. Ability to train and supervise food service personnel. Ability to maintain effective working relationships. Considerable knowledge of nutrition and food value. Ability to work at a fast pace. Basic English, accounting and computer skills. Ability to requisition food and supplies and maintain an inventory.

#### REPORTS TO:

Coordinator of Food Service and Instructional Support / Principal

#### JOB GOAL

To administer the Food Service Program at the school level in an efficient and effective manner to meet nutritional needs and program acceptability for students and staff in accordance with federal, state and local requirements.

#### SUPERVISES:

School Food Service Assistant Manager  
 School Food Service Worker / Employee / Assistant Cashier  
 Lunchroom Worker

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Manage the entire school meal service operation to ensure compliance with federal, state and local regulations.
- \* (2) Supervise and evaluate school food service personnel jointly with the Principal.
- \* (3) Prepare work schedules and specific duties for school food service personnel.
- \* (4) Assume responsibility for accurate meal counts, cash collections and deposits.
- \* (5) Maintain records and submit reports as required.

**SCHOOL FOOD SERVICE MANAGER (Continued)**

- \* (6) Supervise all food and non-food orders from District and outside vendors.
- \* (7) Maintain accurate inventory of food and non-food items.
- \* (8) Maintain high standards of safety, security and sanitation.
- \* (9) Exercise managerial skills to control food, labor and non-labor costs.
- \*(10) Requisition needed repair and maintenance work.
- \*(11) Recommend the purchase of equipment.
- \*(12) Prepare and serve high quality, nutritional and attractive meals.
- \*(13) Assist the Principal with employment, re-employment, transfers and resignations.
- \*(14) Cooperate with school, parents and physicians on meeting special dietary needs of children.
- \*(15) Assume duties of absentee school food service employees as necessary.
- \*(16) Supervise the operation and care of equipment.
- \*(17) Work with Principal and teachers in planning, developing and utilizing the school food service program as a service and educational asset in the school program.

**Inter / Intra-agency Communication and Delivery**

- \*(18) Interact appropriately with students, parents and school personnel.
- \*(19) Communicate well with co-workers, school personnel and the Principal.
- \*(20) Cooperate with community organizations utilizing lunchroom facilities.
- \*(21) Report any accidents to the Principal.

**Employee Qualities / Responsibilities**

- \*(22) Work as a team leader.
- \*(23) Report to work punctually and regularly.
- \*(24) Display an appropriate work ethic.
- \*(25) Follow all school and food service policies and guidelines.
- \*(26) Continue to improve knowledge and competence relative to position.

**System Support**

- \*(27) Prepare all required reports and maintain all appropriate records.
- \*(28) Provide ongoing inservice training for food service personnel
- \*(29) Maintain a positive relationship with outside vendors.
- \*(30) Represent the School Board in an appropriate manner.
- (31) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 09**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### SCHOOL NETWORK SYSTEMS SPECIALIST

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years computer related course work.
- (3) Experience in systems analysis, computer programming and database management may be substituted for course work.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of COBOL and/or RPG computer languages. Knowledge of computer hardware and software used to accomplish both instructional and administrative goals. Knowledge of inter-networking, wide-area networking and intra-networking. Knowledge of "help-desk" operation and the development of on-going training and staff development as it relates to technology. Ability to provide leadership and to establish and maintain effective working relationships with officials, school personnel, other departmental personnel and the public. Ability to communicate effectively both orally and in writing.

**REPORTS TO:**

Coordinator of Management Information Systems (MIS)

#### JOB GOAL

To assist the Coordinator of MIS in operation of applications for the District and assist personnel using applications to ensure accurate collection and management of data.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Serve as systems operator for the District AS/400 Computer.
- \* (2) Assist personnel in the use of software systems for finance, payroll, students, personnel and food service.
- \* (3) Assist personnel in the operation of systems hardware and on-line processes.
- \* (4) Import / export data electronically as required.
- \* (5) Install software updates, identify problems (both software and hardware) and develop solutions.
- \* (6) Assist with hardware / software installations and maintenance.
- \* (7) assist with the development of enhancements to existing computer programs.
- \* (8) Maintain data processing equipment inventory.
- \* (9) Train personnel in the collection and keying of data.
- \* (10) Assist in trouble-shooting errors on LAN's and WAN's.
- \* (11) Assist with local workstation configuration as needed.

**Inter / Intra-agency Communication and Delivery**

**SCHOOL NETWORK SYSTEMS SPECIALIST (Continued)**

- \*(12) Communicate effectively with staff and administration.
- \*(13) Keep supervisor informed of potential problems or unusual events.
- \*(14) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \*(15) Demonstrate initiative in the performance of assigned responsibilities.
- \*(16) Provide for a safe and secure workplace.
- \*(17) Model and maintain high ethical standards.
- \*(18) Follow attendance, punctuality and proper dress rules.
- \*(19) Maintain confidentiality regarding school matters.
- \*(20) Maintain positive relationships with staff.
- \*(21) Participate in workshops and training sessions as required.

**System Support**

- \*(22) Prepare all required reports and maintain all appropriate records.
- \*(23) Follow all School Board policies and school policies and procedures.
- \*(24) Exhibit interpersonal skills to work as an effective team member.
- \*(25) Demonstrate support for the School District and its goals and priorities.
- \*(26) Assist with the assessment of the District's needs in computer technology, equipment and supplies.
- \*(27) Prepare cost studies for the Superintendent and Director of Business Affairs for the collective bargaining negotiation team.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**


Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

ON 7/18/11  
  
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**SUPERINTENDENT  
 SCHOOL DISTRICT OF HAMILTON COUNTY**

**MSSC (Manufacturing Skills Standards Council) CPT (Certified Production Technician)  
 Certified Trainer**

**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) High School Diploma.
- (2) Current Florida Driver's License.
- (3) Ability to work with and instruct adult learners.
- (4) Ability to earn MSSC CPT Instructor Certification.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with adults interested in earning the MSSC (Manufacturing Skill Standards Council) CPT (Certified Production Technician) certification. Selected person must be able to successfully complete the MSSC CPT Trainer Session and earn the MSSC CPT certification. Knowledge of manufacturing skills and experience working with adults. Ability to communicate effectively with students, school personnel and employers. Knowledge of applicable laws, policies and procedures. Ability to use a computer. Ability to speak to groups.

**REPORTS TO:**

Assistant Superintendent for Teaching and Learning

**JOB GOAL**

To instruct adult learners in the skills needed to successfully earn the MSSC CPT certification.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \* (1) Attend Instructor Certification Course (ICC-CPT) to receive training and materials need to teach the MSSC CPT competencies.
- \* (2) Earn MSSC CPT certification upon completion of Instructor Certification Course.
- \* (3) Provide instruction for 120 hour course to adults seeking MSSC CPT certification.
- \* (4) Maintain required documents and records for adults attending course training sessions.
- \* (5) Plan, implement, and evaluate other services associated with program.
- \* (6) Provide and assist with activities for students to obtain needed academic and vocational skills for employability.
- \* (7) Access local job opportunities and provide students with information on job description, skill and training requirement and application process. Advocate on behalf of students for positions with local businesses.

## **MSSC (Manufacturing Skills Standards Council) CPT (Certified Production Technician) Certified Trainer**

### **Inter / Intra-agency Communication and Delivery**

- \* (8) Maintain a close working relationship with district staff, local employers, and county officials to ensure information exchange, coordination and support for the program, and the collection of feedback concerning the training provided.
- \*(9) Direct and coordinate planning to involve district staff, adult students, local employers, and county officials when appropriate.
- \*(10) Maintain contact with the Assistant Superintendent for Teaching and Learning to report on progress of seeking instructor certification and progress of training sessions currently being conducted.
- \*(11) Present at school and county meetings or conferences as assigned.

### **Employee Qualities / Responsibilities**

- \*(12) Demonstrate initiative in the performance of assigned responsibilities.
- \*(13) Model and maintain high ethical standards.
- \*(14) Maintain confidentiality of student information and other related matters.
- \*(15) Participate in training and workshops to maintain and enhance knowledge and skills.
- \*(16) Maintain positive relationships with students, district staff, local employers and county officials.

### **System Support**

- \*(17) Maintain records on students that document student performance and completion of MSSC CPT certification course.
- \*(18) Provide reports to Assistant Superintendent for Teaching and Learning documenting student enrollment, completion status of students, and assessment results of students.
- \*(19) Follow established policies and procedures.
- \*(20) Demonstrate support for the School District and its goals and priorities.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Employee will be reimbursed for travel expenses to attend Instructor Certification Course. Employee will be paid hourly for instruction of 120 hour course consistent with rate in District's approved compensation plan.

### **EVALUATION:**

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

### **Job Description Supplement No. 04**

\*Essential Performance Responsibilities



## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### SCHOOL SAFETY OFFICER

##### QUALIFICATIONS:

- (1) High School Diploma or equivalent; preferred Associate's Degree or equivalent in a related field from an accredited institution.
- (2) Must be 21 years of age or older.
- (3) Preferred two (2) years within the last ten (10) years of experience as a sworn law enforcement officer or corrections officer in "good standing" at time of employment separation.
- (4) Experience with safe use of firearms or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position. Course work or training in criminal justice or related field.
- (5) Be willing to possess and maintain a valid State of Florida (s 790.06 Florida Statutes) concealed weapons permit and maintain the permit throughout employment in this position if required.
- (6) Be willing to satisfy the training requirements of s 30.15 Florida Statute, Coach Aaron Feis Guardian Program, if required.
- (7) Satisfactory completion of American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) course within one (1) year of employment.
- (8) Awareness of the tenets of trauma informed care and mental health resources

##### KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Skilled in the use of de-escalation and interdiction techniques.
- (2) Ability to constantly scan environment and consider multiple scenarios before appropriately responding.
- (3) Ability to be physically and mentally prepared to respond in an emergency or potentially dangerous situation.
- (4) Ability to obtain pertinent information through observation and articulate findings concisely and timely.
- (5) Knowledge and use of time management and organizational systems.
- (6) Skill in active listening and social perceptiveness.
- (7) Ability to communicate effectively orally and in writing.
- (8) Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- (9) Ability to sustain focus and attention to detail for extended periods of time.

##### REPORTS TO:

District School Safety Specialist

##### JOB GOAL

Responsible for performing a variety of duties related to protecting students, school staff, visitors, equipment, facilities, and grounds under the supervision of the District School Safety Specialist.

## SCHOOL SAFETY OFFICER (Continued)

### SUPERVISES:

N/A

### PERFORMANCE RESPONSIBILITIES:

1. \*Provide security and surveillance to school campus, including patrolling parking lots and grounds.
2. \*Provide security to school and district functions.
3. \*Monitor and report suspicious activity, including theft, vandalism, and criminal mischief to administration and when appropriate, to law enforcement.
4. \*Communicate with school administrators, students, parents, staff, community members regarding security related concerns and issues; work cooperatively with law enforcement and district personnel.
5. \*Respond to emergency situations and take appropriate action in accordance with established guidelines; provide basic first aid services as needed.
6. \*Supervise students, observe and manage students in halls, at lunch, and during other non-classroom activities as assigned.
7. \*Assist with management of school access by monitoring gates and other entry points throughout the school; ensure that students possess appropriate permission when leaving campus; observe and question potentially unauthorized persons on campus.
8. \*Assist with traffic control during student drop off and pick up.
9. \*Build relationships with students and stakeholders and assist with promoting character education as well as other intervention programs that supplement Safe Schools initiatives.
10. \*Assist administration in performing searches of students and school property if needed.
11. \*Suppress disturbances and security incidents according to established guidelines and procedures.
12. \*Deescalate confrontations between students, parents, visitors, community members and others. Communicate with school administrators, students, parents, district officials/personnel, community members, and others regarding security related concerns and issues.
13. \*Assist school administration and law enforcement with threat assessment.
14. \*Make recommendations and inform school administration, and other appropriate staff members regarding investigative activities and proper practices/procedures necessary to secure the safe and peaceful conduct of district and school business/activities.
15. \*Serve on school safety committee and assists with student crime watch program.
16. \*Assist with security assessments.
17. \*Prepare incident reports.
18. \*Assist with school safety drills under the direction of administration.
19. Perform other duties as assigned by the District School Safety Specialist.

### WORKING CONDITIONS

- A. Indoors & Outdoors - The worker is subject to both environmental conditions. Activities occur inside and outside. There is protection from weather conditions but not necessarily from temperature changes. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
- B. Cold - The worker may be subject to extreme cold. Temperatures may drop below 32 degrees for periods of more than one hour.
- C. Heat - The worker may be subject to extreme heat. Temperatures may rise above 100 degrees for periods of more than one hour.
- D. Hazards - The worker may be subject to hazards.

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## **SCHOOL SAFETY OFFICER (Continued)**

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Tasks may also involve standing, sitting, or walking for long periods of time.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### TRADESMAN

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of four (4) years experience in assigned trade; or,
- (3) Satisfactory completion of a trade or technical school in assigned area.
- (4) Licensure / certification as required.
- (5) Possess a valid state of Florida Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of and skill to effectively use the tools of the trade. Knowledge of preventive maintenance program sand local, state and federal requirements. Ability to communicate effectively both orally and in writing. Ability to read and follow instructions. Ability to perform cross-over work in several trade areas. Possess skills in the use of a computer.

**REPORTS TO:**

Coordinator of General Services

#### JOB GOAL

To assist in maintaining schools and other facilities in such a manner that students and staff can work in a healthy and safe environment.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Repair and maintain all electrical and plumbing systems.
- \* (2) Repair and maintain all heating, air conditioning and refrigeration equipment and systems.
- \* (3) Perform carpentry and painting repair and maintenance activities as required.
- \* (4) Develop labor and materials costs in planning as required.
- \* (5) Assist in placing orders and bids, if needed, for parts and materials.
- \* (6) Assist in maintaining an inventory of parts and materials as needed.
- \* (7) Provide emergency repair service as directed.
- \* (8) Assist other maintenance personnel with tasks as needed or directed.
- \* (9) Assist in developing and maintaining a preventive maintenance program.
- \* (10) Participate in casualty prevention tests and inspections as required.
- \* (11) Load and drive maintenance vehicle to assigned site as required.

**Inter / Intra-agency Communication and Delivery**

**TRADESMAN (Continued)**

- \* (12) Communicate effectively with staff and vendors.
- \* (13) Keep supervisor informed of potential problems or unusual events.
- \* (14) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \* (15) Demonstrate initiative in the performance of assigned responsibilities.
- \* (16) Provide for a safe and secure workplace.
- \* (17) Model and maintain high ethical standards.
- \* (18) Follow attendance, punctuality and proper dress rules.
- \* (19) Maintain confidentiality regarding school matters.
- \* (20) Maintain positive relationships with staff and vendors.
- \* (21) Participate in workshops and training sessions as required.

**System Support**

- \* (22) Prepare all required reports and maintain all appropriate records.
- \* (23) Follow all School Board policies and school policies and procedures.
- \* (24) Exhibit interpersonal skills to work as an effective team member.
- \* (25) Demonstrate support for the School District and its goals and priorities.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### SHOP HELPER

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) One (1) year experience performing a variety of semi-skilled maintenance and mechanical repair tasks as a helper or a handyman in a vehicle repair shop.
- (3) Valid Florida driver's license.
- (4) Satisfactory criminal background check.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the standard tools, materials, methods and practices of the mechanical repair trade. Knowledge of the occupational hazards and safety precautions of the work. Ability to understand and follow oral and written instructions. Ability to develop skill in the use and care of tools, materials and equipment. Ability to communicate orally and in writing. Ability to work with some independence. Ability to obtain a Florida Commercial Driver's License (CDL), Class B. Ability to work cooperatively with others.

#### REPORTS TO:

Transportation System Specialist

#### JOB GOAL

To perform semi-skilled and manual work on a vehicle to ensure a safe and efficient transportation system.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Perform general maintenance and repair work on vehicles such as cleaning, changing tires, replacing batteries, replacing windshield wiper blades, changing oil and lubricating vehicles.
- \*(2) Make general minor repairs to upholstery and vehicle bodies.
- \*(3) Perform preventive maintenance on vehicles.
- \*(4) Drive or move buses and other vehicles as directed.
- \*(5) Assist mechanics in their assigned fields.
- \*(6) Load and unload materials.
- \*(7) Clean tools and work areas.
- \*(8) Demonstrate initiative in the performance of assigned responsibilities.

##### Inter/Intra-Agency Communication and Delivery

- \*(9) Exercise service orientation when working with others.
- \*(10) Keep supervisor informed of potential problems or unusual events.

## **SHOP HELPER (Continued)**

- \* (11) Use effective, positive interpersonal communication skills.
- \* (12) Respond to inquiries and concerns in a timely manner.
- \* (13) Serve on school/district committees as required or appropriate.

### **Employee Qualities/Responsibilities**

- \* (14) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (15) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (16) Ensure adherence to good safety standards.
- \* (17) Maintain confidentiality regarding school/workplace matters.
- \* (18) Model and maintain high ethical standards.
- \* (19) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **System Support**

- \* (21) Exhibit interpersonal skills to work as an effective team member.
- \* (22) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (23) Demonstrate support for the school district and its goals and priorities.
- \* (24) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (25) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (26) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

## **PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

## **EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### TRANSPORTATION SUPERVISOR

#### QUALIFICATIONS:

1. High school diploma.
2. Minimum of five (5) years experience in a garage with diesel and gasoline powered equipment.
3. Expertise in the use and care of tools and equipment used in the repair of county-owned equipment.
4. Possess a Commercial Driver's License (CDL) Class B driver's license with "P" endorsement, Bus Driver's License.
5. Possess leadership ability.
6. Knowledge of requirements for bus inspections.
7. Possess ability to provide bus driver and mechanic training.
8. Minimum of three (3) years bus driving experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local regulations affecting maintenance standards for vehicles owned by the School District. Ability to organize and monitor. Knowledge of safety rules. Ability to assign and direct personnel. Supervisory skills.

#### REPORTS TO:

Director of Business Services

#### JOB GOAL

To maintain a fleet of safe, operational buses and support vehicles as economically as possible for the School Board.

#### SUPERVISES:

Mechanics, Bus Drivers, Administrative Secretary

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Provide for repair and upkeep of all gasoline and diesel powered equipment owned and operated by the School Board.
- \* (2) Assume responsibility for properly carrying out procedures in the preventative maintenance program.
- \* (3) Assume responsibility under the direction of the Director of Business Services for the management of the garage, safety, personnel, and equipment.
- \* (4) Maintain complete records on repairs, inspections, vehicles and personnel.
- \* (5) Perform mechanical work along with other personnel at and away from the bus garage.
- \* (6) Maintain a perpetual inventory and order needed supplies in order to have supplies and equipment for jobs when needed.



**TRANSPORTATION SUPERVISOR (Continued)**

- \* (7) Plan and schedule work to accomplish monthly inspections and preventative maintenance giving priority to emergencies.
- \* (8) Make monthly/annual inspections of school buses or as required to ensure a safe and economical operation.
- \* (9) Respond appropriately to all emergency situations.
- \* (10) Provide all reports as required.

**Inter/Intra-agency Communication and Delivery**

- \* (11) Report to supervisor on problems and status of work.
- \* (12) Supervise and interact with mechanics, mechanic helpers, and bus drivers.
- \* (13) Interface appropriately with outside agencies.
- \* (14) Communicate well with supervisor.

**Employee Qualities/Responsibilities**

- \* (15) Participate in training and assist in providing training for other mechanics and bus drivers.
- \* (16) Report to work punctually and regularly.
- \* (17) Display an appropriate work ethic.
- \* (18) Follow department policies and procedures, all state and federal laws and regulations and School Board Policies.

**System Support**

- \* (19) Assist Director in compliance with state and federal laws and regulations including safety regulations.
- \* (20) Assist Director in planning bus routes, training of drivers, work schedules, assessing work performance, approving leave and interviewing prospective employees.
- \* (21) Act on problems and needs in matters such as driver substitution, out-of-town bus trips, and others as needed.
- \* (22) Assist in seeing that the quality and workmanship are of the highest standards.
- \* (23) Maintain positive relationships with outside agencies.
- \* (24) Represent the School District in an appropriate manner.
- \* (25) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### TRUANCY CASE WORKER

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Must have a Commercial Driver's License (CDL) with a clean driving record.
- (3) Computer literate.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of developmental patterns at all age levels. Knowledge of federal and state laws and District policies regarding student attendance. Ability to organize and conduct meetings, to provide conflict resolutions and to plan and disseminate information. Ability to communicate effectively both orally and in writing. Ability to maintain confidentiality. Ability to counsel and assist students, parents and school personnel in the resolution of student problems that relate to attendance at school.

**REPORTS TO:**

Director of Instructional Services

#### JOB GOAL

To help students minimize interruptions in education caused by internal and external problems.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Implement a truancy program for the District.
- \* (2) Investigate all referred students and report results of investigation to referring school as soon as possible.
- \* (3) Transport students that are deemed truant to school.
- \* (4) Monitor the certified attendance records daily for each of the schools to detect if any student is developing a pattern of absences / tardiness or excessive absences.
- \* (5) Assist parents and students to make appropriate and lawful decisions regarding school attendance.
- \* (6) Participate with student study teams to solve problems, assist with Individual Education Plans (IEPs) and clarify special needs of identified students.
- \* (7) Conduct interviews with students and parents in school and home settings.
- \* (8) Gather data from a variety of sources; i.e., students, parents, school personnel, law enforcement and community.

**TRUANCY CASE WORKER (Continued)**

- \* (9) Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting actions.
- \*(10) Use appropriate interventions and service coordination techniques that address the specific needs of the student.

**Inter / Intra-agency Communication and Delivery**

- \*(11) Establish and maintain continuous professional relationships with community and social agencies.
- \*(12) Serve as a liaison for the District with law enforcement, juvenile justice, mental health and other appropriate agencies.
- \*(13) Facilitate parent involvement in meetings by home visits, telephone calls and other contacts.
- \*(14) Confer regularly with principals, teachers and other school specialists regarding students with attendance and behavior problems.
- \*(15) Collaborate, with juvenile justice, the transition of students in and out of the school system.
- \*(16) Attend appropriate local and state meetings.
- \*(17) Communicate effectively with students, parents, District and school personnel and the public.
- \*(18) Keep supervisor informed of potential problems or unusual events.
- \*(19) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \*(20) Demonstrate initiative in the performance of assigned responsibilities.
- \*(21) Maintain confidentiality regarding student information.
- \*(22) Maintain positive relationships with students, parents, school personnel and the public.
- \*(23) Follow attendance, punctuality and appropriate dress rules.
- \*(24) Participate in workshops and training sessions as required..

**System Support**

- \*(25) Prepare all required reports and maintain all appropriate records.
- \*(26) Use appropriate technology effectively.
- \*(27) Assist in writing grants and proposals.
- \*(28) Follow all School Board policies and school policies and procedures.
- \*(29) Exhibit the interpersonal skills necessary as an effective team member.
- \*(30) Demonstrate support for the School District and its goals and priorities.
- (31) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 08**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### TRUANCY OFFICER

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree in a related field from an accredited educational institution is preferred, but not required.
- (2) Experience working with children preferred.
- (3) Good inter-personal and communication skills.
- (4) Valid Florida driver's license.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to develop and maintain effective working relationships with faculty, staff, students, parents and community/government agencies. Skill in the operation of standard up-to-date computer applications. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to handle constituent's problems, concerns and emotional distress with sensitivity and tact. Ability to prepare and maintain accurate records and reports. Ability to take initiative to begin projects without supervision. Ability to exercise independent judgment in assigned duties. Ability to work independently to make decisions with minimum supervision.

#### REPORTS TO:

Assistant Superintendent for Teaching & Learning Services

#### JOB GOAL

To plan and coordinate dropout prevention interventions, monitor student attendance and minimize interruptions in student education.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- \* (1) Plan, initiate and carry to completion a variety of assignments and work requirements related to potential dropout students.

##### Climate/Learning Environment

- \* (2) Establish a positive and supportive environment for an effective attendance program.
- \* (3) Encourage consistent attendance at school.
- \* (4) Demonstrate respect for diverse perspectives, ideas and options.
- \* (5) Accept and value students from diverse cultures and treat all students equitably.
- \* (6) Assist students in setting goals and assuming responsibility.

##### Administrative/Management

- \* (7) Use time effectively.
- \* (8) Enforce school rules, administrative regulations and Board policies.
- \* (9) Establish and maintain effective and efficient record keeping procedures.

**TRUANCY OFFICER (Continued)**

- \*(10) Use technology resources effectively.
- \*(11) Complete and submit Medicaid forms for eligible students.

**Assessment/Evaluation**

- \*(12) Assist in the identification of potential dropout students from parent and student referrals.
- \*(13) Interpret data including but not limited to standardized and other test results for diagnosis, planning and program evaluation.
- \*(14) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- \*(15) Assist in evaluating the effectiveness of the program.

**Intervention/Direct Services**

- \*(16) Identify appropriate educational/training programs and refer students to programs.
- \*(17) Respond to parental referrals for special assistance as needed.
- \*(18) Apprehend and return truant students to school.
- \*(19) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- \*(20) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling.

**Collaboration**

- \*(21) Communicate effectively with staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \*(22) Provide accurate and timely information to parents and students about student attendance.
- \*(23) Serve as liaison with students, parents, district staff and community personnel in working toward resolving problems of truancy, delinquency, child abuse and problems in the home.
- \*(24) Collaborate with other professionals and parents after recognizing student distress or abuse.
- \*(25) Collaborate with peers and other professionals to enhance student attendance and learning.

**Staff Development**

- \*(26) Maintain expertise in assigned area to fulfill project goals and objectives.
- \*(27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(28) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.

**Professional Responsibilities**

- \*(29) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- \*(30) Demonstrate attention to punctuality and regular attendance.
- \*(31) Ensure adherence to good safety standards.
- \*(32) Maintain confidentiality regarding school/workplace matters.
- \*(33) Demonstrate initiative in the performance of assigned responsibilities.
- \*(34) Keep supervisor informed of potential problems or unusual events.
- \*(35) Respond to inquiries and concerns in a timely manner.

**TRUANCY OFFICER (Continued)**

- \* (36) Serve on school/district committees as required or appropriate.
- \* (37) Exhibit interpersonal skills as an effective team member.
- \* (38) Comply with policies, procedures and programs.
- \* (39) Exercise appropriate professional judgment.
- \* (40) Demonstrate support for the school district and its goals and priorities.
- \* (41) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (42) Prepare all required reports and maintain all appropriate records.
- (43) Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

Job Description Supplement 06

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### VOCATIONAL REHABILITATION / TRANSITION LIAISON

**QUALIFICATIONS:**

- (1) High School Diploma.
- (2) Current Florida Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with students enrolled in exceptional education programs. Knowledge of Exceptional Student Education programs and categories. Ability to communicate effectively with students, school personnel and employers. Knowledge of applicable laws, policies and procedures. Knowledge of various service agencies. Knowledge of Sunshine State Standards. Ability to use a computer. Ability to speak to groups.

**REPORTS TO:**

Coordinator of FDLRS / Gateway

#### JOB GOAL

To ensure successful transition upon graduation from high school to post-secondary education, work and independence for students with disabilities.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Attend Individual Education Plan (IEP) meetings on all juniors and seniors in FDLRS / Gateway service area and make referrals to Vocational Rehabilitation Services prior to their exiting the school system.
- \* (2) Assist Vocational Rehabilitation counselors with interviews and in coordinating appointments.
- \* (3) Provide, following a referral, a copy of the last IEP, a copy of high school transcript and a copy of the last psychological report.
- \* (4) Attend and facilitate student attendance and transportation to initial Vocational Rehabilitation appointment.
- \* (5) Provide follow-up for students with disabilities upon their exiting the school system to ensure that supports are in place and that the student has transitioned successfully and making a home visit if contact has been lost.
- \* (6) Provide and assist with activities for students to explore career option; i.e., Career Interest Inventories, "Enter Here" series, Vocational Technical School visits, class shadowing, and a Career Awareness Institute.

**VOCATIONAL REHABILITATION / TRANSITION LIAISON (Continued)**

- \* (7) Access local job opportunities in each school district and provide students with information on job description, skill and training requirement and application process. Advocate on behalf of students for positions with local businesses.
- \* (8) Conduct SAGE Assessment for tenth grade special diploma students.

**Inter / Intra-agency Communication and Delivery**

- \* (9) Provide information and resources to students, parents, teachers and counselors on opportunities for students with disabilities that are available upon exiting the school system; i.e., employment, post-secondary training and education, financial aide, independent living, military eligibility, public and community support agencies.
- \*(10) Serve as liaison between the Exceptional Student Education department and Progressive Employment Services for supported employment services to ensure appropriate actions in a timely manner.
- \*(11) Maintain contact with the Vocational Rehabilitation Counselors serving the FDLRS / Gateway area on at least a bi-weekly basis.
- \*(12) Coordinate with community colleges and vocational schools, take students on visits and facilitate dual enrollment for ESE (Hamilton County).
- \*(13) Present at state conferences and other meetings or conferences as assigned.
- \*(14) Provide training relating to transition skills for students with disabilities, parents and teachers; i.e., Self Advocacy, Self Determination / Self Directed IEP, Sensitivity and Disability Awareness.

**Employee Qualities / Responsibilities**

- \*(15) Demonstrate initiative in the performance of assigned responsibilities.
- \*(16) Model and maintain high ethical standards.
- \*(17) Maintain confidentiality of student information and other related matters.
- \*(18) Participate in training and workshops to maintain and enhance knowledge and skills.
- \*(19) Maintain positive relationships with students, parents and staff.

**System Support**

- \*(20) Maintain records on students that document any contact with students and results of any activity that the student participates in. Records shall contain a copy of the IEP, most current psychological, any assessments of other evaluation relating to transition services.
- \*(21) Provide quarterly reports to Vocational Rehabilitation District Director, FDLRS / Gateway Coordinating Council and Vocational Rehabilitation Counselors serving Columbia, Hamilton, Lafayette, Madison and Suwannee counties.
- \*(22) Follow established policies and procedures.
- \*(23) Demonstrate support for the School District and its goals and priorities.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**



**VOCATIONAL REHABILITATION / TRANSITION LIAISON (Continued)**

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

**Job Description Supplement No. 04**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited institution.
- (2) Certification in Elementary Administration, Educational Leadership, School Principal, or Professional School Principal, or currently enrolled in a program leading to such certification.
- (3) Three (3) years of successful teaching and / or administrative experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrated communication skills of listening, oral and written communications. Demonstrated effective interpersonal skills and abilities. Knowledge of human growth and development. Extensive knowledge of elementary curriculum. Technical knowledge and skills to operate computer, enter data, analyze and process information. Evidence of effective decision-making and management skills. Ability to organize, prioritize, and manage time effectively.

**REPORTS TO:**

Principal

#### JOB GOAL

To assist the Principal with administrative and instructional functions to ensure quality educational experiences for students in a positive, safe learning environment.

**SUPERVISES:**

Instructional, Support, and Service Personnel as assigned by the Principal.

**PERFORMANCE RESPONSIBILITIES:**
**Instructional Program Management / Development**

- \* (1) Assist in developing, implementing, and evaluating instructional programs and activities at the assigned school.
- \* (2) Assist in coordinating and implementing the School Improvement Plan.
- \* (3) Collaborate with school and District personnel in planning and implementing District initiatives.
- \* (4) Coordinate the selection and acquisition of instructional materials and equipment.
- \* (5) Coordinate all testing programs at the school.

**Personnel Action Services**

- \* (6) Assist the Principal in supervising and evaluating school-based personnel.
- \* (7) Assist in selection and employment of school personnel.
- \* (8) Assist with the development and implementation of an effective staff development program.
- \* (9) Assist the Principal in developing task assignments and work groups and monitoring progress.
- \* (10) Assist in supervising the induction of beginning teachers and monitoring their progress.
- \* (11) Assist in the selection and supervision of substitute personnel.

**School Operations / Delivery Systems**

## **ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)**

- \* (12) Assist the Principal in all aspects of school operations as assigned.
- \* (13) Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
- \* (14) Assist in developing and monitoring the school budget.
- \* (15) Assist in managing student accounting and attendance procedures.
- \* (16) Assist in monitoring school maintenance and facilities needs and services.
- \* (17) Assist in maintaining inventory records and ensuring appropriate care for materials and equipment.
- \* (18) Assist in monitoring custodial services to ensure a clean, healthy, and safe learning environment.
- \* (19) Assist in overseeing food services at the school, including free and reduced lunch eligibility.
- \* (20) Assist in supervising transportation services at the assigned school.
- \* (21) Prepare or oversee the preparation of required reports and maintain all appropriate records.

### **Student Support Services**

- \* (22) Facilitate the implementation of the Code of Student Conduct in accordance with school and District policy to ensure a safe and orderly learning environment.
- \* (23) Support and assist in implementing the school's Student Services plan and program, including guidance services.
- \* (24) Assist in developing and implementing family and community involvement programs and initiatives.
- \* (25) Assist in the coordination and supervision of before and / or after school programs or activities.
- \* (26) Assist the Principal in the development and implementation of procedures for dealing with school crises.
- \* (27) Maintain visibility and accessibility on the school campus and at school-related activities and events.
- \* (28) Assist in implementing and monitoring Exceptional Student Education programs and services.

### **Personal / Professional Employee Qualities**

- \* (29) Model and maintain high standards of professional conduct.
- \* (30) Provide professional growth and development opportunities and feedback to personnel at assigned school.
- \* (31) Communicate effectively orally and in writing.
- \* (32) Use effective communication techniques with students, teachers, parents, and other stakeholders.
- \* (33) Keep the Principal informed of potential problems or incidents of an unusual nature.
- \* (34) Participate in meetings and other activities to enhance professional development.
- \* (35) Assist in establishing and maintaining positive public relations between the school and community.

### **Leadership**

- \* (36) Demonstrate commitment to and support for the vision and mission of the District and school.
- \* (37) Set high standards and expectations for self, others, and school.
- \* (38) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \* (39) Facilitate problem-solving by individuals and groups.
- \* (40) Demonstrate initiative and a proactive orientation to fulfilling performance responsibilities and seeking solutions to problems and concerns.

### **Other**

- (41) Perform other incidental tasks consistent with the goals and objectives of this position.

## **PHYSICAL REQUIREMENTS:**

**ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.  
Extended hours beyond the regular school day may be frequently required.

**EVALUATION:**

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

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### ASSISTANT PRINCIPAL, HIGH SCHOOL

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
- (3) Minimum of three (3) years successful teaching and / or administrative experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of federal, state and local laws, regulations and policies governing education. Knowledge of curriculum and instructional programs and practices for appropriate level. Knowledge of budgetary and supervisory responsibilities. Knowledge of athletics / scheduling and supervision. Ability to communicate effectively, orally and in writing. Ability to work with people in a positive, effective manner. Ability to use effective public speaking skills, interaction skills and problem-solving skills. Ability to analyze and use data. Ability to organize, prioritize and manage time effectively.

**REPORTS TO:**

Principal

#### JOB GOAL

To assist the Principal in all aspects of operating the school to ensure quality educational experiences for students in a positive, safe learning environment.

**SUPERVISES:**

Instructional, Support and Service Personnel as assigned by the Principal

**PERFORMANCE RESPONSIBILITIES:**
**Instructional Program Management / Development**

- \* (1) Assist with the development, implementation and assessment of the instructional program at the assigned school.
- \* (2) Use current research, performance data and feedback from students, teachers, parents and community to make decisions related to improvement of instruction and student performance.
- \* (3) Assist with the school improvement process and the implementation of the School Improvement Plan.
- \* (4) Promote high student achievement.
- \* (5) Assist in the development of the master schedule and assign teachers according to identified needs.
- \* (6) Support the horizontal and vertical articulation of curriculum within the school as well as between the school and its feeder system.
- \* (7) Develop a school curriculum guide to be utilized by students for class registration.
- \* (8) Evaluate course offerings to meet student needs within established district and state guidelines.

**ASSISTANT PRINCIPAL, HIGH SCHOOL (Continued)**

- \* (9) Monitor Exceptional Student Education (ESE) Programs and ascertain that all state and federal guidelines and statutes are followed.
- \* (10) Oversee the administration of all testing programs including Mainstream, ESE and ESOL.

**Personnel Action Services**

- \* (11) Assist with the interview and selection of qualified personnel to be recommended for employment.
- \* (12) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate action as directed.
- \* (13) Conduct needs assessment to determine an appropriate program for professional growth.
- \* (14) Assist in the selection and assignment of lead teachers for the induction of beginning teachers and monitor progress.
- \* (15) Monitor substitute teacher selection and assignment.
- \* (16) Assist with developing personnel assignments and duty rosters.
- \* (17) Be aware of and supportive of employee negotiated contracts.
- \* (18) Assist with the selection of school personnel to special projects for the enhancement of the school.

**School Operations / Delivery Systems**

- \* (19) Access, analyze, interpret and use data in decision-making.
- \* (20) Assist with the management of all operations, activities and functions which occur at the assigned school.
- \* (21) Assist in the development of positive school-community relations.
- \* (22) Prepare and manage the school textbook and instructional resource budget.
- \* (23) Coordinate facility and support service requirements.
- \* (24) Prepare and verify FTE / FEFP reports.
- \* (25) Maintain property inventory records and ensure the security of school property.
- \* (26) Coordinate the school technology plan.
- \* (27) Assist with the development and implementation of the School Improvement Plan.
- \* (28) Use effective interpersonal communication skills.

**Student Support Services**

- \* (29) Develop guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- \* (30) Assist in developing and implementing procedures to be used in the event of school crises and / or civil disobedience and provide leadership in the event of such happenings.
- \* (31) Assist in the supervision of all extracurricular programs at the assigned school.
- \* (32) Maintain high visibility and accessibility on the school campus.
- \* (33) Monitor school attendance.
- \* (34) Monitor all guidance functions and practices.
- \* (35) Assist the coaches and athletic director in developing and maintaining a sound athletic program.
- \* (36) Coordinate the schedule for all extracurricular activities.

**Personal / Professional Employee Qualities**

- \* (37) Develop, monitor and participate in an in-service program which meets the needs for professional growth.
- \* (38) Maintain and model high standards of professional conduct.
- \* (39) Interact with students, staff, parents and community in an appropriate and professional manner.
- \* (40) Demonstrate understanding of and support for the vision, mission, goals and priorities of the school.
- \* (41) Communicate effectively both orally and in writing with parents, students, teachers and the community.
- \* (42) Provide curriculum and instructional leadership.

**ASSISTANT PRINCIPAL, HIGH SCHOOL (Continued)**

\*(43) Participate in school advisory committee and parent organization meetings.

\*(44) Promote an effective public relations program through newsletters, parent / teacher conferences and meetings.

\*(45) Seek and support school business partners.

**Leadership**

\*(46) Participate in the establishment of a vision and mission for the school in collaboration with key stakeholders.

\*(47) Set high goals and standards for self, others and organization.

\*(48) Demonstrate appropriate interpersonal styles and methods to guide individuals or groups to task accomplishment.

\*(49) Delegate responsibilities to appropriate staff members.

\*(50) Demonstrate readiness and confidence to make or share decisions in a timely fashion.

**Other**

(51) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established for the District.

Extended hours beyond the regular school day may be frequently required.

**EVALUATION:**

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

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities

**SCHOOL DISTRICT OF HAMILTON COUNTY****GROUNDSKEEPER (DISTRICT)****JOB DESCRIPTION****QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Valid Florida driver's license.
- (3) Experience in operation of tractor and power mower preferred.
- (4) Valid Florida Commercial Driver's License (CDL), Class B, within ninety (90) days of employment.
- (5) Experience in maintaining lawns, shrubbery and trees preferred.
- (6) Experience in maintaining athletic fields preferred.
- (7) Experience in irrigation system repair preferred.
- (8) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to read, write and speak English. Ability to follow oral and written instructions. Knowledge of tree trimming techniques. Knowledge of athletic field maintenance. Ability to maintain lawns, shrubbery and trees. Ability to operate tractor and power mower. Ability to operate a motor vehicle and/or mechanized machinery. Knowledge of safety requirements for equipment used. Knowledge of simple tools used in maintenance and construction.

**REPORTS TO:**

Director of Administrative Services

**JOB GOAL**

To maintain grounds and athletic fields and perform related work as assigned.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Mow and groom lawns.
- \* (2) Maintain athletic fields.
- \* (3) Trim trees and shrubbery.
- \* (4) Plant trees and shrubbery.
- \* (5) Remove debris from walkways.
- \* (6) Remove refuse and paper from grounds.
- \* (7) Operate lawn maintenance equipment.
- \* (8) Operate equipment such as light backhoe, dump truck and tractor.
- \* (9) Clean and maintain equipment and tools.
- \* (10) Perform a variety of maintenance tasks.
- \* (11) Dig trenches for irrigation and electrical lines.
- \* (12) Maintain irrigation systems.
- \* (13) Demonstrate initiative in the performance of assigned duties.



## GROUNDSCKEEPER (Continued)

### Inter/Intra-Agency Communication and Delivery

- \*(14) Exercise service orientation when working with others.
- \*(15) Keep supervisor informed of potential problems or unusual events.
- \*(16) Coordinate lawn maintenance with building supervisor.
- \*(17) Coordinate maintenance of athletic fields with building supervisor and athletic director.
- \*(18) Use effective, positive interpersonal communication skills.
- \*(19) Respond to inquiries and concerns in a timely manner.

### Employee Qualities/Responsibilities

- \*(20) Meet and deal effectively with the staff members, administrators and other contact persons using tact and good judgment.
- \*(21) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(22) Ensure adherence to good safety standards.
- \*(23) Maintain confidentiality regarding school/workplace matters.
- \*(24) Model and maintain high ethical standards.
- \*(25) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### System Support

- \*(27) Exhibit interpersonal skills to work as an effective team member.
  - \*(28) Assist craftsmen in a variety of semi-skilled tasks.
  - \*(29) Follow federal and state laws as well as School Board policies, rules and regulations.
  - \*(30) Demonstrate support for the school district and its goals and priorities.
  - \*(31) Demonstrate initiative in identifying potential problems or opportunities for improvement.
  - \*(32) Maintain all appropriate records.
  - \*(33) Participate in cross-training activities as required.
- Perform other tasks consistent with the goals and objectives of this position.

### PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

### EVALUATION:

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

**SCHOOL DISTRICT OF HAMILTON COUNTY****TRADESMAN-GROUNDS MAINTENANCE****JOB DESCRIPTION****QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Valid Florida driver's license.
- (3) Work experience in maintaining grounds, lawns, shrubbery and trees preferred.
- (4) Experience in operation of tractor and power mower preferred.
- (5) Experience in maintaining athletic fields preferred.
- (6) Experience in irrigation system repair preferred.
- (7) Valid Florida Commercial Driver's License (CDL), Class B, within 180 days of employment.
- (8) Satisfactory criminal background check.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to read, write and speak English. Ability to plan, organize and analyze. Ability to operate tractors, and related equipment. Ability to read and interpret monthly athletic field maintenance charts. Effective oral and written communication skills. Possess good mathematical skills. Knowledge of safety requirements for equipment used.

**REPORTS TO:**

Coordinator of General Services

**JOB GOAL**

To maintain the athletic fields and related grounds of the district.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \*(1) Maintain/mow all athletic fields of the district.
- (2) Mow and groom lawns.
- (3) Trim trees and shrubbery.
- (4) Plant trees and shrubbery.
- (5) Remove debris from walkways.
- (6) Remove refuse and paper from grounds.
- (7) Perform a variety of maintenance tasks.
- (8) Maintain irrigation systems.
- \*(9) Prepare all athletic fields for athletic events, to include lining of the fields.
- \*(10) Responsible for applying fertilizer and pesticides to the athletic fields and grounds.
- \*(11) Maintain/mow grass on other campuses as assigned by the Supervisor.

## TRADESMAN-GROUNDS MAINTENANCE (Continued)

- \* (12) Must have a current pesticide licenses or in process of obtaining a licenses within the first three months of employment.
- \* (13) Maintain and make minor repairs of all the equipment used to maintain the athletic fields and grounds.
- \* (14) Requisition materials and supplies for the athletic fields.
- (15) Demonstrate initiative in the performance of assigned duties.

### **Inter/Intra-Agency Communication and Delivery**

- (16) Provide for positive communication among staff.
- (17) Serve as a liaison with other agencies as required.
- (18) Keep supervisor informed of potential problems or unusual events.
- (19) Coordinate maintenance of athletic fields with athletic director.
- (20) Use effective, positive interpersonal communication skills.
- (21) Respond to inquiries and concerns in a timely manner.

### **Employee Qualities/Responsibilities**

- (22) Maintain confidentiality regarding all matters related to assignment.
- (23) Participate in workshops and training sessions as required.
- (24) Maintain work area in a safe and secure manner.
- (25) Model and maintain high ethical standards.
- (26) Follow attendance, punctuality and proper dress rules as required.
- (27) Meet and deal effectively with administrators and other contact persons using tact and good judgment.

### **System Support**

- (28) Exhibit interpersonal skills to work as an effective team member.
- (29) Follow federal and state laws as well as School Board policies, rules and regulations.
- (30) Maintain all appropriate records.
- (31) Participate in cross-training activities as required.
- (32) Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

## **PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

Job Description Supplement 01

## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

## **EVALUATION:**

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

Revised/Approved: 8-10-15

## HAMILTON COUNTY SCHOOL BOARD JOB DESCRIPTION

### DEAN, SENIOR HIGH

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certified in Educational Leadership or School Principal.
- (3) Minimum of three (3) years successful teaching experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of laws, rules, and policies pertaining to attendance and student discipline. Communication skills of listening, speaking, and writing. Technical knowledge and skills to operate computer, enter data, analyze and process information. Evidence of effective decision making, management skills, high energy level, tolerance for stress, and strong work standards. Ability to apply principles of group dynamics, conflict resolution, and problem-solving.

**REPORTS TO:**

Principal

#### JOB GOAL

To create an atmosphere within the school which will enable students to achieve maximum benefits from all programs, services, and opportunities in a safe and orderly environment.

**SUPERVISES:**

Personnel assigned by the Principal

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Establish long and short range plans based on student needs and school, district, and state requirements and priorities.
- \* (2) Assist principal in developing and maintaining a philosophy of discipline for the school designed to create and preserve conditions essential to the orderly conduct of the school and prepare the student for effective participation in adult life.
- \* (3) Schedule and conduct school-site safety programs and appropriate drills, including completion of follow-up paperwork and recommendations for change.
- \* (4) Plan and prepare intervention strategies that contribute to a safe and orderly environment.
- \* (5) Assist in preparing for curriculum and service needs.
- \* (6) Process discipline referrals from teachers in a timely manner and in accordance with District and school guidelines.
- \* (7) Monitor and enforce the attendance policy.
  
- \* (8) Maintain student discipline files.
- \* (9) Prepare and maintain reports as required.
- \* (10) Complete investigative and due process procedures.
- \* (11) Assist in enforcement of school rules, administrative regulations, and School Board policy.
- \* (12) Evaluate effectiveness of discipline programs and procedures.
- \* (13) Uses evaluation to improve service.

- \*(14) Accesses individual student records as appropriate to assess academic and behavioral progress.
- \*(15) Observe and interview students individually and in groups for evaluation and improvement purposes.
- \*(16) Supervise students on campus, including hallways, parking lots, restrooms, athletic events, social activities, programs, and assemblies.
- \*(17) Enforce the discipline code to promote student learning and maintain a safe environment.
- \*(18) Provide guidance to, and instruction for, teachers in the implementation of discipline policies.
- \*(19) Handle bus discipline referrals to support safe transportation of students.
- \*(20) Investigate and recommend students for suspension and / or expulsion in coordination with Principal.
- \*(21) Interacts positively with students to help them resolve problems.
- \*(22) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- \*(23) Work closely with students, parents, and staff to correct discipline problems when they occur.
- \*(24) Maintain liaison with city, state, juvenile, federal and legal authorities and coordinate with Principal.
- \*(25) Use available resources and itinerant personnel to support student and staff needs.
- \*(26) Communicate and interpret District and building policies to students, parents, and staff.
- \*(27) Provide information and / or in-service to teachers, administrators, and other school staff.
- \*(28) Engage in continuing improvement of professional knowledge and skills.
- \*(29) Conduct a personal assessment periodically to determine professional development needs.
- \*(30) Acts in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- \*(31) Perform and fulfill professional responsibilities.
- \*(32) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**SCHOOL DISTRICT OF HAMILTON COUNTY**  
**GUIDANCE COUNSELOR**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Master's degree from an accredited educational institution.
- (2) Certified by the State of Florida in Guidance and Counseling.
- (3) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of current educational research, especially in the field of guidance and counseling. Basic understanding and knowledge of current technology in the field. Knowledge of various learning styles and skill in using varied methods to counsel students with different learning styles. Knowledge and skill in crisis prevention, intervention and arbitration techniques. Knowledge of and skill in career counseling. Knowledge of student referral procedures for special assistance. Knowledge of graduation requirements, college admission requirements, scholarship opportunities for students, and requirements for Bright Futures Scholarship Program. Ability to communicate orally and in writing with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student ability and achievement effectively, administer a variety of standardized tests, analyze and explain test results and prescribe actions for improvement. Ability to work effectively with students, peers, administrators, community agencies, parents and others.

**REPORTS TO:**

Principal

<b>JOB GOAL</b>
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To provide guidance and counseling services to students, parents, and teachers so that students are able to reach their greatest physical, emotional, psychological and behavioral potential.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Planning/Preparation**

- \* (1) Develop guidance programs based on developmental needs of students, needs assessments, and school and district priorities.
- \* (2) Establish short- and long-range plans based on student needs, as well as school, District, and state priorities.
- \* (3) Establish priorities and an implementation schedule for counseling and student service programs.
- \* (4) Review, evaluate, and select a variety of materials to support a well-balanced counseling program.

**GUIDANCE COUNSELOR (Continued)****Classroom Management**

- \* (5) Establish a positive and supportive environment for an effective counseling program.
- \* (6) Arrange the physical environment to facilitate counseling and consultation.
- \* (7) Display materials and information usefully and attractively.
- \* (8) Follow established procedures for appropriate intervention in accordance with school, District, and state laws, rules, and policies.
- \* (9) Ensure security of student records and testing materials.
- \* (10) Use time effectively.
- \* (11) Use technology resources effectively to access and manage records and data.
- \* (12) Contribute to the effective operation of the school including participation in school-wide events, committees, and supervisory responsibilities to assure student safety.

**Assessment/Evaluation**

- \* (13) Demonstrate knowledge of theories, techniques, and instruments used for assessment.
- \* (14) Administer tests and interpret and communicate results.
- \* (15) Assist administrators, teachers, students, and parents in understanding various test data.
- \* (16) Explain nature and purpose of assessment in an understandable manner, including its uses and limitations, and provide feedback to appropriate individuals.
- \* (17) Exercise confidentiality in the sharing of test results.
- \* (18) Use relevant assessment data to make recommendations to students, parents, teachers, and other professionals.
- \* (19) Evaluate counseling program objectives, including using feedback from students, parents, and staff.

**Intervention/Direct Services**

- \* (20) Demonstrate respect for diverse perspectives, ideas, and options.
- \* (21) Accept and value students from diverse cultures and treat all students equitably.
- \* (22) Assist students in setting goals and assuming responsibility.
- \* (23) Implement, coordinate, and monitor school wide counseling services and activities.
- \* (24) Demonstrate knowledge and understanding of guidance and counseling principles, programs, and services.
- \* (25) Provide personal/social growth counseling (individual and group) concerning academic success, understanding of self and others, communication skills, decision making, relationship skills, conflict resolution, goal setting, and effective coping skills necessary to refuse participation in substance abuse and physical violence.
- \* (26) Recognize, appreciate, and serve the cultural differences and special needs of individuals and families.
- \* (27) Assist students in dealing with family, interpersonal, and educational issues.
- \* (28) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- \* (29) Provide crisis intervention services, including follow-up services as appropriate.
- \* (30) Provide transitional services by orienting new students and their parents and assisting students moving from grade to grade or school to school.
- \* (31) Provide interventions for at-risk students and those with special learning and behavioral needs.
- \* (32) Provide students with programs for career awareness and development of work/study skills.

**GUIDANCE COUNSELOR (Continued)**

- \*(33) Develop with each student (at the secondary level) a comprehensive educational/career plan which targets high school completion, exploration and requirements of post-secondary opportunities, criteria for scholarships, and financial aid information.

**Technology**

- \*(34) Use technology resources effectively.
- \*(35) Use technology to establish an atmosphere of active learning.
- \*(36) Provide students with opportunities to use technology to gather and share information.
- \*(37) Facilitate student access to the use of electronic resources.
- \*(38) Explore and evaluate new technologies and their educational impact.
- \*(39) Use technology to review student assessment data.
- \*(40) Use technology for administrative tasks.

**Collaboration**

- \*(41) Participate in multidisciplinary conferences concerning individual cases of special need, including academic, social, cultural, emotional, and economic.
- \*(42) Inform teachers and parents of special services available for students.
- \*(43) Establish an effective working relationship with outside services and make appropriate referrals for psychological, social work, health, or community services.
- \*(44) Communicate goals and services of the counseling programs to school administration, staff, students, and parents.
- \*(45) Consult with students, parents, teachers and other school staff to assist in meeting needs of students.
- \*(46) Work effectively with parents.
- \*(47) Provide parents and teachers with suggested strategies to work effectively with their student.
- \*(48) Serve as an advocate for students.
- \*(49) Work with faculty, staff, and family regarding student attitude, attendance, progress, and performance.

**Staff Development**

- \*(50) Provide information and/or inservice to teachers, administrators, and other school staff.
- \*(51) Keep abreast of current trends in counseling and guidance.
- \*(52) Engage in continuing improvement of professional knowledge and skills.
- \*(53) Conduct a personal assessment periodically to determine professional development needs.
- \*(54) Participate in school data collection of input on principal's performance assessment program.

**Professional Responsibilities**

- \*(55) Maintain professional and ethical standards as outlined by the American School Counselor Association and The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- \*(56) Keep abreast of student/school legal issues and follow established procedures.
- \*(57) Perform assigned duties.
- \*(58) Demonstrate attention to punctuality, attendance, records, and reports.
- \*(59) Comply with policies, procedures, and programs.
- \*(60) Exercise appropriate professional judgment.



**GUIDANCE COUNSELOR (Continued)**

\*(61) Support school improvement initiatives by active participation in school activities, services, and programs.

(62) Perform other incidental tasks consistent with the goals and objectives of this position.

**Student Growth and Achievement**

\*(63) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

\*(64) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure.

Job Description Supplement 04

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

## MATH COACH

## JOB DESCRIPTION

**QUALIFICATIONS:**

- (1) Bachelor's degree from an accredited educational institution.
- (2) Three (3) years successful experience teaching math.
- (3) Certified by the State of Florida in the appropriate area.
- (4) Math Certification
- (5) Satisfactory criminal background check.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to use varied teaching methods. Knowledge of current trends, research, data analysis, and best practices related to Math and education. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work with parents. Ability to work effectively with peers, administrators and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

**REPORTS TO:**

Title I Administrator or Site Principal

**JOB GOAL**

To assist and support classroom teachers in providing a balanced and effective Math program for all students, particularly low performing students.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Planning/Preparation**

- \* (1) Develop curriculum maps and plans based on district and state curriculum requirements, student profiles and instructional priorities.
- \* (2) Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
- \* (3) Develop or select instructional activities which foster active involvement in the learning process.

- \* (4) Identify, select and modify instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs, particularly low performing students.
- \* (5) Assist in assessing changing curricular needs and plans for improvement.

## **Administrative/Management**

- \* (6) Maintain a positive, organized and safe learning environment.
- \* (7) Use time effectively.
- \* (8) Manage materials and equipment effectively.
- \* (9) Enforce school rules, administrative regulations and Board policies.
- \* (10) Establish and maintain effective and efficient record keeping procedures and reports.
- \* (11) Use technology resources effectively.
- \* (12) Assist the school in the compilation of data to evaluate Math programs and assist in identifying appropriate strategies.
- \* (13) Maintain Math documentation required by the state and district Comprehensive Math Plan.
- \* (14) Coordinate and monitor the work of volunteers and aides when assigned.

## **Assessment/Evaluation**

- \* (15) Develop and use assessment strategies (traditional and alternative) to assist the continuous development of students.
- \* (16) Analyze and identify Math problems.
- \* (17) Interpret data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- \* (18) Establish appropriate testing environment and test security.
- \* (19) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- \* (20) Evaluate the effectiveness of instructional units and teaching strategies.

## **Intervention/Direct Services**

- \* (21) Work with and support the classroom teacher in providing a balanced Math program.
- \* (22) Assist in implementing and monitoring of the Math curriculum.
- \* (23) Assist in Math curriculum revision and development.
- \* (24) Assist with the selection of appropriate Math resources related to identified needs at the school site.
- \* (25) Demonstrate knowledge and understanding of Math research-based strategies.
- \* (26) Communicate high learning expectations for all students.
- \* (27) Demonstrate knowledge of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
- \* (28) Model appropriate material, technology, and other resources to help meet learning needs of all students.
- \* (29) Demonstrate knowledge of appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.
- \* (30) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.

## **Technology**

- \*(31) Use technology resources effectively.
- \*(32) Explore and evaluate new technologies and their educational impact.
- \*(33) Use technology to review student assessment data.
- \*(34) Use technology for administrative tasks.

## **Collaboration**

- \*(35) Facilitate collaboration among teachers and grade levels at school.
- \*(36) Work closely with district staff to assist in the development and delivery of training.
- \*(37) Enlist the support of the SAC, parent organizations, Business Partners, Mentors and Volunteers to support Math initiatives.
- \*(38) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- \*(39) Provide accurate and timely information to teachers and administrators about the Math performance of students.
- \*(40) Collaborate with other professionals and parents after recognizing student distress or abuse.
- \*(41) Collaborate with peers and other professionals to enhance student learning.
- \*(42) Collaborate with the School Leadership Team and the District Literacy Leadership Team to improve student Math literacy.

## **Staff Development**

- \*(43) Engage in a continuing improvement of professional skills and knowledge.
- \*(44) Develop and implement an Individual Professional Development Plan and Needs Assessment in accordance with state and district requirements.
- \*(45) Update the principal and teachers on the latest trends in the area of Math instruction.
- \*(46) Coach teachers in the latest techniques for the prevention and remediation of Math problems.
- \*(47) Model effective teaching strategies and techniques.
- \*(48) Assist teachers with instructional strategies to improve student performance on state and district Math assessments.
- \*(49) Conduct staff development activities to assist teachers in helping students improve Math skills.

## **Professional Responsibilities**

- \*(50) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- \*(51) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- \*(52) Maintain confidentiality of student and other professional information.
- \*(53) Comply with policies, procedures and programs.
- \*(54) Exercise appropriate professional judgment.
- \*(55) Support school improvement initiatives.
- \*(56) Perform other tasks consistent with the goals and objectives of this position.
- \*(57) Demonstrate punctuality, regular attendance, and carrying out assigned duties
- \*(58) Shall assume additional responsibilities as assigned by the Superintendent.

## **Student Growth and Achievement**

- \*(59) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and others as deemed appropriate by the District and/or required by adopted curriculum standards.
- \*(60) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

\*Essential Performance Responsibilities

## **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

## **EVALUATION:**

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

**SCHOOL DISTRICT OF HAMILTON COUNTY**  
**JOB DESCRIPTION**  
**TITLE I MATH COACH**

**QUALIFICATIONS:**

- (1) Bachelor's degree from an accredited educational institution.
- (2) Three (3) years successful experience teaching math.
- (3) Certified by the State of Florida in the appropriate area.
- (4) Elementary Education Certification or Math Certification
- (5) Satisfactory criminal background check.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to use varied teaching methods. Knowledge of current trends, research, data analysis, and best practices related to Math and education. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work with parents. Ability to work effectively with peers, administrators and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

**REPORTS TO:**

Title I Administrator or Site Principal

**JOB GOAL**

To assist and support classroom teachers in providing a balanced and effective Math program for all students, particularly low performing students.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Planning/Preparation**

- \*(1) Develops curriculum maps and plans based on district and state mathematic curriculum requirements, student profiles and instructional priorities.
- \*(2) Identifies specific intended learning outcomes that are challenging, meaningful, and measurable.
- \*(3) Develops or selects mathematics instructional activities which foster active involvement in the learning process.
- \*(4) Identifies, select and modify mathematics instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs, particularly low performing math students.
- \*(5) Assists teachers in the implementation of manipulative to facilitate instruction.
- \*(6) Assists in assessing changing curricular needs and plans for improvement, especially through the students using math and science (SUMS) program.

**Administrative/Management**

- \*(7) Maintains a positive, organized and safe learning environment.
- \*(8) Uses time effectively.
- \*(9) Manages materials and equipment effectively.
- \*(10) Enforces school rules, administrative regulations and Board policies.
- \*(11) Establish and maintain effective and efficient record keeping procedures and reports.
- \*(12) Use technology resources effectively.
- \*(13) Assists the school in the compilation of data to evaluate math programs and assist in identifying appropriate strategies.
- \*(14) Maintains math documentation required by the state and district Comprehensive Math Plan.
- \*(15) Coordinates and monitors the work of volunteers and aides when assigned.

**Assessment/Evaluation**

- \*(16) Develops and use assessment strategies (traditional and alternative) to assist the continuous development of students.
- \*(17) Analyzes and identify math problems.
- \*(18) Interpret data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- \*(19) Establishes appropriate testing environment and test security.
- \*(20) Communicates, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- \*(21) Evaluates the effectiveness of instructional units and teaching strategies.

**Intervention/Direct Services**

- \*(22) Works with and supports the classroom teacher in providing a balanced math program.
- \*(23) Assists in implementing and monitoring of the math curriculum.
- \*(24) Assists in math curriculum revision and development.
- \*(25) Assists with the selection of appropriate math resources related to identified needs at the school site.
- \*(26) Demonstrates knowledge and understanding of math research-based strategies.
- \*(27) Communicates high learning expectations for all students.
- \*(28) Demonstrates knowledge of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
- \*(29) Models appropriate material, technology, and other resources to help meet learning needs of all students.
- \*(30) Demonstrates knowledge of appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.
- \*(31) Fosters student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.

**Technology**

- \*(32) Uses technology resources effectively.
- \*(33) Explores and evaluates new technologies and their educational impact.
- \*(34) Uses technology to review student assessment data.
- \*(35) Uses technology for administrative tasks.

**Collaboration**

- \*(36) Facilitates collaboration among teachers and grade levels at school.
- \*(37) Works closely with district staff to assist in the development and delivery of training.
- \*(38) Enlists the support of the SAC, parent organizations, business partners, mentors and volunteers to support math initiatives.
- \*(39) Communicates effectively, both orally and in writing, with other professionals, students, parents and community.
- \*(40) Provides accurate and timely information to teachers and administrators about the math performance of students.
- \*(41) Collaborates with other professionals and parents after recognizing student distress or abuse.
- \*(42) Collaborates with peers and other professionals to enhance student learning.
- \*(43) Collaborate with the School Leadership Team and the District Literacy Leadership Team to improve student math literacy.

**Staff Development**

- \*(44) Engages in a continuing improvement of professional skills and knowledge.
- \*(45) Develop and implement an Individual Professional Development Plan and Needs Assessment in accordance with state and district requirements.
- \*(46) Updates the principal and teachers on the latest trends in the area of math instruction.
- \*(47) Coaches teachers in the latest techniques for the prevention and remediation of math problems and the SUMS program.
- \*(48) Models effective teaching strategies and techniques.
- \*(49) Assists teachers with instructional strategies to improve student performance on state and district math assessments.
- \*(50) Conducts staff development activities to assist teachers in helping students improve math skills.

**Professional Responsibilities**

- \*(51) Acts in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- \*(52) Prepares all required reports in an accurate and timely manner and maintain all appropriate records.
- \*(53) Maintains confidentiality of student and other professional information.
- \*(54) Comply with policies, procedures and programs.
- \*(55) Exercises appropriate professional judgment.
- \*(56) Supports school improvement initiatives.
- \*(57) Performs other tasks consistent with the goals and objectives of this position.
- \*(58) Demonstrates punctuality, regular attendance, and carrying out assigned duties
- \*(59) Assumes additional responsibilities as assigned by the Superintendent.

**Student Growth and Achievement**

- \*(60) Ensures that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and others as deemed appropriate by the District and/or required by adopted curriculum standards.
- \*(61) Establishes and maintain a positive collaborative relationship with the students' families to increase student achievement.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.


**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**APPROVED BY HAMILTON SCHOOL BOARD**

ON 5/11/09  
  
**SUPERINTENDENT**



**HAMILTON COUNTY SCHOOL BOARD  
JOB DESCRIPTION****MATH SPECIALIST  
DISTRICT LEVEL****REQUIRED QUALIFICATIONS**

- Master's Degree in Education Preferred
- Must hold or is eligible for a valid Florida Educator's Certificate in Mathematics
- Three (3) years successful teaching experience in Mathematics
- Experience in coordinating professional development related to performance responsibilities
- Strong communication skills and ability to work with adult learners

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to recommend, utilize and train in current technologies
- Skill in maintaining balance, integration and integrity in academic programs
- Ability to demonstrate leadership and decision making in a wide variety of situations
- Ability to collaborate effectively with teacher/ specialists and other instructional specialists
- Skill in effectively communicating, verbally and in written form
- Strong planning and organization skills
- Ability to work effectively and cooperatively with teachers, staff, schools and community
- Ability to process, analyze and make judgments regarding a wide variety of information
- Skill in promoting the professional development of others
- Demonstrate strong technology skills
- Knowledge of Differentiated Accountability process requirements

**REPORTS TO:**

Transformation Specialist

**SUPERVISES:**

N/A

**JOB GOAL**

To coordinate curriculum and school improvement services for the implementation of Mathematics programs and meeting Differentiated Accountability requirements.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide leadership in developing curriculum scope and sequence for K-12 Mathematics.
2. Communicate the Mathematics curriculum to principals, school Mathematics contacts and other teachers.
3. Monitor school level programs as appropriate to ensure compliance with statutes, regulations and district policy.
4. Identify master teachers with potential for spreading desirable practices, consistent with district goals, throughout the school system.
5. Provide leadership in integrating technology into the Mathematics curriculum.

6. Develop staff development components and arrange for and conduct workshops that support school improvement needs, district priorities and increased student achievement in Mathematics.
7. Assist with district instructional materials adoption for Mathematics.
8. Acquaint teachers with instructional materials, effective teaching strategies and assessment practices.
9. Coordinate county-wide Mathematics activities and events and state Mathematics conferences locally.
10. Assist in the preparation of grant application and work with program development projects.
11. Provide technical assistance for teachers and assist beginning teachers in the Teacher Induction Program, as requested by school administrators.
12. Participate in professional organizations and continuously update knowledge of subject area responsibilities.
13. Provide leadership in developing end of course examinations for identified courses, including alternative assessments.
14. Act as a resource to schools in the school improvement planning and implementation processes.
15. Assist in the implementation of the National Council of Teachers of Mathematics (NCTM) Curriculum Standards K-12, Sunshine State Standards (Pre-kindergarten – 12), and New Generations Standards.
16. Supervise designated personnel, including selection, training and performance appraisals.
17. Collaborate with school leadership teams, District Transformation Specialist and other District Staff to improve student Mathematics achievement.
18. Provide recommendations regarding the expenditure of funds related to capital outlay projects and Title I programs as related to the Mathematics program.
19. Review and recommend changes in procedures and policies, including the program of studies and the *Pupil Progression Plan*.
20. Plan and collaborate with Title I, Special Needs, and CTE departments.
21. Provide input to assist in staffing, recruiting and hiring of teachers as requested.
22. Prepare, implement and monitor the role of Mathematics in state accountability programs.
23. Evaluate assessment data and provide assistance to district and school personnel to increase student achievement and outcomes on district exams, Advanced Placement exams, and state accountability.
24. Coordinate efforts of personnel outside scope of authority to achieve program goals.
25. Perform other related duties as assigned by the Transformation Specialist.
26. Ensure all required elements of Florida's Differentiated Accountability requirements, as it relates to Mathematics, are being met.
27. Work extensively with school in the Differentiated Accountability requirements to increase student achievement in Mathematics.
28. Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
29. Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
30. Maintain confidentiality of student and other professional information.
31. Comply with policies, procedures and programs.
32. Exercise appropriate professional judgment.
33. Support school improvement initiatives.
34. Perform other tasks consistent with the goals and objectives of this position.
35. Demonstrate punctuality, regular attendance, and carrying assigned duties.
36. Shall assume additional responsibilities as assigned by the Superintendent.
37. Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and other as deemed appropriate by the District and/or required by adopted curriculum standards.
38. Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

ON 6/14/10  
*Matthew Suter*

**SUPERINTENDENT HAMILTON COUNTY SCHOOL BOARD  
JOB DESCRIPTION**

**MATH SPECIALIST  
DISTRICT LEVEL**

**REQUIRED QUALIFICATIONS**

- Master's Degree in Education Preferred
- Must hold or is eligible for a valid Florida Educator's Certificate in Mathematics
- Three (3) years successful teaching experience in Mathematics
- Experience in coordinating professional development related to performance responsibilities
- Strong communication skills and ability to work with adult learners

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to recommend, utilize and train in current technologies
- Skill in maintaining balance, integration and integrity in academic programs
- Ability to demonstrate leadership and decision making in a wide variety of situations
- Ability to collaborate effectively with teacher/ specialists and other instructional specialists
- Skill in effectively communicating, verbally and in written form
- Strong planning and organization skills
- Ability to work effectively and cooperatively with teachers, staff, schools and community
- Ability to process, analyze and make judgments regarding a wide variety of information
- Skill in promoting the professional development of others
- Demonstrate strong technology skills
- Knowledge of Differentiated Accountability process requirements

**REPORTS TO:**

Transformation Specialist

**SUPERVISES:**

N/A

**JOB GOAL**

To coordinate curriculum and school improvement services for the implementation of Mathematics programs and meeting Differentiated Accountability requirements.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide leadership in developing curriculum scope and sequence for K-12 Mathematics.
2. Communicate the Mathematics curriculum to principals, school Mathematics contacts and other teachers.
3. Monitor school level programs as appropriate to ensure compliance with statutes, regulations and district policy.
4. Identify master teachers with potential for spreading desirable practices, consistent with district goals, throughout the school system.
5. Provide leadership in integrating technology into the Mathematics curriculum.

6. Develop staff development components and arrange for and conduct workshops that support school improvement needs, district priorities and increased student achievement in Mathematics.
7. Assist with district instructional materials adoption for Mathematics.
8. Acquaint teachers with instructional materials, effective teaching strategies and assessment practices.
9. Coordinate county-wide Mathematics activities and events and state Mathematics conferences locally.
10. Assist in the preparation of grant application and work with program development projects.
11. Provide technical assistance for teachers and assist beginning teachers in the Teacher Induction Program, as requested by school administrators.
12. Participate in professional organizations and continuously update knowledge of subject area responsibilities.
13. Provide leadership in developing end of course examinations for identified courses, including alternative assessments.
14. Act as a resource to schools in the school improvement planning and implementation processes.
15. Assist in the implementation of the National Council of Teachers of Mathematics (NCTM) Curriculum Standards K-12, Sunshine State Standards (Pre-kindergarten – 12), and New Generations Standards.
16. Supervise designated personnel, including selection, training and performance appraisals.
17. Collaborate with school leadership teams, District Transformation Specialist and other District Staff to improve student Mathematics achievement.
18. Provide recommendations regarding the expenditure of funds related to capital outlay projects and Title I programs as related to the Mathematics program.
19. Review and recommend changes in procedures and policies, including the program of studies and the *Pupil Progression Plan*.
20. Plan and collaborate with Title I, Special Needs, and CTE departments.
21. Provide input to assist in staffing, recruiting and hiring of teachers as requested.
22. Prepare, implement and monitor the role of Mathematics in state accountability programs.
23. Evaluate assessment data and provide assistance to district and school personnel to increase student achievement and outcomes on district exams, Advanced Placement exams, and state accountability.
24. Coordinate efforts of personnel outside scope of authority to achieve program goals.
25. Perform other related duties as assigned by the Transformation Specialist.
26. Ensure all required elements of Florida's Differentiated Accountability requirements, as it relates to Mathematics, are being met.
27. Work extensively with school in the Differentiated Accountability requirements to increase student achievement in Mathematics.
28. Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
29. Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
30. Maintain confidentiality of student and other professional information.
31. Comply with policies, procedures and programs.
32. Exercise appropriate professional judgment.
33. Support school improvement initiatives.
34. Perform other tasks consistent with the goals and objectives of this position.
35. Demonstrate punctuality, regular attendance, and carrying assigned duties.
36. Shall assume additional responsibilities as assigned by the Superintendent.
37. Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and other as deemed appropriate by the District and/or required by adopted curriculum standards.
38. Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

# SCHOOL DISTRICT OF HAMILTON COUNTY

## MEDIA SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Certified by the State of Florida as an Educational Media Specialist.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current research in regard to the effective operation of a modern media center. Ability to organize and operate a media center that is the information center for the school and a center for life-long learning. Ability to communicate well in both written and oral forms with students, peers, administrators, and others. Knowledge and skill in the use and care of audio-visual equipment and in the use and care of computers and other current technologies. Ability to select, organize, maintain and catalog a wide variety of print materials. Knowledge of and skill in the use of a variety of computer software. Ability to select appropriate types and levels of materials for instructional and recreational purposes. Ability to manage the budget for the Media Center as assigned. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.

#### REPORTS TO:

Principal

#### JOB GOAL

To facilitate the teaching-learning process by providing an environment in which a variety of media is effectively utilized in an atmosphere which promotes inquiry, creativity, self-direction and communication of information and ideas.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- \*(1) Identify, select, or develop short- and long-range goals and objectives for the media program based on student, faculty, and curriculum needs.
- \*(2) Select library and other instructional support materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
- \*(3) Use local, regional, state and national guidelines in planning for media collections and services.
- \*(4) Plan for the acquisition of materials and equipment which support the School Improvement Plan goals and which are necessary to support the media needs of students and staff.

**MEDIA SPECIALIST (Continued)**

- \* (5) Coordinate student use of the library media center during the school day with school policy and procedure.
- \* (6) Participate in overall school curriculum planning and development.

**Classroom Management**

- \* (7) Develop schedules and organize resources to allow easy access to information and services.
- \* (8) Create an inviting, attractive, safe atmosphere conducive to learning.
- \* (9) Provide an atmosphere conducive to individual inquiry, research, study, and relaxation.
- \* (10) Establish and publicize standards for acceptable student behavior.
- \* (11) Develop a system of records which will provide an appropriate database for evaluating the use and distribution of the media collection and supporting materials.
- \* (12) Provide instruction on safety procedures and proper handling of materials and equipment.
- \* (13) Manage student conduct in a positive manner.
- \* (14) Promote student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- \* (15) Arrange the physical environment to facilitate access to resources and learning activities.
- \* (16) Develop and implement policies and procedures necessary for the efficient and effective operation of the media center.
- \* (17) Administer the media center budget based on program goals and objectives.
- \* (18) Maintain complete and accurate records as required by law, District policy, and administrative regulations.
- \* (19) Coordinate the selection and acquisition process for media resources and equipment.
- \* (20) Use accepted criteria and procedures for acquiring, retaining, and deleting materials in the media center.
- \* (21) Provide for the use, maintenance, repair, and inventory of all media center materials and equipment.
- \* (22) Provide for use of current technologies.
- \* (23) Ensure accessibility to resources.

**Assessment/Evaluation**

- \* (24) Identify and apply criteria appropriate for evaluating materials and equipment for varying student populations and needs.
- \* (25) Evaluate the efficiency and effectiveness of the media program.
- \* (26) Use evaluation results to improve media services.
- \* (27) Assist with responsibilities for school testing program by proctoring and scheduling space and by handling all test materials in a confidential and secure manner.
- \* (28) Solicit ongoing feedback from members of the school staff regarding the availability, use, and impact of media materials.

**Intervention/Direct Services**

- \* (29) Foster mutual respect between students and adults.
- \* (30) Accept and value students from various cultures.
- \* (31) Communicate with students in a positive manner.
- \* (32) Instruct, assign, and supervise support staff and volunteers.
- \* (33) Encourage the use of online reference tools, the internet, and computer sources.



**MEDIA SPECIALIST (Continued)**

- \*(34) Develop an effective public relations program to promote media resources and programs.
- \*(35) Comply with copyright laws and inform faculty and students of the laws and their application to educational institutions.
- \*(36) Teach library media skills in collaboration with teachers to support classroom instruction.
- \*(37) Use a variety of instructional strategies to address different learning styles and ability levels of students.
- \*(38) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds and special needs.
- \*(39) Provide instruction in use of resources, services, and equipment.
- \*(40) Assist students and staff in the use and production of media.
- \*(41) Provide reference assistance for students and faculty.
- \*(42) Assist students and faculty in identifying, locating, and interpreting information and resources housed in the media center and outside the physical boundaries of the school.
- \*(43) Demonstrate knowledge and understanding of a broad curriculum base.
- \*(44) Apply principles of learning and effective teaching in instructional delivery.
- \*(45) Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities.
- \*(46) Use appropriate materials, technology, and resources to meet learning needs of all students.
- \*(47) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.

**Technology**

- \*(48) Use technology resources effectively.
- \*(49) Use appropriate technology in instructional delivery.
- \*(50) Use technology to establish an atmosphere of active learning.
- \*(51) Provide students with opportunities to use technology to gather and share information with others.
- \*(52) Facilitate student access to the use of electronic resources.
- \*(53) Explore and evaluate new technologies and their educational impact.
- \*(54) Use technology to review student assessment data.
- \*(55) Use technology for administrative tasks.
- \*(56) Assist classroom teachers with the effective use of technology.

**Collaboration**

- \*(57) Plan with teachers and instructional leaders to develop curriculum and integrate media/information skills into the school program.
- \*(58) Participate in grade level, team, or department meetings as needed.
- \*(59) Collaborate with teachers to support instructional goals and objectives.
- \*(60) Assist teachers in selecting the best medium for instructional activities.
- \*(61) Work with other faculty to identify creative uses of resources.
- \*(62) Maintain contact with other library, education, and information agencies.

**Staff Development**

- \*(63) Encourage and train faculty to incorporate library media resources into curriculum.
- \*(64) Keep abreast of standards, guidelines, emerging practices, and innovations in library media programs and practices.

**MEDIA SPECIALIST (Continued)**

- \*(65) Develop, maintain, and promote a collection of current professional resources for administrators and teachers.
- \*(66) Provide faculty training on the use of media resources and equipment.
- \*(67) Inform faculty and administration about policies and procedures for handling challenges to instructional and library materials.
- \*(68) Update professional skills and knowledge and keep abreast of recent developments in education, technology, and media.
- \*(69) Conduct a personal assessment periodically to determine professional growth needs.
- \*(70) Participate in school data collection of input on principal's performance assessment program.

**Professional Responsibilities**

- \*(71) Perform and fulfill professional responsibilities.
- \*(72) Demonstrate attention to punctuality, attendance, records, and reports.
- \*(73) Perform assigned duties.
- \*(74) Maintain confidentiality of student and other professional information.
- \*(75) Exercise appropriate professional judgment.
- \*(76) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- \*(77) Support and participate in school improvement initiatives, services, and programs.
- \*(78) Contribute to the overall mission of the school by supporting various school committees, programs, and services such as PTO/PTA, School Advisory Committee, text book selection, curriculum development, student activities, and accreditation.
- (79) Perform other incidental tasks consistent with the goals and objectives of this position.

**Student Growth and Achievement**

- \*(80) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- \*(81) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

## HAMILTON COUNTY SCHOOL BOARD

### JOB DESCRIPTION

#### OCCUPATIONAL PLACEMENT SPECIALIST

**QUALIFICATIONS:**

- (1) Certification as an Occupational Placement Specialist; or
- (2) Certification as a Counselor.
- (3) Experience in work outside the field of education.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to use computer and software for occupational training and placement. Excellent communication skills (oral and written). Knowledge of program availability for career counseling. Knowledge of test and skill to analysis results relative to career orientation. Skill to utilize and assist students in the use of computer and other technology. Awareness of current job availability and training essential to perform tasks. Be aware of the job wave of the future and help students prepare themselves.

**REPORTS TO:**

Principal

#### JOB GOAL

To develop, implement and maintain procedures which enhance student placement services, to assist in the follow-up program in the secondary schools, and to assist students in the District to reach educational and career goals.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Establish long and short range plans based on students needs and school, District, and state priorities.
- \* (2) Establish priorities and an implementation schedule for services and programs.
- \* (3) Select appropriate materials for a well-balanced program.
- \* (4) Develop schedules and organize resources to allow easy access to information and services.
- \* (5) Identify potential employers and personnel in post-secondary educational institutions for students and parents to contact.
- \* (6) Prepare and disseminate lists of specific job openings reported to the school or District.
- \* (7) Maintain an up-to-date career information center.
- \* (8) Establish and maintain effective and efficient record keeping procedures, including lists of students using placement services and those desiring placement in specific career areas, as well as lists of employers who have previously hired students.
- \* (9) Establish an environment for an effective program.
- \* (10) Establish and publicize standards for acceptable student behavior.
- \* (11) Foster mutual respect between students and adults.
- \* (12) Accept and value students from various cultures.
- \* (13) Communicate with students in a positive manner.
- \* (14) Manage student conduct in a positive manner.
- \* (15) Promote student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- \* (16) Arrange the physical environment to facilitate access to resources and learning activities.

**OCCUPATIONAL PLACEMENT SPECIALIST (Continued)**

- \* (17) Use technology resources effectively.
- \* (18) Maintain complete and accurate records as required by law, District policy, and administrative regulations.
- \* (19) Identify and apply criteria appropriate for evaluating materials and equipment for varying student populations and needs.
- \* (20) Ensure accessibility to resources.
- \* (21) Encourage the use of on-line reference tools, the Internet, and computer sources.
- \* (22) Provide opportunities for students to take interest inventories.
- \* (23) Assist students in interpretation of interest surveys and inventories.
- \* (24) Assist in preparation and completion of follow-up studies on former students.
- \* (25) Provide information to students in the areas of career planning and selection, vocational technical program selection, financial aid, further education, and employment opportunities.
- \* (26) Provide classroom / small group activities in the area of career exploration.
- \* (27) Use a variety of strategies to address different learning styles and ability levels of students.
- \* (28) Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities.
- \* (29) Use appropriate materials, technology, and resources to help meet learning needs of all students.
- \* (30) Provide instruction on safety procedures and proper handling of materials and equipment.
- \* (31) Teach occupational skills and knowledge needed to provide students with the competence to be an economic asset to the employer.
- \* (32) Assist school graduates and school drop-outs to obtain gainful employment, to enroll for further education, or to engage in a combination of employment and further education.
- \* (33) Identify potential school drop-outs and reorient them to continue school.
- \* (34) Provide students with programs for career awareness and development of work / study skills.
- \* (35) Assist in providing orientation to all students new to the school.
- \* (36) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.
- \* (37) Collaborate with teachers to support instructional goals and objectives.
- \* (38) Participate in overall school curriculum planning and development.
- \* (39) Maintains contacts with the business community to keep informed of new innovations and job requirements which must be reflected in the curriculum in order to develop marketable skills as required by prospective employers.
- \* (40) Contact prospective employers to ascertain job opportunities.
- \* (41) Communicate with employers, parents, school counselors and teachers on individual student progress.
- \* (42) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- \* (43) Develop, maintain, and promote a collection of current professional resources for administrators and teachers.
- \* (44) Update professional skills and knowledge and keep abreast of recent developments in education, technology, and various vocations.
- \* (45) Provide information and / or in-service to teachers, administrators, and other school staff.
- \* (46) Engage in continuing improvement of professional knowledge and skills.
- \* (47) Conduct a personal assessment periodically to determine professional development needs.
- \* (49) Maintain confidentiality of student and other professional information.
- \* (50) Exercise appropriate professional judgment.
- \* (51) Support and participate in school improvement initiatives, services, and programs.
- \* (52) Contribute to the overall mission of the school by supporting various school committees, programs, and services such as PTO / PTA, School Advisory Committee, textbook selection, curriculum development, student activities, and accreditation.

**OCCUPATIONAL PLACEMENT SPECIALIST (Continued)**

- \*(53) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- \*(54) Perform and fulfill professional responsibilities.
- (55) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### PARAPROFESSIONAL

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) AA Degree or equivalent.
- (2) Computer proficiency preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area.

#### REPORTS TO:

Teacher/Principal

#### JOB GOAL

**To assist the teacher and/or other school personnel by performing assigned tasks in order to provide a quality educational program for students.**

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assist the teacher(s) in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing and/or grouping materials supporting instructional activities pre-planned by the teacher.
- \* (2) Schedule space for specialized instructional programs and coordinate the arrangement of equipment, desks, tables, chairs and activity areas and the like.
- \* (3) Examine long and short term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
- \* (4) Lead small group activity, following appropriate training, planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
- \* (5) Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.
- \* (6) Maintain a clean and orderly environment for students.
- \* (7) Assist in the implementation of appropriate student behavior management techniques.
- \* (8) Treat students and adults with consideration and respect.
- \* (9) Encourage students to do their best.
- \* (10) Manage time efficiently.
- \* (11) Provide student supervision as assigned, following appropriate training.
- \* (12) Assist in maintaining the security of records, materials and equipment.

- \*(13) Assist the teacher in enforcement of classroom rules and the maintenance of appropriate records.
- \*(14) Assist in assessing student progress as directed, including proctoring the administration of test, the marking of papers, and the maintaining confidential records.
- \*(15) Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
- \*(16) Assist as assigned in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher.
- \*(17) Assist the teacher in completing requirements for grade reporting, scheduling conferences, and recording results.
- \*(18) Provide instructional assistance as planned or coordinated by the teacher or administrator.
- \*(19) Assist students with personal hygiene, health and safety issues, or grooming if required.
- \*(20) Use classroom management techniques conducive to an effective classroom environment.
- \*(21) Perform assigned clerical and bookkeeping duties.
- \*(22) Prepare and maintain requested/required reports and records.
- \*(23) Work closely with teacher or other professionals
- \*(24) Assist in maintaining positive relationships between the school and parents.
- \*(25) Demonstrate support for teamwork.
- \*(26) Communicate effectively orally and in writing.
- \*(27) Collaborate with peers to create quality instructional environment.
- \*(28) Participate in training programs and in-service.
- \*(29) Assist peers in acquiring knowledge and understanding of particular area of responsibility.
- \*(30) Determine career goals, conduct a personal assessment and develop a systematic plan including goals and time tables.
- \*(31) Participate in all required pre-service training activity
- \*(32) Maintain confidentiality regarding student information.
- \*(33) Use effective, positive interpersonal skills.
- \*(34) Demonstrate integrity through ethical behavior.
- \*(35) Perform job responsibilities in a timely and consistent manner.
- \*(36) Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.
- \*(37) Exhibit attention to punctuality, attendance, accuracy and thoroughness.
- \*(38) Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and/or student program classification to be served.
- \*(39) Assist the teacher in maintaining the records which document student performance.
- \*(40) Perform other incidental tasks consistent with the goals and objectives of this position.

#### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. **Maybe medium or heavy work depending on the particular assignment.**

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

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

#### **EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### ESE PARAPROFESSIONAL/HEALTH AIDE

#### JOB DESCRIPTION

##### QUALIFICATIONS:

- (1) AA Degree or equivalent.
- (2) Computer proficiency preferred.

##### KNOWLEDGE, SKILLS AND ABILITIES:

- General clerical skills.
- Bilingual ability may be required per advertised vacancy specifications.
- Computer data entry experience preferred.
- Ability to obtain and maintain certification in district-approved verbal diffusion/physical intervention procedures.
- Ability to understand physical, health, and emotional behaviors and challenges of students with exceptionalities.
- Certification in First Aid, CPR, medication administration, and student specific training.
- Ability to fulfill the dexterity and physical requirements of the work.

##### REPORTS TO:

Teacher/Principal

##### JOB GOAL

*To assist exceptional education teachers and other school personnel with completing instructional, behavioral, clerical, health and other professional duties.*

##### SUPERVISES:

N/A

##### PERFORMANCE RESPONSIBILITIES:

1. \*Provide instructional, vocational and developmental assistance to students with exceptionalities under the supervision of a certified professional.
2. \*Assist with the preparation and implementation of learning activities.
3. \*Maintain accurate and complete records of students' activities and behaviors, which may require the use of a computer to enter student data, complete forms, schedules and reports.
4. \*Assist with the implementation of behavioral support plans including monitoring and charting of behavior, reinforcement procedures and preventative strategies.
5. \*Provide assistance in the learning area in dealing with behavioral problems by applying verbal diffusion and/or physical restraints as needed per district-approved procedures.
6. \*Respond to requests for crisis intervention under the direction of certified personnel.
7. \*Care for students with special health needs according to an individual health care plan.



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8. \*Perform individual or group health related procedures following measures designed to maintain the health and well being of students during school hours. These tasks may include documented training of the ability to perform procedures such as catheterizing, gastric tube feeding, oxygen administration, specimen collection, health monitoring and observation, health care treatment and procedures, interventions for chronic health conditions, grooming, diaper changing, including assisting students in and out of therapy equipment. These personal health care tasks will be under the direction of a registered nurse and physical therapist, as appropriate.
9. \*Make appropriate referrals to teacher, guidance counselor and/or school board nurse.
10. \*Perform clerical duties related to Health Services.
11. \*Maintain accurate health records for students including requested documentation of specialized student services in accordance with established purposes of the Medicaid School Match Program and/or SCPS Student Health Services Manual.
12. \*Administer medication to students if designated to do so by the Principal and then only after successful completion of the appropriate training required by Florida law (F.S. 232.46). This may include the administration of emergency medication by injection and/or suppository.
13. \*Maintain knowledge of blood-borne pathogens and practice Universal Precautions to ensure optimal communicable disease control in the school classroom setting.
14. \*Attend and pass medication administration and student specific training.
15. \*Attend in-services designed to increase knowledge of current Health Services policies and protocol.
16. \*Observe confidentiality of student records at all times.
17. \*Obtain and maintain certification in first aid, CPR, medication administration and student specific training.
18. \*Ability to lift medical equipment, supplies, records and/or provide assistance to students who are immobile.
19. \*Supervise students in bus areas, classroom, lunchroom, play areas, study time and in other assigned areas.
20. \*Assist with physically transferring students from wheelchairs, mats, positioning tables, toilets, lifts or other positioning equipment.
21. \*Assist students with gross and fine motor activities such as grasping, holding objects, posture, crawling, walking and running as appropriate to their Individual Education Plan (IEP).
22. \*Assist with the supervision of students during field trips, as assigned by the Principal and/or Designee.
23. Perform other duties as assigned by the Principal and/or Designee.

*\*Denotes essential job function/ADA*

### PHYSICAL REQUIREMENTS:

**Maybe medium or heavy work depending on the particular assignment.** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### PHYSICAL ACTIVITIES:

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.

Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Crawling	Moving about on hands and knees or hands and feet.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS:

Indoors / Outdoors      The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

## EVALUATION:

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

# **HAMILTON COUNTY SCHOOL BOARD**

**58**

## **JOB DESCRIPTION RESOURCE TEACHER**

### **QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certified by the state of Florida in the appropriate area..
- (3) Minimum of three (3) years successful teaching experience.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Skills in written and oral communication, planning, and organization. Knowledge of current educational trends, methods, research, and technology. In-depth knowledge of assigned curriculum, program, or service area. Ability to collect, analyze and interpret data. Ability to work collaboratively with others.

### **REPORTS TO:**

Consortium, District, or School Administrator

### **JOB GOAL**

To provide expertise and support in the planning, implementation, and evaluation of assigned curriculum, program, or service area in accordance with District philosophy, goals, and objectives.

### **SUPERVISES: N/A**

### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Develop long- and short-range plans based on District and state curriculum and instructional priorities.
- \* (2) Define goals and objectives for the assigned curriculum, program, or service assignment.
- \* (3) Plan with teachers and instructional leaders to develop and implement curriculum in the school / District program.
- \* (4) Identify specific intended outcomes which are challenging, meaningful, and measurable.
- \* (5) Revise curriculum, program, or service delivery based on annual assessments.
- \* (6) Plan and prepare programs and activities considering students' culture, learning styles, special needs, and socio-economic background.
- \* (7) Serve on school / District committees for the planning and implementation of programs and / or services.
- \* (8) Plan and prepare strategies and support which support school improvement plans and the District mission.
- \* (9) Select, develop, modify, and / or adapt materials and resources which support learning objectives and address varying learning styles, backgrounds, and special needs.
- \* (10) Participate, as requested, in the planning of educational facilities that will support the objectives of the District.
- \* (11) Establish and maintain a positive, organized, and safe working environment.

## **RESOURCE TEACHER (Continued)**

- \*(12) Model a positive environment in which students are encouraged to be actively engaged in the learning process.
- \*(13) Maintain a clean attractive work environment.
- \*(14) Model the maintenance of academic focus by using a variety of motivational techniques.
- \*(15) Assist teachers in establishing routines and procedures and working with students on consistently following them.
- \*(16) Demonstrate respect for diverse perspectives, ideas, and options.
- \*(17) Foster mutual respect between adults and students.
- \*(18) Establish and maintain effective and efficient record keeping procedures.
- \*(19) Use technology resources effectively.
- \*(20) Manage time effectively.
- \*(21) Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
- \*(22) Manage materials and equipment effectively.
- \*(23) Organize materials for efficient distribution and collection.
- \*(24) Instruct and supervise the work of volunteers and aides when assigned.
- \*(25) Assist in identifying program or service needs and in developing the budget for the assigned area of responsibility.
- \*(26) Develop and assist teachers in using assessment strategies (traditional and alternative) to support the continuous development of learners.
- \*(27) Interpret and use data (including but not limited to standardized and other test results) for planning, decision making, and program evaluation.
- \*(28) Assist school personnel in the collection, analysis and use of data for assessment, evaluation, and decision making.
- \*(29) Evaluate assigned area of responsibility, program, or services using established criteria.
- \*(30) Communicate, in understandable terms, program evaluation results knowledgeably and responsibly to the professional colleagues and others who need access to the information.
- \*(31) Solicit evaluation of curriculum, program, or service area from teachers, principals, and other appropriate stakeholders.
- \*(32) Use evaluation results to improve programs or services.
- \*(33) Demonstrate knowledge and understanding of assigned curriculum, program or service area.
- \*(34) Provide assistance and coordination in curriculum development, alignment, implementation, and evaluation.
- \*(35) Model principles of learning and effective teaching in instructional delivery.
- \*(36) Assist school administrators and teachers in understanding curricular programs and implications for instructional practice.
- \*(37) Model the use of a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- \*(38) Disseminate and interpret current trends and research related to curriculum, instruction, technology, and related areas.
- \*(39) Use appropriate materials, technology, and resources to help teachers to implement effective instructional strategies.
- \*(40) Coordinate the selection, use, and evaluation of instructional materials.

**RESOURCE TEACHER (Continued)**

- \*(41) Assist teachers in providing appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
- \*(42) Provide support and assistance to teachers in implementing teaching strategies, identifying appropriate activities, organizing and managing the classroom, selecting materials, and addressing needs of individual students.
- \*(43) Facilitate the implementation of programs, activities, and strategies designed to achieve school improvement objectives.
- \*(44) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- \*(45) Interact with parents, community agencies, and business to support school and District priorities.
- \*(46) Provide accurate and timely information to teachers, administrators, and community.
- \*(47) Work with teachers and other professional educators in curriculum development, special activities, and sharing ideas and resources.
- \*(48) Plan, implement, and evaluate in-service to teachers, administrators, and other school staff.
- \*(49) Engage in continuing improvement of professional knowledge and skills.
- \*(50) Assist others in acquiring knowledge and understanding of particular area of responsibility.
- \*(51) Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.
- \*(52) Conduct a personal assessment periodically to determine professional development needs with reference to specific assignment.
- \*(53) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- \*(54) Perform assigned duties.
- \*(55) Demonstrate attention to punctuality, attendance, records, and reports.
- \*(56) Maintain confidentiality of student and other professional information.
- \*(57) Comply with policies, procedures, and programs.
- \*(58) Exercise appropriate professional judgment.
- \*(59) Support school improvement initiatives by active participation in school activities, services, and programs.
- \*(60) Conduct curriculum, program, or service area responsibilities in a manner which ensures that student growth and achievement is continuous and appropriate for age group, subject area and / or student program classification.
- (61) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**RESOURCE TEACHER (Continued)**

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code 3**

# SCHOOL DISTRICT OF HAMILTON COUNTY

## READING COACH

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Three (3) years successful teaching experience.
- (3) Experience in presenting educational training programs with a demonstrated knowledge and practice of Language Arts or Reading preferred.
- (4) Valid Florida teacher certification in appropriate area.
- (5) Reading certification or endorsement.
- (6) Must meet the No Child Left Behind Act regulations and requirements.
- (7) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to use varied teaching methods. Knowledge of current trends, research and best practices related to education. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work with parents. Ability to work effectively with peers, administrators and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

#### REPORTS TO:

Title I Administrator or Site Principal

#### JOB GOAL

To assist and support classroom teachers in providing a balanced and effective reading program for all students.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- \*(1) Create or select short- and long-range plans based on district and state curriculum requirements, student profiles and instructional priorities.
- \*(2) Identify specific intended learning outcomes that are challenging, meaningful, and measurable.

## READING COACH (Continued)

- \* (3) Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.
- \* (4) Develop or select instructional activities which foster active involvement in the learning process.
- \* (5) Identify, select and modify instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs.
- \* (6) Assist in assessing changing curricular needs and plans for improvement.

**Classroom Management**

- \* (7) Maintain a positive, organized and safe learning environment.
- \* (8) Use time effectively.
- \* (9) Manage materials and equipment effectively.
- \* (10) Use effective student behavior management techniques.
- \* (11) Enforce school rules, administrative regulations and Board policies.
- \* (12) Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
- \* (13) Assist the school in the compilation of data to evaluate reading programs and assist in identifying appropriate strategies.
- \* (14) Maintain reading documentation required by the state.
- \* (15) Coordinate and monitor the work of volunteers and aides when assigned.

**Assessment/Evaluation**

- \* (16) Develop and use assessment strategies (traditional and alternative) to assist the continuous development of students.
- \* (17) Analyze and identify reading problems.
- \* (18) Interpret data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- \* (19) Establish appropriate testing environment and test security.
- \* (20) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- \* (21) Evaluate the effectiveness of instructional units and teaching strategies.

**Intervention/Direct Services**

- \* (22) Work with and support the classroom teacher in providing a balanced reading program.
- \* (23) Assist in implementing and monitoring of the reading curriculum.
- \* (24) Assist in reading curriculum revision and development.
- \* (25) Assist with the selection of appropriate reading resources related to identified needs at the school site.
- \* (26) Demonstrate knowledge and understanding of subject matter.
- \* (27) Conduct parent nights to provide information and to train parents to assist their students.
- \* (28) Communicate high learning expectations for all students.
- \* (29) Apply principles of learning and effective teaching in instructional delivery.
- \* (30) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
- \* (31) Use appropriate material, technology, and other resources to help meet learning needs of all students.



**READING COACH (Continued)**

- \*(32) Provide appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.
- \*(33) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- \*(34) Provide instruction on safety procedures and proper handling of materials and equipment.
- \*(35) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.

**Technology**

- \*(36) Use appropriate technology in instructional delivery and demonstration lessons.
- \*(37) Use technology to establish an atmosphere of active learning.
- \*(38) Provide students and staff with opportunities to use technology to gather and share information with others.
- \*(39) Facilitate student and staff access to the use of electronic resources.
- \*(40) Explore and evaluate new technologies and their educational impact.
- \*(41) Use technology to review student assessment data.
- \*(42) Use technology for administrative tasks.

**Collaboration**

- \*(43) Facilitate collaboration among teachers and grade levels at school.
- \*(44) Work closely with district Teacher - Support for Reading to assist in the development and delivery of training.
- \*(45) Enlist the support of the SAC, PTA or PTO, Business Partners, Mentors and Volunteers for the reading initiative.
- \*(46) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- \*(47) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- \*(48) Collaborate with other professionals and parents after recognizing student distress or abuse.
- \*(49) Serve on Student Support Team.
- \*(50) Collaborate with peers and other professionals to enhance student learning.

**Staff Development**

- \*(51) Engage in a continuing improvement of professional skills and knowledge.
- \*(52) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
- \*(53) Update the principal and teachers on the latest trends in the area of reading instruction.
- \*(54) Coach teachers in the latest techniques for the prevention and remediation of reading problems.
- \*(55) Model effective teaching strategies and techniques.
- \*(56) Assist teachers with instructional strategies to improve FCAT reading comprehension and Florida Writes assessment.
- \*(57) Conduct staff development activities to assist teachers in helping students improve reading skills.

**Professional Responsibilities**

## READING COACH (Continued)

- \* (58) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- \* (59) Demonstrate attention to punctuality and regular attendance.
- \* (60) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- \* (61) Maintain confidentiality of student and other professional information.
- \* (62) Comply with policies, procedures and programs.
- \* (63) Exercise appropriate professional judgment.
- \* (64) Support school improvement initiatives.
- (65) Perform other tasks consistent with the goals and objectives of this position.

### Student Growth and Achievement

- \* (66) Ensure that student growth and performance are continuous and appropriate for age group, subject area and/or student program classification.

\*Essential Performance Responsibilities

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 03

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

### EVALUATION:

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

**SCHOOL DISTRICT OF HAMILTON COUNTY  
JOB DESCRIPTION**

**TITLE I READING LEADER**

**BASIC OBJECTIVES**

The Title I Reading Leader (K-6) will provide technical assistance to teachers implementing the district's Reading Plan and supplemental research-based reading program at the school level. Emphasis will be on providing professional development to teachers. The Reading Leader plays a pivotal role in the success of a school's reading plan.

**QUALIFICATIONS:**

- (1) Bachelor's degree and certification in Primary Education, Elementary Education or Reading, Reading Endorsement required, ESOL Endorsement preferred.
- (2) Minimum of three (3) years successful teaching experience in an appropriate program, i.e. Primary Education, Elementary Education, Language Arts, English and/or Reading, Grades K-6.
- (3) Minimum of two (2) years experience with district-level curriculum writing or district-level professional development and/or serving in a leadership role, i.e. grade level chairperson, department head, lead teacher, cadre leader, reading resource teacher, Faculty Council Member, Educational Experience School Advisory Council Member, or other leadership experience.
- (4) Familiarity with major trends and requirement in instruction, particularly as these relate to Reading/Language Arts, the District's Reading Plan and selected research – based reading programs.
- (5) Acceptable evaluation for the past three (3) years.
- (6) Ability to deal tactfully and effectively with others.
- (7) Ability to communicate effectively in both oral and written forms.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to use varied teaching methods. Knowledge of current trends, research and best practices related to education. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work with parents. Ability to work effectively with peers, administrators and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

**REPORTS TO:**

Title I Administrator. Supports principal at assigned school.

**JOB GOAL**

To assist and support classroom teachers in providing a balanced and effective reading program for all students.

**PERFORMANCE RESPONSIBILITIES:****Planning/Preparation**

- \*(1) Creates or select short- and long-range plans based on district and state curriculum requirements, student profiles and instructional priorities.
- \*(2) Identifies specific intended learning outcomes that are challenging, meaningful, and measurable.
- \*(3) Plans and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.
- \*(4) Develops or selects instructional activities which foster active involvement in the learning process.
- \*(5) Identifies, select and modify instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs.
- \*(6) Assist in assessing changing curricular needs and plans for improvement.
- \*(7) Develops an organizational system to distribute and monitor the use of resource materials for reading. Manages the reading resource room in a way that materials are easily accessible to teachers according to levels and that teachers are using these supplemental resources in a way that adheres to the Reading Plan guidelines and support teaching and learning.

**Accountability/Records Management**

- \*(8) Maintains a positive, organized and safe learning environment.
- \*(9) Uses time effectively.
- \*(10) Manages materials and equipment effectively.
- \*(11) Use effective student behavior management techniques.
- \*(12) Enforces school rules, administrative regulations and Board policies.
- \*(13) Establishes and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
- \*(14) Assists the school in the compilation of data to evaluate reading programs and assist in identifying appropriate strategies.
- \*(15) Maintains reading documentation required by the state.

**Assessment/Evaluation**

- \*(16) Develops and use assessment strategies (traditional and alternative) to assist the continuous development of students.
- \*(17) Analyzes and identify reading problems.
- \*(18) Interprets data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- \*(19) Establishes appropriate testing environment and test security.
- \*(20) Communicates, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- \*(21) Evaluates the effectiveness of instructional units and teaching strategies.

**Intervention/Direct Services**

- \*(22) Works with and support the classroom teacher in providing a balanced reading program.
- \*(23) Assists in implementing and monitoring of the reading curriculum.
- \*(24) Assists in reading curriculum revision and development.

- \*(25) Assists with the selection of appropriate reading resources related to identified needs at the school site.
- \*(26) Demonstrates knowledge and understanding of subject matter.
- \*(27) Conducts parent nights to provide information and to train parents to assist their students.
- \*(28) Communicates high learning expectations for all students.
- \*(29) Apply principles of learning and effective teaching in instructional delivery.
- \*(30) Uses a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
- \*(31) Uses appropriate material, technology, and other resources to help meet learning needs of all students.
- \*(32) Provides appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.
- \*(33) Recognizes overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- \*(34) Provides instruction on safety procedures and proper handling of materials and equipment.
- \*(35) Fosters student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.

#### **Technology**

- \*(36) Uses appropriate technology in instructional delivery and demonstration lessons.
- \*(37) Uses technology to establish an atmosphere of active learning.
- \*(38) Provides students and staff with opportunities to use technology to gather and share information with others.
- \*(39) Facilitates student and staff access to the use of electronic resources.
- \*(40) Explore and evaluate new technologies and their educational impact.
- \*(41) Uses technology to review student assessment data and develops an ongoing support system to distribute and use data in the instructional process.
- \*(42) Use technology for administrative tasks.

#### **Collaboration**

- \*(43) Facilitates collaboration among teachers and grade levels at school.
- \*(44) Work closely with district Teacher - Support for Reading to assist in the development and delivery of training.
- \*(45) Enlists the support of the SAC, PTA or PTO, Business Partners, Mentors and Volunteers for the reading initiative.
- \*(46) Communicates effectively, both orally and in writing, with other professionals, students, parents and community.
- \*(47) Provides accurate and timely information to parents and students about academic and behavioral performance of students.
- \*(48) Collaborates with other professionals and parents after recognizing student distress or abuse.
- \*(49) Serves on Student Support Team.
- \*(50) Collaborate with peers and other professionals to enhance student learning.

#### **Staff Development**

- \*(51) Engages in a continuing improvement of professional skills and knowledge.
- \*(52) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
- \*(53) Updates the principal and teachers on the latest trends in the area of reading instruction.

- \*(54) Coaches teachers in the latest techniques for the prevention and remediation of reading problems.
- \*(55) Models effective teaching strategies and techniques.
- \*(56) Assist teachers with instructional strategies to improve FCAT reading comprehension and Florida Writes assessment.
- \*(57) Conducts staff development activities to assist teachers in helping students improve reading skills.

#### **Professional Responsibilities**

- \*(58) Acts in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- \*(59) Demonstrates attention to punctuality and regular attendance.
- \*(60) Prepares all required reports in an accurate and timely manner and maintain all appropriate records.
- \*(61) Maintains confidentiality of student and other professional information.
- \*(62) Complies with policies, procedures and programs.
- \*(63) Exercises appropriate professional judgment.
- \*(64) Supports school improvement initiatives.
- (65) Performs other tasks consistent with the goals and objectives of this position.

#### **Student Growth and Achievement**

- \*(66) Ensures that student growth and performance are continuous and appropriate for age group, subject area and/or student program classification through ongoing teacher support and monitoring of teachers' reading instructional practices.

\*Essential Performance Responsibilities

#### **PHYSICAL REQUIREMENTS**

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

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

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

#### **EVALUATION:**

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

APPROVED BY HAMILTON SCHOOL BOARD

ON 5/11/09  
Malibu Burt  
 SUPERINTENDENT

**HAMILTON COUNTY SCHOOL BOARD  
JOB DESCRIPTION**

**READING SPECIALIST  
DISTRICT LEVEL**

**REQUIRED QUALIFICATIONS**

- Master's Degree in Education Preferred
- Must hold or is eligible for a valid Florida Educator's Certificate in Reading or a Reading Endorsement
- Three (3) years successful teaching experience in Reading
- Experience in coordinating professional development related to performance responsibilities
- Strong communication skills and ability to work with adult learners

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to demonstrate leadership and decision making in a wide variety of situations
- Ability to process, analyze and make judgments regarding a wide variety of information
- Ability to work effectively and cooperatively with others
- Ability to communicate effectively, both verbally and in written form
- Ability to utilize appropriate technology
- Knowledge of Differentiated Accountability process requirements

**REPORTS TO:**

Transformation Specialist

**SUPERVISES:**

N/A

**JOB GOAL**

To coordinate curriculum and school improvement services for the implementation of Reading programs and meeting Differentiated Accountability requirements.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide leadership in the development, implementation and monitoring of all Reading/ Language Arts curricula and programs, K-12.
2. Interpret and disseminate laws, regulations, statutes and mandates pertaining to Reading/ Language Arts.
3. Conduct regular visits to schools to maintain direct communication with teachers and building level administrators.
4. Coordinate Reading/ Language Arts chair/contact meetings, K-12.
5. Coordinate school based and district workshops in Reading/ Language Arts.
6. Plan and collaborate with the Specialist/s, Elementary Services, Secondary Services, Title 1, and special needs education personnel to ensure consistency in the program and graduation assurance for all students in Reading and writing.
7. Collaborate with school leadership teams, District Transformation Specialist and other District Staff to improve student Reading literacy.
8. Coordinate the development of alternative assessment in Reading and Language Arts, K-12.

9. Evaluate Reading and Language Arts assessment data and provide assistance to district and school personnel to increase student achievement and outcomes.
10. Coordinate the evaluation and adoption of Reading and Language Arts textbooks and supplementary instructional materials.
11. Coordinate enrichment activities in Reading/ Language Arts, K-12.
12. Provide technical assistance to improve teacher performance.
13. Provide leadership in development of school based curriculum guides to meet state and district requirements.
14. Attend district subject area meetings and national and/or state meetings as directed.
15. Provide leadership in developing elementary acceleration programs in Reading.
16. Monitor approved pilot programs/ demonstration projects in Reading/ Language Arts.
17. Assist in grant writing related to subject area.
18. Use technology resources to review student data and for administrative tasks.
19. Assist in formulation of department and school board policy.
20. Supervise designated personnel, including selection, training, and performance appraisals.
21. Coordinate efforts of personnel outside scope of authority to achieve program goals.
22. Coordinate special projects, programs, and events as designated.
23. Perform other related duties as assigned by the Transformation Specialist.
24. Ensure all required elements of Florida's Differentiated Accountability requirements as it related to Reading/Language Arts are being met.
25. Work extensively with schools in the Differentiated Accountability model to increase student achievement in Reading.
26. Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
27. Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
28. Maintain confidentiality of student and other professional information.
29. Comply with policies, procedures and programs.
30. Exercise appropriate professional judgment.
31. Support school improvement initiatives.
32. Perform other tasks consistent with the goals and objectives of this position.
33. Demonstrate punctuality, regular attendance, and carrying assigned duties.
34. Shall assume additional responsibilities as assigned by the Superintendent.
35. Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and other as deemed appropriate by the District and/or required by adopted curriculum standards.
36. Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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



ON 6/14/10

  
SUPERINTENDENT

HAMILTON COUNTY SCHOOL BOARD  
JOB DESCRIPTION

**READING SPECIALIST  
DISTRICT LEVEL**

**REQUIRED QUALIFICATIONS**

- Master's Degree in Education Preferred
- Must hold or is eligible for a valid Florida Educator's Certificate in Reading or a Reading Endorsement
- Three (3) years successful teaching experience in Reading
- Experience in coordinating professional development related to performance responsibilities
- Strong communication skills and ability to work with adult learners

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to demonstrate leadership and decision making in a wide variety of situations
- Ability to process, analyze and make judgments regarding a wide variety of information
- Ability to work effectively and cooperatively with others
- Ability to communicate effectively, both verbally and in written form
- Ability to utilize appropriate technology
- Knowledge of Differentiated Accountability process requirements

**REPORTS TO:**

Transformation Specialist

**SUPERVISES:**

N/A

**JOB GOAL**

To coordinate curriculum and school improvement services for the implementation of Reading programs and meeting Differentiated Accountability requirements.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide leadership in the development, implementation and monitoring of all Reading/ Language Arts curricula and programs, K-12.
2. Interpret and disseminate laws, regulations, statutes and mandates pertaining to Reading/ Language Arts.
3. Conduct regular visits to schools to maintain direct communication with teachers and building level administrators.
4. Coordinate Reading/ Language Arts chair/contact meetings, K-12.
5. Coordinate school based and district workshops in Reading/ Language Arts.
6. Plan and collaborate with the Specialist/s, Elementary Services, Secondary Services, Title 1, and special needs education personnel to ensure consistency in the program and graduation assurance for all students in Reading and writing.
7. Collaborate with school leadership teams, District Transformation Specialist and other District Staff to improve student Reading literacy.
8. Coordinate the development of alternative assessment in Reading and Language Arts, K-12.

9. Evaluate Reading and Language Arts assessment data and provide assistance to district and school personnel to increase student achievement and outcomes.
10. Coordinate the evaluation and adoption of Reading and Language Arts textbooks and supplementary instructional materials.
11. Coordinate enrichment activities in Reading/ Language Arts, K-12.
12. Provide technical assistance to improve teacher performance.
13. Provide leadership in development of school based curriculum guides to meet state and district requirements.
14. Attend district subject area meetings and national and/or state meetings as directed.
15. Provide leadership in developing elementary acceleration programs in Reading.
16. Monitor approved pilot programs/ demonstration projects in Reading/ Language Arts.
17. Assist in grant writing related to subject area.
18. Use technology resources to review student data and for administrative tasks.
19. Assist in formulation of department and school board policy.
20. Supervise designated personnel, including selection, training, and performance appraisals.
21. Coordinate efforts of personnel outside scope of authority to achieve program goals.
22. Coordinate special projects, programs, and events as designated.
23. Perform other related duties as assigned by the Transformation Specialist.
24. Ensure all required elements of Florida's Differentiated Accountability requirements as it related to Reading/Language Arts are being met.
25. Work extensively with schools in the Differentiated Accountability model to increase student achievement in Reading.
26. Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
27. Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
28. Maintain confidentiality of student and other professional information.
29. Comply with policies, procedures and programs.
30. Exercise appropriate professional judgment.
31. Support school improvement initiatives.
32. Perform other tasks consistent with the goals and objectives of this position.
33. Demonstrate punctuality, regular attendance, and carrying assigned duties.
34. Shall assume additional responsibilities as assigned by the Superintendent.
35. Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and other as deemed appropriate by the District and/or required by adopted curriculum standards.
36. Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**SCHOOL DISTRICT OF HAMILTON COUNTY**  
**SCHOOL PSYCHOLOGIST**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Master's degree in School Psychology from an accredited educational institution.
- (2) Specialist degree in School Psychology or related field preferred.
- (3) Valid Florida certification as School Psychologist and appropriate licensure.
- (4) Internship in a school setting.
- (5) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of child growth and development; test and measurement theory; and community resources and services available for student assistance. Ability to conduct comprehensive psychoeducational evaluations of students. Ability to communicate and consult effectively with parents, school personnel, and the public; to communicate results of evaluation findings in written reports and correspondence. Ability to assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health. Ability to interact successfully with parents, school personnel, and administrators. Ability to communicate effectively orally and in writing. Knowledge of laws and rules relating to education and other services for persons with disabilities. Ability to apply and interpret federal, state, and local laws and policies governing the provision of educational services to students with disabilities.

**REPORTS TO:**

Assigned Administrator

**JOB GOAL**

To improve the academic achievement, behavioral/social skills, and emotional well-being of all students through direct contact with students or through testing and consultation with other professionals.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Planning/Preparation**

- \* (1) Establish short- and long-range plans designed specifically to support the District exceptional student educational plan.
- \* (2) Plan and prepare intervention strategies for parents and teachers that are effective and contribute to a climate where students become engaged in meaningful learning experiences.

**Classroom Management**

- \* (3) Establish priorities and organize schedules and activities.
- \* (4) Establish a positive and supportive environment for psychological services.
- \* (5) Communicate clearly defined expectations to students.
- \* (6) Arrange furniture and/or space to facilitate testing and consultation.

**SCHOOL PSYCHOLOGIST (Continued)**

- \* (7) Maintain organized, accurate, and complete records.
- \* (8) Prepare thorough and accurate reports in a timely manner.
- \* (9) Implement and coordinate school-wide and District-wide psychological services and activities.
- \* (10) Use time efficiently.
- \* (11) Manage materials and equipment effectively.

**Assessment/Evaluation**

- \* (12) Participate in needs assessment activities, planning, and development of interventions, programs, and/or service to students.
- \* (13) Select, develop, or modify psychological assessment materials which identify learning needs of students with diverse cultural and social economic background, learning styles, and special needs.
- \* (14) Assist in early identification of students' school-related problems.
- \* (15) Conduct valid psychological and psychoeducational assessments according to professional standards.
- \* (16) Demonstrate knowledge of assessment instruments and techniques in areas of social/emotional development and functioning, behavior, and academic performance.
- \* (17) Analyze and interpret information to make diagnoses and recommendations regarding needs for services.
- \* (18) Communicate test results with parents and appropriate school personnel.
- \* (19) Seek additional data sources which will provide evidence of student growth and/or the identification of developmental needs and share these findings with principals and other instructional leaders.
- \* (20) Conduct a comprehensive follow up with tested students to determine the effectiveness and implementation levels of recommendations.

**Intervention/Direct Services**

- \* (21) Assist schools and the district in preparing for changing curriculum and service needs.
- \* (22) Accept and value students and parents from diverse cultures and with diverse needs.
- \* (23) Demonstrate patience in establishing relationships with students.
- \* (24) Demonstrate knowledge and understanding of a broad curriculum base.
- \* (25) Formulate recommendations appropriate for students from diverse backgrounds with different learning styles and special needs.
- \* (26) Design techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
- \* (27) Specialize in recognizing overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- \* (28) Provide direct observation and/or crisis intervention as necessary and/or requested.
- \* (29) Use effective consultative behaviors.
- \* (30) Interpret educational policies, programs, and procedures related to psychological services.
- \* (31) Make recommendations based on evaluation results for strategies to assist the student at school and at home.
- \* (32) Participate in team meetings to share information, determine appropriate placement and services, and recommend interventions to assist the student.
- \* (33) Assist in providing objectives for the development of the Individual Education Plan for identified students.

**SCHOOL PSYCHOLOGIST (Continued)****Technology**

- \*(34) Use technology resources effectively.
- \*(35) Use technology to establish an atmosphere of active learning.
- \*(36) Provide students with opportunities to use technology to gather and share information.
- \*(37) Facilitate student access to the use of electronic resources.
- \*(38) Explore and evaluate new technologies and their educational impact.
- \*(39) Use technology to review student assessment data.
- \*(40) Use technology for administrative tasks.

**Collaboration**

- \*(41) Participate in Child Study, eligibility, and IEP committees to meet the needs of identified students.
- \*(42) Participate in multidisciplinary staffing conferences concerning individual cases of special need (academic, social, cultural, emotional, economic).
- \*(43) Use language appropriate to the student, parent, or other listener.
- \*(44) Provide follow up conferences with parents and teachers to interpret and develop alternative instructional strategies for students with special needs.
- \*(45) Suggest realistic and effective intervention strategies for teachers to use with students, based on observations of student behavior and performance assessments.
- \*(46) Work effectively with students, parents, colleagues, community agencies and staff.
- \*(47) Consult with parents, other school staff, and teachers about ways to facilitate the learning and adjustment of students.
- \*(48) Enlist the cooperation of parents in examining the family situation and assessing strengths and problem areas.

**Staff Development**

- \*(49) Conduct inservice training for faculty and staff.
- \*(50) Demonstrate professional growth and continuing improvement of professional knowledge and skills.
- \*(51) Assist others in acquiring knowledge and understanding of psychological services and resources available.
- \*(52) Periodically conduct a personal assessment to determine professional growth needs with reference to the specific instructional assignment and District programs.
- \*(53) Participate in District sponsored staff development programs.
- \*(54) Share experience and new learning by mentoring new colleagues.
- \*(55) Participate in data collection of input on administrator's performance assessment program.

**Professional Responsibilities**

- \*(56) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- \*(57) Perform and fulfill professional responsibilities.
- \*(58) Demonstrate attention to punctuality, attendance, records, and reports.
- \*(59) Maintain confidentiality of student and other professional information.
- \*(60) Comply with federal, state, and district laws, rules, policies, and procedures in the delivery of school psychological services.
- \*(61) Exercise appropriate professional judgment.
- \*(62) Support District and local school improvement initiatives, services, and programs.

**SCHOOL PSYCHOLOGIST (Continued)**

\*(63) Contribute to the overall District and school mission by supporting various school committees and services.

(64) Perform other incidental tasks consistent with the goals and objectives of this position.

**Student Growth and Achievement**

\*(65) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

\*(66) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement No. 11

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**SCHOOL DISTRICT OF HAMILTON COUNTY****SCIENCE COACH****JOB DESCRIPTION****QUALIFICATIONS:**

- (1) Bachelor's degree from an accredited educational institution.
- (2) Three (3) years successful experience teaching Science.
- (3) Certified by the State of Florida in the appropriate area.
- (4) Science Certification
- (5) Satisfactory criminal background check.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to use varied teaching methods. Knowledge of current trends, research, data analysis, and best practices related to Science and education. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work with parents. Ability to work effectively with peers, administrators and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

**REPORTS TO:**

Site Principal

**JOB GOAL**

To assist and support classroom teachers in providing a balanced and effective Science program for all students, particularly low performing students.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**Planning/Preparation

- \*(1) Develop curriculum maps and plans based on district and state curriculum requirements, student profiles and instructional priorities.
- \*(2) Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
- \*(3) Develop or select instructional activities which foster active involvement in the learning process.

- \* (4) Identify, select and modify instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs, particularly low performing students.
- \* (5) Assist in assessing changing curricular needs and plans for improvement.

#### Administrative/Management

- \* (6) Maintain a positive, organized and safe learning environment.
- \* (7) Use time effectively.
- \* (8) Manage materials and equipment effectively.
- \* (9) Enforce school rules, administrative regulations and Board policies.
- \* (10) Establish and maintain effective and efficient record keeping procedures and reports.
- \* (11) Use technology resources effectively.
- \* (12) Assist the school in the compilation of data to evaluate Science programs and assist in identifying appropriate strategies.
- \* (13) Maintain Science documentation required by the state and district Comprehensive Science Plan.
- \* (14) Coordinate and monitor the work of volunteers and aides when assigned.

#### Assessment/Evaluation

- \* (15) Develop and use assessment strategies (traditional and alternative) to assist the continuous development of students.
- \* (16) Analyze and identify Science problems.
- \* (17) Interpret data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- \* (18) Establish appropriate testing environment and test security.
- \* (19) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- \* (20) Evaluate the effectiveness of instructional units and teaching strategies.

#### **Intervention/Direct Services**

- \* (21) Work with and support the classroom teacher in providing a balanced Science program.
- \* (22) Assist in implementing and monitoring of the Science curriculum.
- \* (23) Assist in Science curriculum revision and development.
- \* (24) Assist with the selection of appropriate Science resources related to identified needs at the school site.
- \* (25) Demonstrate knowledge and understanding of Science research-based strategies.
- \* (26) Communicate high learning expectations for all students.
- \* (27) Demonstrate knowledge of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
- \* (28) Model appropriate material, technology, and other resources to help meet learning needs of all students.
- \* (29) Demonstrate knowledge of appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.
- \* (30) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.



**Technology**

- \*(31) Use technology resources effectively.
- \*(32) Explore and evaluate new technologies and their educational impact.
- \*(33) Use technology to review student assessment data.
- \*(34) Use technology for administrative tasks.

**Collaboration**

- \*(35) Facilitate collaboration among teachers and grade levels at school.
- \*(36) Work closely with district staff to assist in the development and delivery of training.
- \*(37) Enlist the support of the SAC, parent organizations, Business Partners, Mentors and Volunteers to support Science initiatives.
- \*(38) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- \*(39) Provide accurate and timely information to teachers and administrators about the Science performance of students.
- \*(40) Collaborate with other professionals and parents after recognizing student distress or abuse.
- \*(41) Collaborate with peers and other professionals to enhance student learning.
- \*(42) Collaborate with the School Leadership Team and the District Literacy Leadership Team to improve student Science literacy.

**Staff Development**

- \*(43) Engage in a continuing improvement of professional skills and knowledge.
- \*(44) Develop and implement an Individual Professional Development Plan and Needs Assessment in accordance with state and district requirements.
- \*(45) Update the principal and teachers on the latest trends in the area of Science instruction.
- \*(46) Coach teachers in the latest techniques for the prevention and remediation of Science problems.
- \*(47) Model effective teaching strategies and techniques.
- \*(48) Assist teachers with instructional strategies to improve student performance on state and district Science assessments.
- \*(49) Conduct staff development activities to assist teachers in helping students improve Science skills.

**Professional Responsibilities**

- \*(50) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- \*(51) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- \*(52) Maintain confidentiality of student and other professional information.
- \*(53) Comply with policies, procedures and programs.
- \*(54) Exercise appropriate professional judgment.
- \*(55) Support school improvement initiatives.
- \*(56) Perform other tasks consistent with the goals and objectives of this position.
- \*(57) Demonstrate punctuality, regular attendance, and carrying out assigned duties
- \*(58) Shall assume additional responsibilities as assigned by the Superintendent.

## **Student Growth and Achievement**

- \*(59) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and others as deemed appropriate by the District and/or required by adopted curriculum standards.
- \*(60) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

\*Essential Performance Responsibilities

## **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

## **EVALUATION:**

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

## SCHOOL DISTRICT OF HAMILTON COUNTY

### SPEECH/LANGUAGE PATHOLOGIST

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree in Speech/Language Pathology or Communication Disorders from an accredited educational institution.
- (2) Certification in Speech-Language Impaired by the State of Florida and/or licensure in Speech/Language Pathology by the State of Florida, Department of Professional Regulations.
- (3) Master's degree in Speech/Language Pathology or Communication Disorders from an accredited educational institution or acceptance into a graduate program in Speech/Language Pathology or Communication Disorders prior to expiration of temporary certificate.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge about assessment and remediation of speech/language impairments. Knowledge of federal, state and District guidelines related to implementation of the speech/language impaired program. Ability to function as a member of the educational team. Strong desire to work with children. Knowledge of current educational research, especially in the field of speech pathology. Basic understanding and knowledge of current technology in the field. Ability to communicate effectively, both orally and in writing. Ability to work effectively with students, peers, administrators, community agencies, parents and others. Ability to travel to various schools.

#### REPORTS TO:

Director, Exceptional Student Education

#### JOB GOAL

To provide a comprehensive program for students who are referred to the speech/language impaired program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- \*(1) Establish long and short range plans based on student needs and consistent with District and state requirements.
- \*(2) Select materials to support learning objectives and meet the needs of students with diverse backgrounds and special needs.
- \*(3) Plan a therapy program for eligible students including implementation and annual review of the Individual Education Plan (IEP).
- \*(4) Participate in school level child study teams as appropriate.

**SPEECH/LANGUAGE PATHOLOGIST (Continued)**

- \* (5) Provide statistical information for program planning, such as FTE information, severity rating data, end of year reports, matriculation reports, screening results, and other relevant data.
- \* (6) Schedule students for the speech/language impaired program taking into account the total educational setting.
- \* (7) Order materials and supplies for program implementation.

**Classroom Management**

- \* (8) Establish and maintain a positive, organized, and safe learning environment.
- \* (9) Arrange furniture and/or space to facilitate consultation, assessment, and instruction.
- \* (10) Use time efficiently.
- \* (11) Manage materials and equipment effectively.
- \* (12) Establish and maintain effective and efficient record keeping procedures.
- \* (13) Provide a positive environment in which students are encouraged to be actively involved in the learning process.

**Assessment/Evaluation**

- \* (14) Identify students who have speech and/or language impairments through screening and/or diagnostic assessments.
- \* (15) Determine eligibility for the speech/language impaired program.
- \* (16) Analyze/interpret results of screening or diagnostic assessments.
- \* (17) Assist the audiologist in conducting hearing screenings and in medical follow-up for referred students.

**Intervention/Direct Services**

- \* (18) Demonstrate respect for diverse perspectives, ideas, and options.
- \* (19) Accept and value students from diverse cultures and with diverse needs.
- \* (20) Use an understanding of learning and human development to provide a positive learning environment which supports the intellectual, personal, and social development of students.
- \* (21) Demonstrate knowledge of techniques and instruments used to diagnose speech/language impairments.
- \* (22) Demonstrate knowledge and understanding of speech/language pathology.
- \* (23) Apply principles of learning and effective teaching.
- \* (24) Conduct a therapy program for eligible students including implementation and annual review of the Individual Education Plan.
- \* (25) Use appropriate materials, technology, and resources to meet student's needs.
- \* (26) Use strategies appropriate for working with students from diverse backgrounds.
- \* (27) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.

**Technology**

- \* (28) Use technology resources effectively.
- \* (29) Use technology to establish an atmosphere of active learning.
- \* (30) Provide students with opportunities to use technology to gather and share information.
- \* (31) Facilitate student access to the use of electronic resources.
- \* (32) Explore and evaluate new technologies and their educational impact.
- \* (33) Use technology to review student assessment data.
- \* (34) Use technology for administrative tasks.

**SPEECH/LANGUAGE PATHOLOGIST (Continued)****Collaboration**

- \*(35) Consult with parents, teachers, principals, and others as appropriate, concerning general guidelines of speech and language development and specifically about students enrolled in the program.
- \*(36) Use effective, positive communication skills.
- \*(37) Interpret educational policies, programs, and procedures relative to the speech/language program.
- \*(38) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.

**Staff Development**

- \*(39) Provide information and/or inservice to teachers, administrators, and other school staff.
- \*(40) Engage in continuing improvement of professional knowledge and skills.
- \*(41) Conduct a personal assessment periodically to determine professional development needs.
- \*(42) Participate in school data collection of input on principal's performance assessment program.

**Professional Responsibilities**

- \*(43) Prepare and maintain audit files on all speech/language impaired students.
- \*(44) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- \*(45) Perform and fulfill professional responsibilities.
- \*(46) Demonstrate attention to punctuality, attendance, records, and reports.
- \*(47) Maintain confidentiality of student and other professional information.
- \*(48) Exercise appropriate professional judgment.
- \*(49) Comply with policies, procedures, and programs.
- (50) Perform other incidental tasks consistent with the goals and objectives of this position.

**Student Growth and Achievement**

- \*(51) Ensure that student growth and achievement are continuous and appropriate for age group and/or student program classification.
- \*(52) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

\*Essential Performance Responsibilities

## HAMILTON COUNTY SCHOOL BOARD JOB DESCRIPTION

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### SOCIAL WORKER

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certified as School Social Worker by the State of Florida.
- (3) Valid Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child development, mental health issues, and family dynamics. Ability to interview, assess, and evaluate. Skills in written and oral communication. Ability to develop and maintain effective relationships with students, teachers, and families. Ability to organize and manage time. Knowledge of available services and community resources and how to access them.

**REPORTS TO:**

Coordinator of Instructional Support Services

<b>JOB GOAL</b>
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To deliver social work services to help students resolve personal, emotional, and social problems and to enhance learning and personal growth.
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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Participate in planning and developing programs and / or service to students.
- \* (2) Participate in Child Study and IEP committees as needed to help meet the needs of identified students.
- \* (3) Prioritize and organize schedules and activities.
- \* (4) Use time efficiently.
- \* (5) Establish long and short range plans based on student needs, District, State and Federal requirements.
- \* (6) Plan and prepare intervention strategies that contribute to students are being actively engaged in meaningful learning experiences.
- \* (7) Develop problem solving strategies to assist families, students, and school personnel.
- \* (8) Prepare and maintain records as required.
- \* (9) Establish positive and supportive environment for social work services.
- \* (10) Make home visits to interview parents to gather diagnostic information.
- \* (11) Demonstrate respect for cultural differences.
- \* (12) Use language appropriate to the parent, student or other listener.
- \* (13) Demonstrate patience and acceptance in establishing relationships with parents and students.
- \* (14) Provide mediation services to resolve conflicts involving the school and the parents or students.
- \* (15) Maintain organized, accurate and complete reports.
- \* (16) Write and maintain social work services reports pertaining to referrals for special programs in a timely manner.
- \* (17) Demonstrate organizational skills.
- \* (18) Develop and maintain a directory of service agencies and specific contacts available to students and their families.

## **SOCIAL WORKER (Continued)**

- \*(19) Assist in enforcement of school rules, administrative regulations and Board policy.
- \*(20) Use appropriate intervention and service coordination techniques that address the specific needs of the learner.
- \*(21) Assist in the early identification of students' school related problems.
- \*(22) Prepare and interpret social and developmental histories and assessments.
- \*(23) Demonstrate knowledge and use of appropriate evaluative instruments.
- \*(24) Participate in Exceptional Education evaluations and staffings as necessary to help ensure educational continuity and parental involvement.
- \*(25) Participate in evaluation of the effectiveness of programs and services.
- \*(26) Observe and interview children in school and / or home settings, individually and in groups for evaluative and remedial purposes.
- \*(27) Recognize overt indicators of distress or abuse and take appropriate intervention, referral, or reporting actions.
- \*(28) Review periodically the comprehensive assessment records, IEP's, and cumulative records of assigned student.
- \*(29) Access student records on a need-to-know basis and protect their confidentiality.
- \*(30) Serve as liaison between home and school to obtain, share, clarify, and coordinate information.
- \*(31) Help families understand and accept services from other community agencies when such specialized assistance is necessary.
- \*(32) Help ensure participation of parents in school conferences affecting their children through home visits, telephone contact, correspondence, providing transportation and other means.
- \*(33) Help ensure parents' understanding of decisions, procedures, and meetings affecting their children.
- \*(34) Serve as an advocate for parents to help ensure that their wishes and concerns are made known to school personnel and community agencies.
- \*(35) Suggest intervention strategies for teachers to use with students.
- \*(36) Work cooperatively with appropriate community health, education, and welfare resources, sharing, obtaining and coordinating information, reports, recommendations, and activities for maximum use of all resources.
- \*(37) Help to improve students' attendance at schools, which may include coordinating services with Children and Family Services, school office staff, parents and students.
- \*(38) Provide individual and group counseling with children and parents when necessary.
- \*(39) Recognize, appreciate, and serve the cultural differences of individuals and families.
- \*(40) Confer regularly with principals, teachers, other student service disciplines, and school specialists regarding children with learning and behavior problems.
- \*(41) Consult with parents, school staff, and teachers about ways to facilitate the learning and adjustment of students.
- \*(42) Enlist the cooperation of parents in examining the family situation and together assess the strengths and problem areas.
- \*(43) Use effective consultative behaviors.
- \*(44) Interpret educational policies, programs, and procedures related to social work services.
- \*(45) Communicate effectively, orally and in writing, with other professionals, student, parents and community service agencies.
- \*(46) Initiate and / or participate in in-service training, studies and research relevant to social work provided to schools.
- \*(47) Demonstrate professional growth and continuous improvement of professional knowledge and skills.
- \*(48) Assist others in acquiring knowledge and understanding of social work services.
- \*(49) Conduct a personal assessment periodically to determine professional growth needs.
- \*(50) Participate in district sponsored staff development programs.
- \*(51) Act in a professional and ethical manner and adhere at all times to the professional Code of Ethics and Standards of Professional Conduct.
- \*(52) Perform and fulfill professional responsibilities.
- \*(53) Demonstrate attention to punctuality, attendance, records, and reports.

## **SOCIAL WORKER (Continued)**

- \*(54) Maintain confidentiality of student and other professional information.
- \*(55) Exercise appropriate professional judgment.
- \*(56) Support district and local school improvement initiatives, services and programs.
- \*(57) Contribute to the overall district and school mission by supporting various school committees and services.
- \*(58) Share experience and new learning by mentoring new colleagues.
- (59) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(60) Conduct social work services program in a manner which ensures that student growth - achievement is continuous and appropriate for age group, subject area and/or student program classification.
- (61) Provide classroom instruction in areas of high-risk behaviors, ie. dangers of premarital sex, AIDS and STD's.
- (62) Provide support services to teen parents including coordinating of other services with Public health and children and family services.
- (63) Provide support to comprehensive health program and assist school with primary Health services for students by providing emotional support needed in conjunction with treatment.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

\*Essential Performance Responsibilities



## HAMILTON COUNTY SCHOOL BOARD JOB DESCRIPTION

### STAFFING SPECIALIST

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Valid Florida Teaching Certificate covering at least one area in Exceptional Education.
- (3) Minimum of three (3) years teaching experience in one or more areas of Exceptional Education.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Detailed knowledge of evaluation procedures, policies, laws, and regulations related to the student staffing process for Exceptional Student Education. Excellent written and oral communication skills. Ability to organize and prioritize. Ability to interact effectively with parents and school personnel.

**REPORTS TO:**

Director, Exceptional Student Education

#### JOB GOAL

To assist the Director of Exceptional Student Education in conducting eligibility and placement staffings and to provide technical assistance to schools regarding federal, State, and District guidelines and procedures.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Establish long and short range plans designed specifically to support the District Exceptional Education Plan.
- \* (2) Establish priorities and schedules for services and programs.
- \* (3) Participate in planning and developing programs and / or service to students.
- \* (4) Assist in preparing for changing curriculum and service needs.
- (5) Coordinate the provision of special services to exceptional students.
- (6) Prepare and maintain thorough and accurate records.
- \* (7) Review and approve IEPs, ESE referral packets, and staffing folders to assure completeness and accuracy.
- \*(8) Demonstrate organizational skills.
- \*(9) Assure that parents have been appropriately informed of recommended assignment and their due process rights.
- \*(10) Assist in reviewing recommendations of evaluation specialists in determining students' eligibility for special programs.
  
- \*(11) Explain eligibility criteria to parents and school personnel.
- \*(12) Exercises confidentiality in sharing of student data.
- \*(13) Participate in evaluation of the effectiveness of programs and services.
- \*(14) Assist with the educational assessment of students with learning problems.
- \*(15) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting actions.
- \*(16) Serve as designee for the Director of Exceptional Plan (IEP) conferences, eligibility and placement staffings, and reassignments of dismissal staffings.

**STAFFING SPECIALIST (Continued)**

- \* (17) Provide technical assistance to teachers, guidance counselors, and administrators on ESE procedures, programs and services, including information and interpretation of state, federal and District guidelines, rules, and laws.
- \* (18) Assist in recommending intervention strategies for ESE students upon request.
- \* (19) Assist teachers in the development / revisions / implementation of individual education plans for exceptional students.
- \* (20) Assist ESE teachers with curriculum, methods and techniques, and selection of appropriate materials and equipment.
- \* (21) Help ensure parents understanding of decisions, procedures, and meetings affecting their children.
- \* (22) Confer with principals, teachers, counselors, and school specialists about ways to facilitate the learning and adjustment of children eligible for ESE programs.
- \* (23) Use effective consultative behaviors.
- \* (24) Interpret educational policies, programs, and procedures related to Exceptional Student Education.
- \* (25) Communicate effectively, orally and in writing, with other professionals, students, parents, and community agencies.
- \* (26) Provide information and / or in-service to teachers, administrators, and other school staff.
- \* (27) Engage in continuing improvement of professional knowledge and skills.
- \* (28) Conduct a personal assessment periodically to determine professional development needs.
- \* (29) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- \* (30) Perform and fulfill professional responsibilities.
- (31) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

\*Essential Performance Responsibilities

# SCHOOL DISTRICT OF HAMILTON COUNTY

## TEACHER

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

#### REPORTS TO:

Principal

#### JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with District philosophy, goals, and objectives.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- \*(1) Create or select long-range plans based on a review of district and state content standards, student profiles, instructional priorities and appropriate lesson design questions.
- \*(2) Define learning goals with rubrics and objectives for unit and daily plans.
- \*(3) The teacher's lesson and unit plans demonstrate knowledge of the content, prerequisite relationships between important concepts, instructional strategies specific to the subject matter, and organizes strategies and activities in an appropriate sequence.
- \*(4) Identify specific intended learning outcomes that are aligned with the district and state content standards so that students are prepared for high stakes testing.
- \*(5) Revise plans based on student needs.
- \*(6) Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.

**TEACHER (Continued)**

- \* (7) Develop or select instructional activities which foster active involvement of students in the learning process.
- \* (8) Plan and prepare lessons and instructional strategies that require students to engage with rigorous and demanding content that aligns with district and state content standards.
- \* (9) Select, develop, modify and/or adapt materials and resources, especially technological resources, which support learning objectives and the varying needs of students.

**Classroom Management**

- \* (10) Establish and maintain a positive, organized, and safe learning environment.
- \* (11) Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- \* (12) Maintain a clean attractive learning environment.
- \* (13) Maintain academic focus by using a variety of motivational techniques.
- \* (14) Establish and use behavior management techniques which are appropriate and effective.
- \* (15) Establish routines and procedures and work with students on consistently following them.
- \* (16) Create a learning climate that is challenging yet non-threatening.
- \* (17) Maintain instructional momentum with smooth and efficient transitions from one activity to another.
- \* (18) Establish and maintain effective and efficient record keeping procedures.
- \* (19) Manage time effectively.
- \* (20) Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
- \* (21) Manage materials and equipment effectively.
- \* (22) Organize materials for efficient distribution and collection.
- \* (23) Instruct and supervise the work of volunteers and aides when assigned.
- \* (24) Assist in enforcement of school rules, administrative regulations, and Board policy.

**Assessment/Evaluation**

- \* (25) Establish appropriate testing environment and administer standardized tests in accordance with directions provided to ensure test security.
- \* (26) Develop and use diagnostic assessments prior to instruction.
- \* (27) Use on-going assessments to monitor learning and adjust instruction.
- \* (28) The teacher routinely tracks student progress on learning goals using a variety of formative approaches to assessment.
- \* (29) Feedback to students provides recognition of their current status and knowledge gain relative to learning goals with a focus on improving student performance.
- \* (30) Communicate, in understandable terms, individual student progress knowledgeably and responsibility to the student, parents, and professional colleagues who need access to the information.
- \* (31) Encourage goal setting by students and assists them in developing and then monitoring their plans for improving their academic performance.
- \* (32) Communicate, post, explain lesson expectations so students understand what is expected.
- \* (33) Evaluate the effectiveness of instructional units and teaching strategies.

**Student Instructional Engagement**

- \* (34) Demonstrate knowledge and understanding of curriculum content.

**TEACHER (Continued)**

- \*(35) Communicate high expectations for learning for all students.
- \*(36) The teacher provides clearly stated learning goals accompanied by scales or rubrics that describe levels of performance relative to the learning goal.
- \*(37) Monitor learning activities, providing feedback and reinforcement to students.
- \*(38) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- \*(39) Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of students.
- \*(40) The teacher engages students in activities that help them link what they already know to new content about to be addressed and facilitates these linkages.
- \*(41) Assist students in accessing, interpreting, and evaluating information from multiple sources.
- \*(42) Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
- \*(43) Provide quality work for students which is focused on meaningful, relevant, and engaging learning experiences.
- \*(44) The teacher organizes the class in such a way as to facilitate students working on complex tasks that require them to generate and test hypotheses.
- \*(45) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others, by role modeling and learning activities.
- \*(46) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.

**Technology**

- \*(47) Use appropriate technology in instructional delivery.
- \*(48) Use technology to establish an atmosphere of active learning.
- \*(49) Provide students with opportunities to use technology to gather and share information with others.
- \*(50) Facilitate student access to the use of electronic resources.
- \*(51) Explore and evaluate new technologies and their educational impact.
- \*(52) Use technology to review student assessment data.
- \*(53) Use technology for administrative tasks.

**Collaboration**

- \*(54) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- \*(55) Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student needs.
- \*(56) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- \*(57) Work with other teachers in curriculum development, special activities, and sharing ideas and resources.
- \*(58) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

**Professional Learning**

- \*(59) Engage in continuing improvement of professional knowledge and skills.

**TEACHER (Continued)**

- \*(60) Assist others in acquiring knowledge and understanding of particular area of responsibility.
- \*(61) Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.
- \*(62) Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignment.
- \*(63) Participate in school data collection of teacher input on principal's performance assessment program.

**Professional Responsibilities**

- \*(64) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- \*(65) Perform assigned duties including the accurate and timely filing of all reports.
- \*(66) Demonstrate attention to punctuality, attendance, records, and reports.
- \*(67) Maintain confidentiality of student and other professional information.
- \*(68) Comply with policies, procedures, and programs.
- \*(69) Exercise appropriate professional judgment.
- \*(70) Support school improvement initiatives by active participation in school activities, services, and programs.
- (71) Perform other incidental tasks consistent with the goals and objectives of this position.

**Student Growth and Achievement**

- \*(72) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement No. 03

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**SCHOOL DISTRICT OF HAMILTON COUNTY**  
**DISTRICT RESOURCE TEACHER**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Bachelor's degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.
- (3) Five (5) years successful teaching experience.
- (4) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of national, state and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and staff development. Ability to facilitate various size groups using facilitative leadership skills. Good interpersonal and communication skills. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement.

**REPORTS TO:**

Assigned Program Coordinator

**JOB GOAL**

To serve as a resource for principals and teachers to provide more effective classroom instruction and improve student performance.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Planning/Preparation**

- \* (1) Develop, write and coordinate assigned federal and state grant programs.
- \* (2) Provide input and support for District-wide planning to relate the instructional program and the use of financial and human resources to the District's goals and objectives.

**Classroom Management**

- \* (3) Prepare and submit applications, reports, schedules, surveys, projects and grants.
- \* (4) Administer assigned budgets and expenditures.
- \* (5) Assist in the preparation of the instructional services and staff development budgets.
- \* (6) Prepare all required reports and maintain all appropriate records.

**Assessment/Evaluation**

- \* (7) Facilitate the evaluation and selection of textbooks and other instructional materials to support the curriculum.
- \* (8) Analyze, interpret and utilize student performance data, including state assessment test results, in planning and updating instructional programs.

## DISTRICT RESOURCE TEACHER (Continued)

**Intervention/Direct Services**

- \*(9) Provide input into the development and annual revision of the *Student Progression Plan*.
- \*(10) Coordinate curriculum development task teams.
- \*(11) Coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
- \*(12) Assist school staff in implementing the curriculum.

**Technology**

- \*(13) Use technology resources effectively.
- \*(14) Use technology to establish an atmosphere of active learning.
- \*(15) Provide students with opportunities to use technology to gather and share information.
- \*(16) Facilitate student access to the use of electronic resources.
- \*(17) Explore and evaluate new technologies and their educational impact.
- \*(18) Use technology to review student assessment data.
- \*(19) Use technology for administrative tasks.

**Collaboration**

- \*(20) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
- \*(21) Collaborate with coordinators and other specialists to assist them in purposeful articulation among all instructional levels as well as between basic and special programs.
- \*(22) Work cooperatively with the school staff in curriculum and program planning.
- \*(23) Maintain contact with other school districts in Florida and other states to share and receive information on effective programs and practices.

**Staff Development**

- \*(24) Keep abreast of current trends and best practices in assigned areas.
- \*(25) Maintain current knowledge of legislative developments.
- \*(26) Assist principals with planning school-based staff development.
- \*(27) Conduct appropriate staff development workshops.
- \*(28) Attend meetings and conferences which promote professional growth and will benefit the District.
- \*(29) Participate in school data collection of input on principal's performance assessment program.

**Professional Responsibilities**

- \*(30) Serve as contact to the Department of Education as appropriate and assigned.
- \*(31) Maintain good public relations with parents and community groups for dissemination of information and feedback.
- \*(32) Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
- \*(33) Maintain liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.
- \*(34) Keep the supervisor informed about potential problems or unusual events.
- \*(35) Model and maintain high standards of professional conduct.
- \*(36) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.



**DISTRICT RESOURCE TEACHER (Continued)**

- \*(37) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \*(38) Facilitate problem-solving by groups or individuals.
- (39) Perform other incidental tasks consistent with the goals and objectives of this position.

**Student Growth and Achievement**

- \*(40) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- \*(41) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**SCHOOL DISTRICT OF HAMILTON COUNTY****TEACHER, BEHAVIORAL RESOURCE (BRT)****JOB DESCRIPTION****QUALIFICATIONS:**

- (1) Bachelors degree from an approved accredited educational institution.
- (2) Certification or qualified in accordance with Florida Statutes and State Board Rules.
- (3) Minimum of three (3) years successful teaching experience preferred.
- (4) Meet Federal Highly Qualified Guidelines, as applicable.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and understanding of child development and the unique needs and characteristics of students served. Knowledge of current research and practices related to student behavior management. Ability to read, interpret and follow State Board rules, Code of Ethics, School Board policies and the appropriate state/federal statutes. Knowledge and understanding of the *Code of Student Conduct*. Ability to establish and maintain effective working relationships with students, families, staff and community support agencies. Ability to handle students' behavioral issues and concerns with sensitivity and tact. Ability to maintain confidentiality. Skill in oral and written communication with students, parents and others. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.

**REPORTS TO:**

Principal

**JOB GOAL**

To assist the Principal with the development, implementation and coordination of the student behavior-management program for the school.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Assist in development and implementation of preventive discipline plan.
- \*(2) Provide assistance to administrator, teacher and staff for behavioral management.
- \*(3) Serve as home/school liaison.
- \*(4) Encourage parent involvement in the implementation of student behavior-management strategies.
- \*(5) Participate in the implementation and/or design of a school-wide student behavior-management plan including discipline.
- \*(6) Manage the discipline referral process.
- \*(7) Advise students on appropriate school behavior and follow-up with parents and teachers on results.
- \*(8) Assist administration as an additional resource for classroom management and appropriate student behavior, provide teacher inservice as needed.

## TEACHER, BEHAVIORAL RESOURCE (BRT) (Continued)

- \*(9) Provide supervision for students before and after school, in the hallways and in the lunchroom.
- \*(10) Serve as a member of the educational learning team, student support services team and IEP committee as required.
- \*(11) Conduct staff development activities related to student behavior-management.
- \*(12) Perform Teacher In Charge duties when Principal is off campus, as assigned.
- \*(13) Communicate effectively, orally and in writing with other professionals, students, parents and community.
- \*(14) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student's needs.
- \*(15) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- \*(16) Work with other teachers in curriculum development, special activities and sharing ideas and resources.
- \*(17) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting actions.
- \*(18) Engage in continuing improvement of professional knowledge and skills, including instructional methodology, learning theory, curriculum trends and content.
- \*(19) Assist others in acquiring knowledge and understanding of particular area of responsibility.
- \*(21) Conduct personal assessment periodically to determine professional development needs with reference to specific instructional assignment.
- \*(22) Develop and implement a Professional Development Plan annually in accordance with State and district requirements.
- \*(23) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- \*(24) Demonstrate punctuality and regular attendance.
- \*(25) Maintain confidentiality of student and other professional information.
- \*(26) Comply with policies, procedures and programs.
- \*(28) Support school improvement initiatives by active participation in school activities, services and programs.
- \*(29) Ensure that student growth/achievement is continuous and appropriate for age group, subject area and/or student program classification.
- \*(30) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(31) Foster student responsibility, appropriate social behavior, integrity, appreciation of cultural diversity, and respect for self and others by role modeling and learning activities.
- \*(32) Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- \*(33) Provide accurate and timely information to parents and students about behavioral performance of students.
- \*(34) Write or participate in the formation of student IEP or 504 Plans or any other learning plans based on individual student needs.
- \*(35) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
- \*(36) Maintain professional appearance in dress and grooming.
- \*(38) Manage materials and equipment effectively.
- \*(39) Instruct and supervise the work of volunteers and aides when assigned.

## TEACHER, BEHAVIORAL RESOURCE (BRT) (Continued)

- \*(40) Supervise students at all times to ensure a safe and orderly environment.
- \*(41) Maintain accurate and complete records in accordance with established procedures.
- (42) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### EVALUATION:

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

### Job Description Addendum No. 10

Adopted:

10-11-2010

**SCHOOL DISTRICT OF HAMILTON COUNTY**  
**TEACHER SUPPORT COLLEAGUE**  
**JOB DESCRIPTION**

**Qualifications:**

- A history of effective instructional practices and consequent student growth. (Effective or Higher)
- Active participation in recent, intensive professional development in scientifically research-based practices
- Successful provider of professional development
- Experience collaborating with peers
- Demonstration of leadership skills

**Responsibilities:**

- Participate in Train-the-Trainer professional learning sessions and small group professional development
  - Standards-based, data-driven instruction
  - Using data to make instructional decisions
  - Educator observation tools
  - Effective feedback cycle
- Meet with NEFEC project employees and Student Growth Colleagues
- Collaborate with the Student Growth Team to facilitate professional development sessions for teachers and school leaders from multiple schools
- Provide school based professional development and support that includes interim assessments and analysis, curriculum mapping, standards-based instruction, and small-group instruction around student outcomes and educator practices
- Provide individualized, job-embedded training and support to educators to allow for direct and immediate implementation of refined practices and standards-targeted instruction to enhance student growth including
  - Leadership of Professional Learning Communities
  - Team teaching approaches
  - Individual technical assistance and practice modeling for teachers and school leaders
- Assist with analysis of student growth data
- Spend 60 percent of available time in the delivery of small group training

**HAMILTON COUNTY SCHOOL BOARD****JOB DESCRIPTION****HUMAN RESOURCE DEVELOPMENT SPECIALIST****QUALIFICATIONS:**

- (1) Certification by the state of Florida in at least one area of Exceptional Student Education.
- (2) Master's Degree from an accredited educational institution, preferred.
- (3) Minimum of three (3) years successful teaching experience in Exceptional Student Education.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of issues relating to exceptional student education curriculum and instructional techniques, rules, regulations, statutes and policies. Ability to express facts and ideas clearly and concisely orally and in writing. Ability to organize time and materials. Ability to prioritize tasks and responsibilities. Knowledge of state and district curriculum and assessment priorities and related statutes, rules, and policies. Knowledge of child growth and development, learning theory, and current best practices. Ability to use computer hardware and software to accomplish instructional functions. Ability to interact effectively with professional staff, parents, and students.

**REPORTS TO:**

Program Coordinator

**JOB GOAL**

To provide technical assistance and training support to the FDLRS service area to assist with providing a quality education to exceptional students.

**SUPERVISES:**

NA

**PERFORMANCE RESPONSIBILITIES:**

APPROVED BY HAMILTON SCHOOL BOARD  
ON 3/26/03  
[Signature]  
SUPERINTENDENT

### **Service Delivery**

- \* (1) Provide training and consultation support services relevant to the instruction and assessment of exceptional students in assigned areas for FDLRS districts.
- \* (2) Provide assistance in coordination of curriculum development, alignment, implementation, and evaluation.
- \* (3) Develop long and short-range plans based on needs of the service area and State priorities.
- \* (4) Assist in writing grant proposals and managing grant activities as needed.
- \* (5) Plan, implement, and evaluate other services and activities unique to the assigned areas.

### **Inter / Intra-agency Communication and Delivery**

- \* (6) Serve as liaison among districts, service providers and the Florida Department of Education as assigned.
- \* (7) Direct and coordinate project planning to involve FDLRS staff, district and school personnel, community representatives and others when appropriate.
- \* (8) Maintain a close working relationship with district and other project personnel to ensure information exchange, coordination and support for the decision-making process, and the collection of feedback concerning services.

### **Professional Growth and Improvement**

- \* (9) Facilitate the development, implementation, and evaluation of staff development activities in content, service, or project areas.
- \* (10) Keep well informed about technology, current trends and best practices in content, service, or project areas.
- \* (11) Keep abreast of federal and state laws, rules, and policies relevant to assigned areas
- \* (12) Maintain expertise in assigned areas to fulfill project goals and objectives
- \* (13) Set high standards and expectations for self and others.
- \* (14) Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- \* (15) Model principles of learning and effective teaching in instructional delivery.
- \* (16) Conduct a personal assessment periodically to determine professional development needs with reference to specific assignments.

### **Systemic Functions**

- \* (17) Assist the Program Coordinator in maintaining appropriate coordination among service providers in the area.
- \* (18) Prepare and submit required reports and maintain appropriate records.
- \* (19) Support the goals and priorities of the FDLRS network.
- \* (20) Consistently represent FDLRS in a positive and professional manner.

- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \*(22) Establish or assist in establishing goals and objectives for programs or projects.
- \*(23) Model and maintain high standards of professional conduct.
- \*(24) Demonstrate initiative in motivating, gaining commitment, and encouraging others to accomplish tasks.
- \*(25) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 4**

\*Essential Performance Responsibilities



**SCHOOL DISTRICT OF HAMILTON COUNTY****JOB DESCRIPTION****TECHNOLOGY SPECIALIST****QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution in one area of exceptional student education and/or technology preferred or equivalent of a technical degree from an accredited vocational or technical school.
- (2) Minimum of three (3) years experience working with technology applications in the field of exceptional student education.
- (3) Documented experience with FileMaker Pro and Excel software required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of technology systems to include assistive, instructional, and administrative applications. Skill and technical expertise with online-based programming, products and services. Excellent working knowledge of database design principles. Knowledge and experience with HTML, networking, web design tools and FileMaker Pro data base programming. Ability to program, manage, and import/export data relative to the FDLRS center databases as required by the Department of Education. Ability to balance several job functions at one time and work under a heavy workload. Ability to complete assignments with little or no supervision. Ability to exercise independent judgment and make decisions based on relevant information.

**REPORTS TO:**

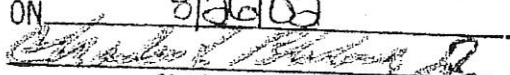
Program Coordinator

**JOB GOAL**

To facilitate implementation of instructional/assistive technology applications and use of database decision-making in the districts consistent with project objective and activities.

**SUPERVISES:**

NA

APPROVED BY HAMILTON SCHOOL BOARD  
ON 8/26/03  
  
SUPERINTENDENT

## **PERFORMANCE RESPONSIBILITIES:**

### **Service Delivery**

- \*(1) Provide technical support to school and administrative personnel working with exceptional students and families of children with disabilities.
- \*(2) Manage and maintain database programs required by activities and functions of the Project.
- \*(3) Demonstrate knowledge and understanding of assigned curriculum, program or service areas.
- \*(4) Plan, implement, and evaluate other services and activities unique to the assigned areas.
- \*(5) Assist in the evaluation and selection of materials, equipment, or other products to provide services to districts, schools, teachers, and/or parents.
- \*(6) Maintain and continually update the FDLRS/Gateway website and registration databases available on-line.
- \*(7) Design and develop web-based applications to streamline internal FDLRS activities and to extend FDLRS' capacity to reach new and different audiences.
- \*(8) Assist school and district personnel in the collection, analysis and use of data for assessment, evaluation, and program decision-making.
- \*(9) Model the use of a variety of instructional strategies and technology resources for teaching students from diverse backgrounds with different learning styles and special needs.

### **Inter / Intra-agency Communication and Delivery**

- \*(10) Respond quickly and flexibly to perceived needs of project directors relating to the use of technology.
- \*(11) Collaborate with a wide range of FDLRS, ESE, DOE, and other discretionary project staff with varying levels of technical skill.
- \*(12) Serve as a program services consultant to staff members and district, school, or family/community members in the project's service area.
- \*(13) Maintain a close working relationship with other agencies and school personnel to ensure information exchange, coordination of efforts and general support for the decision making process.

### **Professional Growth and Improvement**

- \*(14) Keep well informed about current trends and best practices in content, service, or project activities.
- \*(15) Maintain expertise in assigned area(s) to fulfill project goals and objectives.
- \*(16) Set high standards and expectations for self and others.
- \*(17) Attend meetings, workshops, and conferences to enhance skills and knowledge.
- \*(18) Develop and maintain knowledge of federal, state, and other project regulations and guidelines.
- \*(19) Train educators, family members, other project staff, and administrative personnel on applicable technology applications.

### **Systemic Functions**

- \*(20) Demonstrate support for district, FDLRS, and DOE goals and priorities.

- \*(21) Prepare and submit timely and accurate reports as required.
- \*(22) Maintain all appropriate records.
- \*(23) Keep immediate supervisor and other appropriate persons informed about potential problems, unusual events and opportunities for improvement.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \*(25) Provide leadership in working with others to use technology for instructional and administrative models to accomplish tasks. Challenge a wide range of FDLRS and District/school staff in the service area to embrace technology and the world wide web as a resource for accomplishing activities.
- \*(26) Establish or assist in establishing goals and objectives for programs or projects.
- \*(27) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

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

**Job Description Supplement No. 4**

\*Essential Performance Responsibilities

## HAMILTON COUNTY SCHOOL BOARD JOB DESCRIPTION

### TECHNOLOGY AND INFORMATION SERVICES SPECIALIST

**QUALIFICATIONS:**

1. Bachelor's Degree or higher from an accredited educational institution.
2. Recent teaching experience that includes the use of educational technology in the classroom.
3. Valid Florida Driver's License.
4. Desired: Experience in teaching adults in the use of educational technology; experience in troubleshooting and supporting users in the use of technologies.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Ability to plan, organize and analyze.
- ◆ Ability to utilize personal computer software and hardware.
- ◆ Ability to carry out job responsibilities and handle sensitive information in a confidential manner.
- ◆ Specific knowledge of educational technologies and methodologies that can improve student learning.
- ◆ Specific knowledge of the various applications and the different operating systems used in the district by teachers and students.
- ◆ Knowledge of the State Sunshine Standards.
- ◆ Skill in oral and written communications.
- ◆ Skill in analysis and problem solving.
- ◆ Ability to work with individuals and groups.

**REPORTS TO:**

Coordinator of Technology and Information Services

#### JOB GOAL

To support teachers in the effective use of educational technologies to positively affect student learning while providing technical support to all users of the District's information technologies.

**SUPERVISES:**

Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

1. To provide a liaison between the traditional functions associated with data processing operations and classroom teacher needs in educational technologies.
2. Support teachers in the effective use of the educational technologies appropriate for their grade level or subject area.
3. Work with the Human Resources and Teaching & Learning staffs in coordinating training of teachers.
4. Deliver training to teachers in the effective use of the educational technologies.

## **TECHNOLOGY AND INFORMATION SERVICES SPECIALIST (Continued)**

5. Assist district instructional leaders in the selection and acquisition of appropriate educational technologies.
6. Assist school administrators and teachers in the acquisition of technologies.
7. Serve on the district technology committee and play an active role in guiding the membership in the potential uses of new educational technologies as well as maximizing use of existing technologies.
8. Assist the Coordinator of Technology and Information Services in evaluating the status of technologies used in schools and design a plan that assures upgrade of equipment.
9. Assist district instructional leaders, school administrators, and teachers in short-and long-range plans for the effective use of technology in the district to support the district's instructional goals.
10. Serve as administrator for services and internal connections through the FCC Universal Services Fund.
11. Coordinate E-Rate activities for the district.
12. Work with schools in securing EETT grants.
13. Recommend new uses for technologies or the abandonment of unprofitable uses.
14. Monitor district software licenses for educational applications and coordinate the purchases of new licenses whenever possible for maximum purchasing power.
15. Assess district needs and project direction.
16. Work with others in helping departments and schools develop plans to meet their individual technology needs.
17. Assist in seeking funds to enhance technology in the instructional program.
18. Work with the Coordinator of Technology and Information Services in assisting schools with the purchase of technological equipment.
19. Work with the technology contacts at schools and the district to coordinate the repair and maintenance of equipment whether repaired in-house or coordinated via warranty contracts.
20. Work closely with outside vendor support to ensure a minimum turn-around time of equipment repair for teachers and students.
21. Work closely with the school technology contacts to help them support their own teachers and students in the schools.
22. Assist the Coordinator of Technology and Information Services to review and evaluate the performance of programs and equipment.
23. Coordinate the development and maintenance of guidelines and procedural manuals for effective technology use, particularly the integrated learning systems.
24. Assist the Coordinator of Technology and Information Services in budget development.
25. Prepare or supervise the preparation of all required reports.
26. Follow district standards, practices and security measures to ensure effective and consistent information processing operations while minimizing disruptions to student or teacher access to technologies.
27. Maintain current knowledge in assigned area of educational technologies used in schools.
28. Perform other incidental tasks consistent with the goals and objectives of this position.

## **PHYSICAL REQUIREMENTS:**

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

## **TECHNOLOGY AND INFORMATION SERVICES SPECIALIST (Continued)**

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### TURN-AROUND SPECIALIST, TITLE I RESTRUCTURING

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university
- (2) Certification in Education
- (3) Minimum of three (3) years of either successful school-based teaching or related educational experience, or a combination of all of these.

#### KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to support strategic goals for and provide assistance to principals and leadership instructional team, able to extract data and use it to design and implement development plans. Must be knowledgeable about scientifically based research, assessment data, and practice, and its potential for improving teaching and learning. This individual should also be familiar with a wide variety of reform initiatives and other means of improving educational opportunities for children. Use assessment data to design workflows and procedures; assist principal and support staff at Title I schools and schools undergoing restructuring in achieving expected outcomes; implement continuous improvement processes (FCIM).

#### REPORTS TO:

District Coordinator of Federal Programs

#### JOB GOAL

To assume the responsibility for ensuring that Title I schools and schools undergoing restructuring comply with all applicable Federal and State laws, statutes and guidance.

#### SUPERVISES:

Reading and math coaches, facilitators at selected schools and SES providers

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Be accountable to the Florida Department of Education (Bureau of Student Assistance – Title I) for ensuring that all Title I schools and schools undergoing restructuring comply with all requirements and laws, develop and implement restructuring as defined by law and ensure that schools are provided with assistance and monitoring as required by law.
- \* (2) Extract and analyze data to support the group of restructuring schools and Title I schools in conjunction with SACs as dictated by statute.
- \* (3) Work with the Coordinator of Federal Programs and the Coordinator of Student Services to interpret and align school needs assessments for subgroups with contracted service providers in accordance with the School Improvement Plans and the plan for Title I Restructuring
- \* (4) Facilitate FCIM communication between District and Florida Department Education.

**Turn-Around Specialist, Title I Restructuring (Continued)**

- \* (5) Participate with Florida Department of Education school site visits and meetings at Title I schools and in schools undergoing restructuring
- \* (6) Monitor compliance and fidelity of the District Title I Restructuring school(s) plan.
- \* (7) Stay abreast of all current Federal policies, regulations and guidance related to restructuring.
- \* (8) Stay abreast of all current State Statutes and Technical Assistance Papers related to restructuring.
- \* (9) Utilizes findings and assessment data for effective decision making and district and state level communication at Title I Restructuring schools.
- \* (10) Collaborate and progress monitor SIP and implementation of FCIM process for program effectiveness at Title I schools in Restructuring
- \* (11) Provide quarterly feedback to the District and the FDOE Bureau of Student Assistance (Title I) concerning the effectiveness of the Restructuring initiative.
- \* (12) Support in the development of all SIP and Assistance Plus documents required by Florida Department of Education. Review the Guidelines for Aligning a Title I SCHOOLWIDE Plan for each Title I school in Restructuring.
- \* (13) Collaborate with Title I Restructuring principals/school support staff on the implementation progress of SIP and FCIM Plan.
- \* (14) Assist and support schools with Reporting Tool Part I prior to the opening of the school year.
- \* (15) Perform other Title I Restructuring and Title I support duties as required by the District Coordinator of Federal Programs.

**PHYSICAL REQUIREMENTS:**

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 66**

\*Essential Performance Responsibilities



## SCHOOL DISTRICT OF HAMILTON COUNTY

## JOB DESCRIPTION

**TITLE I COMMUNITY INVOLVEMENT SPECIALIST****QUALIFICATIONS:**

- (1) Graduation from high school or an equivalent recognized certificate.
- (2) Completion of sixty (60) semester hours of college-level coursework in psychology, sociology, education or related discipline or have met the NCLB requirements for the Highly Qualified Criteria for paraprofessional.
- (3) Demonstrated evidence of having successfully worked with diverse ethnic groups, especially in a rural environment.
- (4) Demonstrated evidence of having successfully worked with diverse ethnic groups, especially in a rural environment.

**BASIC OBJECTIVES**

The Title I Community Involvement Specialist acts as a liaison between the district, school, home and/or community to facilitate the implementation and administration of the Title I Parent Involvement policies and guidelines. The work is performed under the general supervision of the Title I District Coordinator and parents, school personnel and the staff of social services, business and civic organizations. The incumbent is expected to be familiar with professional methods, techniques, and practices associated with the areas of assignment.

**REPORTS TO:**

Title I Administrator

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Assists Title I coordinator and school site personnel in planning implementing and administering the components of the Title I Parent Involvement Policy support programs and special projects.
2. Coordinates and implements parent education workshops, and promotional presentations. at the school sites
3. Recruits parent volunteers for parent education activities; conducts home visits as follow-up to parenting workshops or to provide individual assistance relative to home/school problem resolution.

4. Identifies and assists parents or students in securing the requisites for related support services to students.
5. Participates in various advisory group meeting and committees, such as: the Parent Teacher Organization (PTO), the Parent Advisory Council (PAC) and the District Advisory Council (DAC).
6. Collaborates with local organizations such as the Educational Ministerial Alliance, the Chamber of Commerce and other groups in developing support programs for parents at their sites.
7. Collaborates with local organizations such as the Educational Ministerial Alliance, the Chamber of Commerce and other groups in developing support programs for parents at their sites.
8. Performs related work as required or assigned.

**PHYSICAL REQUIREMENTS:**

This is sedentary work which requires the following physical activities: balancing, bending, stooping, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motion, talking, hearing and visual acuity. The work is primarily performed indoors. Some in-county travel is required.


**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

APPROVED BY HAMILTON SCHOOL BOARD

ON 5/11/09  
  
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SUPERINTENDENT