

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Activity Director's Secretary
<b>REPORTS TO:</b>	Secondary Principal & Activity Director
<b>JOB GOAL:</b>	To greet each contact with the school in a friendly, helpful manner; and perform secretarial duties for the Secondary Principal & Activity Director efficiently and expeditiously to benefit the operation of the school.
<b>TERM OF EMPLOYMENT:</b>	10 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To perform secretarial duties.
  - 1. Greet students, staff, and guests of the school in a friendly, helpful manner.
  - 2. Perform general secretarial duties including: typing, filing, operating office machines (including copier, typewriter, computer, ditto, etc.).
  - 3. Collect fine money.
  - 4. Maintain student confidentiality.
  - 5. Maintain and order supplies as needed for the activity director.
  - 6. Serve as the switch board operator.
  - 7. Dispense medication to students.
  - 8. File notes received from parents.
  - 9. Assist Secondary Principal's secretary in completing his/her tasks.
- B. To perform duties associated with activities.
  - 1. Insure the concession stand in operational (order supplies, arrange workers, maintain inventory records).
  - 2. Type and copy programs for activities.
  - 3. Publish and sell activity passes.
  - 4. Publish monthly activity calendar.
  - 5. Arrange the athletic/sports banquet.
  - 6. Prepare and timely submit appropriate reports to the NSAA.
  - 7. Maintain the activity accounts.
  - 8. Supply monthly board reports.
  - 9. Supply monthly reports to all activity sponsors.
  - 10. Receive and receipt money for all activity programs.
  - 11. Print approved checks for activity account.
- C. To maintain the student and teacher lunch accounts.
  - 1. Setup and maintain lunch records.
  - 2. Receive and record lunch receipts.
  - 3. Publish monthly lunch menu.
  - 4. Prepare and deliver lunch count to kitchen personnel.
  - 5. Scan lunches.
  - 6. Print lunch reports.
  - 7. Help kitchen staff.
  - 8. Notify students and parents of "Low Balances" and document the notification.
  - 9. Close out the school year and print end of the year reports.
- D. To be responsible for duties other than those listed as may be assigned by the supervisor.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing		X		
b. Walking		X		
c. Sitting			X	
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)		X		
j. Telephone				X
k. Computer				X

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to greet and provide friendly atmosphere to visitors of the school.
- Ability to accept responsibility beyond required duties.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.

### **WORKING CONDITIONS:**

A. ☒ Inside ☐ Outside ☐ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

D. **HAZARDS:**

- None

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Activity Director's Secretary Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Assistant Maintenance/Supervisor of Custodians
<b>REPORTS TO:</b>	Head of Operations
<b>JOB GOAL:</b>	To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and grow.
<b>TERM OF EMPLOYMENT:</b>	12 months (Work shift starts at 1 p.m. during instructional days)
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To work with the Head of Operations to evaluate the efficient, effective and safety of the plant, grounds and transportation.
  - 1. Work with Head of Operations when scheduling necessary overtime work.
  - 2. Operate with a central storeroom and supply delivery for distributing equipment, tools, and supplies.
  - 3. Maintain safety standards in compliance with state regulations, helps develop and implement a safety plan and report safety hazards to the head of operations.
  - 4. Assume responsibility for the closing of the building each day and for determining that all doors and windows are secured and all lights except those left on for safety reasons are turned off.
  - 5. Assist the building principal in facilitating emergency procedures and drills.
- B. To work with the Head of Operations to develop appropriate, efficient and effective staff to which you can work with, delegate, and/or assign partial duties associated with this job description.
  - 1. Assist in the recruiting, interviewing and hiring of custodial personnel.
  - 2. Make recommendations on promotion and/or release of custodial personnel.
  - 3. Establish a training and inservice program for all custodial personnel.
  - 4. Conduct meetings of the custodial personnel when deemed necessary for the purpose of training or morale.
- C. To budget for necessary custodial supplies and equipment.
  - 1. Work with the Head of Operations and bookkeeper in establishing an efficient system of purchase orders and requisitions so that most purchases will be made by purchase order.
  - 2. Approve all purchases associated with the duties of this job description prior to the Head of Operation's approval.
  - 3. Maintain an inventory of all custodial supplies.
  - 4. Insure proper supplies are on hand in each building.
- D. To assist the Head of Operations in maintenance.
  - 1. Establish and assist in implementation of the building, grounds and transportation school improvement action plan that includes the summer maintenance goals.
  - 2. Assist Head of Operations in assigned maintenance jobs.
  - 3. Oversee school vehicles such as fueling, cleaning, washing, tracking inspections, updating insurance cards, reporting damage and maintaining mileage logs.

- E. To perform, supervise, and/or delegate jobs associated with cleaning of plant and grounds.
1. Establish and administer schedules and procedures for the custodial care of the school.
  2. Keep buildings and premise, including sidewalk, driveways, play areas, neat and clean at all times.
  3. Sweep classrooms daily and dust furniture.
  4. Clean corridors.
  5. Scrub and disinfect restrooms and locker rooms daily, clean all sanitary fixtures and drinking fountains.
  6. Wash all windows on both the inside and outside.
  7. Keep all floors in a clean and attractive condition and in a good state of preservation.
  8. Clean all marker and chalkboards.
  9. Move furniture and equipment within buildings as required for various activities.
  10. Report major repairs needed promptly to Head of Operations.
  11. Keep the ground free of rubbish.
  12. Perform such yard keeping chores as grass cutting, picking up trash, and etc. to keep the school grounds safe and attractive.
  13. Report damage to school property immediately to Head of Operations.
  14. Assist Head of Operations in removal of snow from sidewalks and parking areas.
  15. Clean and secure facility following school activities.
- F. To be responsible for duties other than those listed as may be assigned by the Secondary Principal and/or Head of Operations.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting		X		
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling			X	
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)			X	
i. Carrying (75 ft.)			X	
j. Telephone		X		
k. Computer		X		

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Ability to make a variety of decisions regarding personnel selection and direction.
- Ability to organize and implement management systems and procedure.
- Visual and auditory requirements.
- Communication and organizational skills.
- Manual dexterity with hands – operate various tools and equipment.
- Ability to understand that students are our products.

### **WORKING CONDITIONS:**

- A. ☐ Inside ☐ Outside ☒ Both

**B.**

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals			X	
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

**C.**

**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

- Back injury from improper lifting, etc.
- Slippery floors when wet
- Electrical shock
- Chemical burns

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Assistant Maintenance/ Supervisor of Custodians Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Bookkeeper/Superintendent Assistant
<b>REPORTS TO:</b>	Superintendent
<b>JOB GOAL:</b>	To maintain the school's financial records in an accurate manner and act as the superintendent's secretary when needed.
<b>TERM OF EMPLOYMENT:</b>	12 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To complete payroll.
  - 1. Process time cards & substitute teacher pay sheets.
  - 2. Direct deposit payroll.
  - 3. Process payroll vouchers.
  - 4. Prepare quarterly filing of IRS tax forms (retirement, unemployment, new hire report).
  - 5. Pay health Insurance, LTD, Life Insurance & etc., and maintain appropriate records
  - 6. Record and maintain employee sick, personal, vacation & bereavement leaves.
  - 7. Record and maintain personnel hiring and release.
- B. To complete accounts payable.
  - 1. Code all incoming bills & match to purchase orders.
  - 2. Code bills into computer program.
  - 3. Run reports for monthly Board of Education meetings.
  - 4. Print voucher payments.
- C. To complete miscellaneous Items.
  - 1. Prepare records and reports for Auditors.
  - 2. Enter budget data into computer.
  - 3. Maintain employee records.
  - 4. Maintain accounts for Hot Lunch (receipts & disbursements).
  - 5. File monthly report for Federal Hot Lunch Reimbursement.
  - 6. Maintain Payflex transfers.
  - 7. Reconcile bank statement monthly.
  - 8. Account for General Fund II (expenditures during the month to be paid out of the General Fund).
  - 9. Maintain grant records (receipts & disbursements).
  - 10. Maintain special education reports, audits & transportation (receipts & disbursements).
  - 11. Assist Superintendent in duties associated with the Board of Education (meeting information, public notices, publish proceedings, note taking during board meetings).
  - 12. Maintain records for Nucor II account.
  - 13. Oversee the yearly cooperative purchase order through ESU #8.
  - 14. Assist with maintaining student records (schoolmaster).
- D. To complete state & federal reports.
  - 1. File all required state reports with proper documentation.
  - 2. File all required federal reports with proper documentation.
  - 3. File Tax and Social Security deposits & reports.
  - 4. Prepare W2 & 1099 forms.

- E. Assist Superintendent with general secretarial duties.
1. Complete travel reservations.
  2. Write correspondence.
  3. Sort daily mail.
  4. Coordinate Christmas & staff award banquets.
  5. Maintain student confidentiality.
- F. To be responsible for duties other than those listed as may be assigned by the Superintendent.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing		X		
b. Walking		X		
c. Sitting			X	
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)		X		
j. Telephone				X
k. Computer				X

#### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to greet and provide friendly atmosphere to visitors of the school.
- Ability to accept responsibility beyond required duties.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.
- Ability to act as a General Notary Public.

#### **WORKING CONDITIONS:**

A. ☒ Inside ☐ Outside ☐ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



C.

**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
X	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

➤ None

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Bookkeeper/Superintendent Assistant Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Bus Driver
<b>REPORTS TO:</b>	Superintendent and Secondary Principal
<b>JOB GOAL:</b>	To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's program.
<b>TERM OF EMPLOYMENT:</b>	Part-time
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To transport students safely.
  - 1. Obey all traffic laws.
  - 2. Observe all mandatory safety regulations for school buses.
  - 3. Maintain discipline when student are on the bus and report undisciplined students to the proper authority.
  - 4. Enforce safe practices while loading and unloading students from the bus.
  - 5. Review bus rules with students.
  - 6. Keep assigned bus clean.
  - 7. Check bus before each operation for mechanical defects and notify the proper authorities in the case of mechanical failure.
  - 8. Keep to assigned schedule.
  - 9. Discharge students only at authorized stops.
  - 10. Transport only authorized students.
  - 11. Report all accidents and advise supervisor about all possible safety problems.
  - 12. Refrain from use of profane language and controlled substances.
  - 13. Do not eat or smoke while driving the bus.
  - 14. Maintain daily mileage log and appropriate forms.
  - 15. Pass and maintain a valid bus driver's permit, take and pass a yearly physical examination, and pass the training required of transportation personnel.
  - 16. Never permit anyone to drive the bus except those duly licensed.
  - 17. Call substitute driver in case of illness.
- B. To be responsible for duties other than those listed as may be assigned by the supervisor.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing		X		
b. Walking		X		
c. Sitting				X
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving				X
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)		X		
j. Telephone		X		
k. Computer	X			

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.
- Good driving skills and record.
- Ability to understand that students are our products.

### **WORKING CONDITIONS:**

**A.** ☐ Inside ☒ Outside ☐ Both

**B.**

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts				X
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration				X

**C.**

#### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
X	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

- Repetitive motion

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Bus Driver Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Central & Guidance Office Secretary
<b>REPORTS TO:</b>	Superintendent & Guidance Counselor
<b>JOB GOAL:</b>	To keep correct and updated files; and perform secretarial duties for the Superintendent and Guidance Counselor efficiently and expeditiously to benefit the operation of the school.
<b>TERM OF EMPLOYMENT:</b>	9 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To perform secretarial duties.
  - 1. Greet students, staff, and guests of the school in a friendly, helpful manner.
  - 2. Perform general secretarial duties including: typing, filing, operating office machines (including copier, typewriter, computer, ditto, etc.).
  - 3. Answer phone when other secretaries are unavailable.
  - 4. Assist the superintendent, guidance counselor, and administrative assistant with his/her responsibilities.
  - 5. Maintain confidentiality.
  - 6. Maintain student, parent, & staff records on Schoolmaster
- B. To be responsible for duties other than those listed as may be assigned by the supervisor.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing		X		
b. Walking		X		
c. Sitting			X	
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)		X		
j. Telephone		X		
k. Computer				X

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to greet and provide friendly atmosphere to visitors of the school.
- Ability to accept responsibility beyond required duties.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.

### **WORKING CONDITIONS:**

A. ☒ Inside ☐ Outside ☐ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
X	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

D. **HAZARDS:**

- None

### **RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Central Office Secretary Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date

# Stanton Community Schools

## Job Description

**JOB TITLE:** Cook

**REPORTS TO:** Food Service Director

**JOB GOAL:** To provide students with nutritious meals.

**TERM OF EMPLOYMENT:** 9 months

**EVALUATION:** Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To work with the Food Service Director to improve the efficiency, effectiveness and safety of the Food Service Department.
  - 1. Attend classes, conventions, meeting & etc. for the betterment of the lunch program.
  - 2. Maintain safety and cleanliness standards in compliance with state and federal regulations.
  - 3. Insure quality of prepared food including taste, smell and appearance.
- B. To perform jobs associated with preparing and serving food.
  - 1. Assist in the preparation of the daily menu.
  - 2. Operate kitchen equipment necessary in the food preparation.
  - 3. Transfer necessary food items to the high school.
  - 4. Serve prepared food to students and staff.
  - 5. Clean kitchen area once serve is completed.
- C. To be responsible for duties other than those listed as may be assigned by the Food Service Director.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing				X
b. Walking			X	
c. Sitting		X		
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling			X	
f. Climbing		X		
g. Driving		X		
h. Lifting (45 lbs. max)			X	
i. Carrying (75 ft.)			X	
j. Telephone		X		
k. Computer			X	



**OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to judge food quality by sight, taste and smell.
- Ability to cope with deadlines.
- Ability to maintain emotional stability during periods of stress.
- Communication and organizational skills
- Knowledge of kitchen equipment.
- Manual dexterity with hands – operate various utensils and equipment.
- Ability to understand that students are our products.

**WORKING CONDITIONS:**

A. ☐ Inside ☐ Outside ☒ Both

B.

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

C.

**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

- Working with electrical appliances and equipment.
- Back injury from improper lifting.
- Burns from stoves/ovens.
- Repetitive motion.

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Cook Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Custodian
<b>REPORTS TO:</b>	Head of Operations and Supervisor of Custodians
<b>JOB GOAL:</b>	To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and grow.
<b>TERM OF EMPLOYMENT:</b>	12 months (Work shift starts at 1 p.m. during instructional days)
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To work with your supervisor(s) to evaluate the efficient, effective and safety of the plant, grounds and transportation.
  - 1. Work with your supervisor(s) when scheduling necessary overtime work.
  - 2. Use a supply cart to increase efficiency.
  - 3. Report safety hazards to your supervisor(s).
  - 4. Assume responsibility for the closing of the building each day and for determining that all doors and windows are secured and all lights except those left on for safety reasons are turned off.
  - 5. At the discretion of your supervisor(s), work cooperatively in any of the attendance centers where teamwork would enhance efficiency.
- B. To perform jobs associated with cleaning of plant and grounds.
  - 1. Keep buildings and premise, including sidewalk, driveways, play areas, neat and clean at all times.
  - 2. Sweep and/or vacuum classrooms daily and dust furniture, fixtures, and wall hangings.
  - 3. Clean corridors.
  - 4. Scrub and disinfect restrooms and locker rooms daily, clean all sanitary fixtures and drinking fountains.
  - 5. Replace towels, soap and paper as needed.
  - 6. Wash all windows on both the inside and outside.
  - 7. Keep all floors in a clean and attractive condition and in a good state of preservation.
  - 8. Clean all marker and chalkboards including trays.
  - 9. Empty pencil sharpeners and trash cans.
  - 10. Move furniture and equipment within buildings as required for various activities.
  - 11. Report all repairs needed promptly to your supervisor(s).
  - 12. Keep the ground free of rubbish.
  - 13. Perform such yard keeping chores as grass cutting, picking up trash, and etc. to keep the school grounds safe and attractive.
  - 14. Report damage to school property immediately to your supervisor(s).
  - 15. Assist your supervisor(s) in removal of snow from sidewalks and parking areas.
  - 16. Perform summer routines.
  - 17. Clean and secure facility following school activities as assigned by the supervisor.
- C. To be responsible for duties other than those listed as may be assigned by your supervisor(s).

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting		X		
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling			X	
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)			X	
i. Carrying (75 ft.)			X	
j. Telephone		X		
k. Computer		X		

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Ability follow directives.
- Ability to organize time and follow schedules.
- Visual and auditory requirements.
- Communication and organizational skills.
- Manual dexterity with hands – operate various tools and equipment.
- Ability to understand that students are our products.

### **WORKING CONDITIONS:**

**A.**    ☐ Inside    ☐ Outside    ☒ Both

**B.**

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals			X	
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

**C.**

### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

- Back injury from improper lifting, etc.
- Slippery floors when wet.
- Electrical shock.
- Chemical burns.

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Custodian Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Assistant Elementary Maintenance/Elementary Custodian
<b>REPORTS TO:</b>	Head of Operations
<b>JOB GOAL:</b>	To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and grow.
<b>TERM OF EMPLOYMENT:</b>	12 months (Work shift starts at 10 a.m. during school year)
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To work with the Head of Operations to evaluate the efficient, effective and safety of the plant, grounds and transportation.
  - 1. Work with Head of Operations when scheduling necessary overtime work.
  - 2. Operate with a central storeroom and supply delivery for distributing equipment, tools, and supplies.
  - 3. Maintain safety standards in compliance with state regulations and helps develop and implement a safety plan.
  - 4. Assume responsibility for the closing of the elementary building each day and for determining that all doors and windows are secured and all lights except those left on for safety reasons are turned off.
  - 5. Assist the building principal in facilitating emergency procedures and drills.
- B. To assist the Head of Operations in maintenance.
  - 1. Establish and assist in implementation of the building, grounds and transportation school improvement action plan that includes the summer maintenance goals.
  - 2. Handle minor maintenance work and inform the Head of Operations of any major maintenance work that needs to be completed.
- C. To perform, supervise, and/or delegate jobs associated with cleaning of plant and grounds.
  - 1. Establish and administer schedules and procedures for the custodial care of the elementary school.
  - 2. Insure proper supplies are on hand in the elementary building.
  - 3. Keep buildings and premise, including sidewalk, driveways, play areas, neat and clean at all times.
  - 4. Sweep and/or vacuum classrooms daily and dust furniture, fixtures, and wall hangings.
  - 5. Clean corridors.
  - 6. Scrub and disinfect restrooms, clean all sanitary fixtures and drinking fountains.
  - 7. Replace towels, soap and paper as needed.
  - 8. Wash all windows on both the inside and outside.
  - 9. Keep all floors in a clean and attractive condition and in a good state of preservation.
  - 10. Clean all marker and chalkboards including trays.
  - 11. Empty pencil sharpeners and trash cans.
  - 12. Move furniture and equipment within buildings as required for various activities.
  - 13. Report all repairs needed promptly to your supervisor.
  - 14. Keep the ground free of rubbish.
  - 15. Perform such yard keeping chores as grass cutting, picking up trash, and etc. to keep the school grounds safe and attractive.
  - 16. Report damage to school property immediately to your supervisor.
  - 17. Remove snow from sidewalks at the elementary building.
  - 18. Perform summer routines.
  - 19. Clean and secure facility following school activities as assigned by the supervisor.
- D. To be responsible for duties other than those listed as may be assigned by the Elementary Principal and/or Head of Operations.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting			X	
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)			X	
i. Carrying (75 ft.)			X	
j. Telephone			X	
k. Computer			X	

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Ability to make a variety of decisions regarding personnel selection and direction.
- Ability to organize and implement management systems and procedure
- Visual and auditory requirements.
- Communication and organizational skills.
- Manual dexterity with hands – operate various tools and equipment.

### **WORKING CONDITIONS:**

A. ☐ Inside ☐ Outside ☒ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

- Back injury from improper lifting, etc.
- Slippery floors when wet.
- Electrical shock.
- Chemical burns.

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Assistant Elementary Maintenance/Elementary Custodian Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Elementary Principal/Gifted Coordinator
<b>REPORTS TO:</b>	Superintendent
<b>JOB GOAL:</b>	To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and grow.
<b>TERM OF EMPLOYMENT:</b>	10.5 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

An Elementary Principal shall be hired by the board to assist the superintendent in the day-to-day operations of the school district.

The Elementary Principal shall be responsible for the administration and operation of the Elementary School building. The Elementary Principal shall be responsible for the building and grounds, for the students and employees assigned to the Elementary School building, for school activities at the Elementary School building, and for the education program offered in the Elementary School building. The principal shall be considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the Elementary Principal serves under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

1. Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
2. Oversee all K-6 student activities;
3. Supervision of the teachers in the principal's attendance center along with the fifth and sixth grade teachers at the Middle/High School building;
4. Maintain the necessary records for carrying out delegated duties;
5. Insure student records are properly maintained for students in the principal's attendance center;
6. Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
7. Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
8. Work with the superintendent in developing current curriculum guides;
9. Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
10. Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory shall be reviewed and filed with the board secretary;
11. Establish and implement discipline procedures in the principal's attendance center;
12. Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;



13. Make such reports from time to time as the superintendent may require;
14. Complete and submit Title I and High Ability Learner budget and reports;
15. Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
16. Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
17. Contribute to the formation and implementation of general policies and procedures of the school;
18. Perform such other duties as may be assigned by the superintendent of schools.

This list of duties shall not act to limit the board's authority and responsibility over the position of the Elementary Principal. In executing these duties and others the board may delegate, the Elementary Principal shall consider the school district's financial condition as well as the needs of the students in the school district.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting		X		
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving			X	
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)		X		
j. Telephone			X	
k. Computer			X	

#### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to provide educational leadership under all situations.
- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.
- Ability to understand that students are our products.

**WORKING CONDITIONS:**

A. ☒ Inside ☐ Outside ☐ Both

B.

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
X	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

➤ None

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Elementary Principal Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Elementary Principal's Secretary
<b>REPORTS TO:</b>	Elementary Principal
<b>JOB GOAL:</b>	To greet each contact with the school in a friendly, helpful manner; and perform secretarial duties for the Elementary Principal efficiently and expeditiously to benefit the operation of the school.
<b>TERM OF EMPLOYMENT:</b>	10 months plus
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To perform secretarial duties.
  - 1. Greet students, staff, and guests of the school in a friendly, helpful manner.
  - 2. Perform general secretarial duties including: typing, filing, operating office machines (including copier, typewriter, computer, ditto, etc.).
  - 3. Type supervisor's correspondences & letters, daily bulletin, monthly calendar, numerous reports, handbook revisions, and schedules.
  - 4. Maintain student confidentiality.
  - 5. Collect fine money.
  - 6. Collect hot lunch money.
  - 7. Maintain and order supplies as needed for the Elementary School.
  - 8. Coordinate Elementary School Cooperative Purchases through Service Unit.
  - 9. Order forms (teacher books, awards, passes, etc.) needed for the Elementary School year.
  - 10. Work with the elementary principal in preparing end of school year reports from the elementary principal's office.
  - 11. Serve as the switch board operator and relay message to the appropriate person.
  - 12. Maintain K-4 student records (current, transfers, and incoming students) on Schoolmaster.
  - 13. Type/Figure state reports and submit information to the Superintendent Assistant (ADM, etc.).
  - 14. Handle report cards, awards (typing, mailing, etc.).
  - 15. Keep attendance records, phone parents, and mail appropriate letters.
  - 16. Maintain the Elementary School's inventory under the supervisor's guidance.
  - 17. Dispense medication to students.
  - 18. Take temperatures, clean scrapes and bandage, and call parents in absence of nurse.
  - 19. Sort elementary mail.
  - 20. Prepare and deliver lunch count to kitchen personnel.
  - 21. Collect money for hot lunch program.
  - 22. Schedule Parent/Teacher conferences.
  - 23. File notes received from parents.
  - 24. Arrange substitutes for the Elementary School and maintain records.
- B. To be responsible for duties other than those listed as may be assigned by the supervisor.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing		X		
b. Walking		X		
c. Sitting			X	
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)		X		
j. Telephone				X
k. Computer				X

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to greet and provide friendly atmosphere to visitors of the school.
- Ability to accept responsibility beyond required duties.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.

### **WORKING CONDITIONS:**

A. ☒ Inside ☐ Outside ☐ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
X	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

D. **HAZARDS:**

- None

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Elementary Principal's Secretary Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date

# Stanton Community Schools

## Job Description

**JOB TITLE:** Food Service Director

**REPORTS TO:** Superintendent

**JOB GOAL:** To provide students with nutritious meals by managing and supervising all aspects of the food service program.

**TERM OF EMPLOYMENT:** 10 months

**EVALUATION:** Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To work with the administration to evaluate the efficiency, effectiveness and safety of the Food Service Department.
  - 1. Attend classes, conventions, meeting & etc. for the betterment of the lunch program.
  - 2. Work with Superintendent when scheduling necessary overtime work.
  - 3. Operate a central storeroom and supply delivery for distributing equipment, tools, and supplies.
  - 4. Maintain safety and cleanliness standards in compliance with state and federal regulations.
  - 5. Insure quality of prepared food including taste, smell and appearance.
- B. To work with the administration to develop appropriate, efficient and effective staff to which the Food Service Director can work with, delegate, and/or assign partial duties associated with this job description.
  - 1. Assist in the recruiting, interviewing, hiring and supervising of food service personnel.
  - 2. Make recommendations on promotion and/or release of food service personnel.
  - 3. Establish a training and inservice program for food service personnel.
  - 4. Conduct meetings of food service personnel when deemed necessary for the purpose of training or morale.
- C. To budget for necessary food supplies and equipment.
  - 1. Work with the bookkeeper in establishing an efficient system of purchase orders and requisitions so that most purchases will be made by purchase order.
  - 2. Approve all purchases associated with the duties of this job description prior to the Superintendent's approval.
  - 3. Maintain an appropriate inventory of equipment, tools and supplies.
  - 4. Insure proper supplies are on hand in each building.
  - 5. Order supplies and check shipments into the school for the food program.
- D. To perform, supervise, and/or delegate jobs associated with preparing and serving food.
  - 1. Establish and administer schedules and procedures for preparing and serving food.
  - 2. Plan a Menu with nutritional value, variety, portion control, appearance, cost and inventory.
  - 3. Submit the monthly menu to the office for publication.
- E. To maintain compliance with district and government regulations and guidelines.
  - 1. Insure that the food service program is in compliance with USDA, FDA and the Nebraska School Nutrition Guidelines.
  - 2. Monitor availability, receipt, storage and use of USDA commodities in accordance with agreement.
  - 3. File necessary district, state and federal forms.
- F. To be responsible for duties other than those listed as may be assigned by the Superintendent.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing				X
b. Walking			X	
c. Sitting		X		
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling			X	
f. Climbing		X		
g. Driving		X		
h. Lifting (45 lbs. max)			X	
i. Carrying (75 ft.)			X	
j. Telephone		X		
k. Computer			X	

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to judge food quality by sight, taste and smell.
- Ability to cope with deadlines.
- Ability to maintain emotional stability during periods of stress.
- Ability to make a variety of decisions regarding personnel selection and direction.
- Communication and organizational skills.
- Knowledge of kitchen equipment.
- Manual dexterity with hands – operate various utensils and equipment.
- Ability to understand that students are our products.

### **WORKING CONDITIONS:**

A. ☐ Inside ☐ Outside ☒ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

C.

### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

- Working with electrical appliances and equipment.
- Back injury from improper lifting.
- Burns from stoves/ovens.
- Repetitive motion.

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Food Service Director Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date



# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Head of Operations
<b>REPORTS TO:</b>	Superintendent and Principals
<b>JOB GOAL:</b>	To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and grow.
<b>TERM OF EMPLOYMENT:</b>	12 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To work with the administration to evaluate the efficient, effective and safety of the plant, grounds and transportation.
  - 1. Work with Superintendent when scheduling necessary overtime work.
  - 2. Operate with a central storeroom and supply delivery for distributing equipment, tools, and supplies.
  - 3. Maintain safety standards in compliance with state regulations, helps develop and implement a safety plan and correct safety hazards.
  - 4. Assist the building principals in facilitating emergency procedures and drills.
  - 5. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
  - 6. Maintain a regular service schedule on all motors and mechanical equipment.
  - 7. Unlock doors at 7:55 a.m. and lock doors at 8:15 a.m.
  - 8. Maintain a record that identifies which keys open which door locks.
  - 9. Maintain an inventory of staff key rings.
- B. To work with the administration to develop appropriate, efficient and effective staff to which the Head of Operations can work with, delegate, and/or assign partial duties associated with this job description.
  - 1. Assist in the recruiting, interviewing and hiring of custodial, bus and maintenance personnel.
  - 2. Make recommendations on promotion and/or release of custodial, bus and maintenance personnel.
  - 3. Establish a training and inservice program for all custodial, bus and maintenance personnel.
  - 4. Conduct meetings of the custodial, bus and maintenance personnel when deemed necessary for the purpose of training or morale.
- C. To budget for necessary custodial and maintenance supplies and equipment.
  - 1. Work with the bookkeeper in establishing an efficient system of purchase orders and requisitions so that most purchases will be made by purchase order.
  - 2. Approve all purchases associated with the duties of this job description prior to the Superintendent's approval.
  - 3. Maintain an appropriate inventory of equipment, tools and supplies.
  - 4. Insure proper supplies are on hand in each building.

- D. To perform, supervise, and/or delegate jobs associated with cleaning and maintenance of plant and grounds.
1. Establish and administer schedules and procedures for the custodial care and maintenance of the school.
  2. Establish and assist in implementation of the building, grounds and transportation school improvement action plan that includes the summer maintenance goals.
  3. Inspect each building on a regular basis and prioritize needed repairs and maintenance.
  4. Maintain and implement a painting schedule.
  5. Inspect fire alarm systems and fire extinguishers on a regularly scheduled basis and confer periodically with the fire inspector to determine maintenance programs necessary within the buildings.
  6. Move furniture and equipment within buildings as required for various activities.
  7. Perform such yard keeping chores as grass cutting, picking up trash, and etc. to keep the school grounds safe and attractive.
  8. Confer with Superintendent in making plans for landscaping and maintenance programs for the school grounds.
  9. Prepare a watering schedule and determine a need for spraying and fertilizing trees, shrubs and grass.
  10. Remove snow from sidewalks and parking areas.
- E. To perform, supervise, and/or delegate jobs associated with scheduling and maintenance of transportation.
1. Establish schedule of preventive maintenance for all school vehicles.
  2. Assist in the establishment of bus routes and time schedules for the transportation of school children.
  3. Assist the Principals in planning activity bus trips.
  4. Maintain vehicle records and assist Superintendent in vehicle acquisition decisions.
- F. To be responsible for duties other than those listed as may be assigned by the Superintendent and/or Principals.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting			X	
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)			X	
i. Carrying (75 ft.)			X	
j. Telephone		X		
k. Computer			X	

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Ability to make a variety of decisions regarding personnel selection and direction.
- Ability to organize and implement management systems and procedure.
- Visual and auditory requirements.
- Communication and organizational skills.
- Manual dexterity with hands – operate various tools and equipment.
- Knowledge of equipment.
- Ability to understand that students are our products.

### **WORKING CONDITIONS:**

- A. ☐ Inside ☐ Outside ☒ Both

**B.**

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

**C.**

**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

- Back injury from improper lifting, etc.
- Slipping on wet floors and ice.
- Electrical shock.
- Chemical burns.

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Head of Operations Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Paraprofessional
<b>REPORTS TO:</b>	Assigned Immediate Supervisor
<b>JOB GOAL:</b>	To provide assistant to the teacher in providing education and instruction to the students.
<b>TERM OF EMPLOYMENT:</b>	9 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To work with the teacher in providing education and instruction to the students.
  - 1. Perform clerical duties such as attendance reports, typing, filing, and handling routine interruptions such as notes, messages, and deliveries.
  - 2. Perform supervisory duties such as lunchroom, playground, halls, and classroom.
  - 3. Prepare bulletin boards, graphs, and charts.
  - 4. Research and assemble materials to be used in a particular unit.
  - 5. Check papers, workbooks, homework, and tests.
  - 6. Help in the care of the room.
  - 7. Read to students.
  - 8. Listen to students read.
  - 9. Assist in individual or group activities, games, flash cards, etc.
  - 10. Drill to reinforce any skill the teacher has taught.
  - 11. Alert teacher to needs of students.
  - 12. Assist teacher in checking progress of individualized study projects.
  - 13. Assist with inventory of supplies and equipment.
  - 14. Assist with field trips.
  - 15. Make educational games and aids.
  - 16. Assist when emergencies arise.
  - 17. Help student with make-up work.
  - 18. Make copies for teachers.
- B. To be responsible for duties other than those listed as may be assigned by the Supervisor.

### EDUCATIONAL REQUIRMENTS: (All current paraprofessional need to meet this requirement beginning July 1, 2005)

- A. A diploma or GED, and
- B. Completion of two years of college, or
- C. An associate degree, or
- D. Demonstrated, through ParaPro (Educational Testing Services ETS):
  - 1. Knowledge of, and the ability to assist in instructing reading, writing, and mathematics; or
  - 2. Knowledge of, and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, by obtaining a score of 456 on the ParaPro assessment.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing		X		
b. Walking		X		
c. Sitting			X	
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling		X		
f. Climbing	X			
g. Driving		X		
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)		X		
j. Telephone		X		
k. Computer			X	

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.
- Ability to understand that students are our products.

### **WORKING CONDITIONS:**

A. ☐ Inside ☐ Outside ☒ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

D. **HAZARDS:**

- None

### **RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Paraprofessional Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Secondary Principal
<b>REPORTS TO:</b>	Superintendent
<b>JOB GOAL:</b>	To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and grow.
<b>TERM OF EMPLOYMENT:</b>	10.5 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

A Secondary Principal shall be hired by the board to assist the superintendent in the day-to-day operations of the school district.

The Secondary Principal shall be responsible for the administration and operation of the Middle/High School building. The Secondary Principal shall be responsible for the building and grounds, for the students and employees assigned to the Middle/High School building, for school activities at the Middle/High School building, and for the education program offered in the Middle/High School building. The principal shall be considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the Secondary Principal serves under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

1. Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
2. Oversee all 7-12 student activities including purchases made through the activity budget;
3. Work with the superintendent in determining transportation policies & procedures, insuring all drivers are properly certified & have taken an annual physical, and establishing bus routes;
4. Supervision of the teachers in the principal's attendance center with the exception of the fifth and sixth grade teachers;
5. Maintain the necessary records for carrying out delegated duties;
6. Insure student records are properly maintained for students in the principal's attendance center;
7. Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
8. Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
9. Work with the superintendent in developing current curriculum guides;
10. Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
11. Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory shall be reviewed and filed with the board secretary;
12. Establish and implement discipline procedures in the principal's attendance center;

13. Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
14. Make such reports from time to time as the superintendent may require;
15. Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
16. Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
17. Contribute to the formation and implementation of general policies and procedures of the school;
18. Maintain the school district's safety plan;
19. Perform such other duties as may be assigned by the superintendent of schools.

This list of duties shall not act to limit the board's authority and responsibility over the position of the Secondary Principal. In executing these duties and others the board may delegate, the Secondary Principal shall consider the school district's financial condition as well as the needs of the students in the school district.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting		X		
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving			X	
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)		X		
j. Telephone			X	
k. Computer			X	

#### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to provide educational leadership under all situations.
- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.
- Ability to understand that students are our products.



**WORKING CONDITIONS:**

A. ☒ Inside ☐ Outside ☐ Both

B.

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

➤ Stress

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Secondary Principal Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Secondary Principal's Secretary
<b>REPORTS TO:</b>	Secondary Principal
<b>JOB GOAL:</b>	To greet each contact with the school in a friendly, helpful manner; and perform secretarial duties for the Secondary Principal efficiently and expeditiously to benefit the operation of the school.
<b>TERM OF EMPLOYMENT:</b>	10 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To perform secretarial duties.
  - 1. Greet students, staff, and guests of the school in a friendly, helpful manner.
  - 2. Perform general secretarial duties including: typing, filing, operating office machines (including copier, typewriter, computer, ditto, etc.).
  - 3. Type supervisor's correspondences & letters, daily bulletin, numerous reports, handbook revisions, and schedules.
  - 4. Maintain student confidentiality.
  - 5. Collect fine money.
  - 6. Maintain padlock records.
  - 7. Maintain and order supplies as needed for the Middle/High School.
  - 8. Coordinate Middle/High School Cooperative Purchases through Service Unit.
  - 9. Order forms (teacher books, awards, passes, etc.) needed for the school year.
  - 10. Work with the secondary principal in preparing end of school year reports from the secondary principal's office.
  - 11. Serve as the switch board operator.
  - 12. Type/Figure state reports (ADM, etc.).
  - 13. Handle report cards, awards (typing, mailing, etc.).
  - 14. Keep attendance records and mail appropriate letters.
  - 15. Publish an "About to Fail" and "Failing List" and send appropriate parent notifications.
  - 16. Maintain the Middle/High School's inventory under the supervisor's guidance.
  - 17. Dispense medication to students.
  - 18. File notes received from parents.
  - 19. Arrange substitutes for the Middle/High School and maintain records.
  - 20. Maintain the activity account during the summer months and when requested by supervisor.
- B. To be responsible for duties other than those listed as may be assigned by the supervisor.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing		X		
b. Walking		X		
c. Sitting			X	
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)		X		
j. Telephone				X
k. Computer				X

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to greet and provide friendly atmosphere to visitors of the school.
- Ability to accept responsibility beyond required duties.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.

### **WORKING CONDITIONS:**

A. ☒ Inside ☐ Outside ☐ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

D. **HAZARDS:**

- None

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Secondary Principal's Secretary Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Superintendent
<b>REPORTS TO:</b>	Board of Education
<b>JOB GOAL:</b>	To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and grow.
<b>TERM OF EMPLOYMENT:</b>	12 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent shall be responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent shall be responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent shall consider the financial situation of the school district as well as the needs of the students. Specifically the superintendent:

1. Interprets and implements all board policies and all state and federal laws relevant to education;
2. Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
3. Represents the board as a liaison between the school district and the community;
4. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
5. Attends and participates in all meetings of the board, except when the superintendent's employment or salary is under consideration when the superintendent has been excused, and makes recommendations affecting the school district;
6. Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
7. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
8. Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
9. Files, or causes to be filed, all reports required by law;
10. Makes recommendations to the board for the selection of employees for the school district;
11. Makes and records assignments and transfers of all employees pursuant to their qualifications;
12. Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
13. Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;

14. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
15. Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
16. Supervises methods of teaching, supervision, and administration in effect in the schools;
17. Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
18. Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
19. Defines educational needs and formulates policies and plans for recommendation to the board;
20. Makes administrative decisions necessary for the proper functioning of the school district;
21. Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
22. Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
23. Approves vacation schedules for employees;
24. Conducts periodic district administration meetings; and,
25. Performs other duties as may be assigned by the board.
26. Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board.
27. Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties shall not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent shall consider the school district's financial condition as well as the needs of the students in the school district.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing		X		
b. Walking		X		
c. Sitting			X	
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving			X	
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)		X		
j. Telephone			X	
k. Computer				X

#### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to provide educational leadership under all situations.
- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.
- Ability to understand that students are our products.

**WORKING CONDITIONS:**

A. ☐ Inside ☐ Outside ☒ Both

B.

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
X	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

➤ Stress

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Superintendent Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Activity Director
<b>REPORTS TO:</b>	Superintendent
<b>JOB GOAL:</b>	To provide an equal opportunity for all students to be involved in the activities sponsored by the school district; and provide a safe, attractive, comfortable, clean and efficient place in which to learn, play, and grow.
<b>TERM OF EMPLOYMENT:</b>	12 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To assist the Principal in his/her duties.
  - 1. Serve as Principal in the absence of the regular Principal.
  - 2. Assist in maintaining discipline throughout the student body, and deal with special cases as necessary.
  - 3. Provide leadership in the selection, assignment, and evaluation of coaches and sponsors.
- B. To evaluate the success of all activities.
  - 1. Organize, administer, & evaluate the overall program of co-curricular activities for the district.
  - 2. Evaluate the performance levels of all activity sponsors/coaches.
  - 3. Assess the activity programs needs.
  - 4. Oversee the proper maintenance of playing fields, gymnasiums, and the equipment of all activities.
- C. To schedule all activities.
  - 1. Assume responsibility of the organization and scheduling of all interscholastic athletic events and other activities.
  - 2. Hire officials and other personnel as may be required.
  - 3. Schedule all school and community activities/events which use any of the school facilities.
  - 4. Coordinate school participation in district and community special events such as drama competitions, parades, etc.
  - 5. Establish and maintain the master school activities calendar.
  - 6. Publish a monthly calendar for students, employees, and patrons of the district.
  - 7. Publish activity schedules with the media.
  - 8. Arrange for and insure that physical examinations of all athletes are completed prior to the beginning of each season.
  - 9. Arrange practice schedules for the coaches on the fields and in the gymnasiums.
  - 10. Assume general responsibility for the assigning of proper supervision of games.
  - 11. Arrange all details of visiting schools' needs.
  - 12. Plan and supervise all banquets for school athletes.
  - 13. Coordinate summer school activities clinics and weights.
  - 14. Coordinate all activity transportation needs for the school district.
  - 15. Coordinate student body fund-raising events.
- D. To promote all activities.
  - 1. Foster good school/community relations by keeping the community aware of and responsive to the activities program.
  - 2. Promote staff relations through regular meetings with all sponsors of activity events.
  - 3. Promote activities by informing media of all sport scores and activity successes.
  - 4. Maintain a positive working relationship with all booster clubs including attending their meetings.
  - 5. Prepare an oral and written activity report for the Board of Education monthly meeting.



- E. To manage and maintain along with the Secondary Principal the activity budget.
1. Prepare and administer the activity program budget.
  2. Approve along with supervisor requisitions, in conjunction with appropriate staff members, supplies, uniforms, and equipment for activity programs.
  3. Oversee and approve all receipts and expenditures of the activity account.
  4. Supervise all ticket sales connected with the activities program, and assume responsibility for proper handling and accounting of monies involved.
- F. To provide governance, produce appropriate reports, and keep appropriate records.
1. Develop and place into operation appropriate rules and regulations governing the conduct of student activities.
  2. Recommend building policies and procedures; and develop a coaching/activity handbook.
  3. Establish, in conjunction with the Board of Education and the NSAA, the physical and academic requirements of eligibility for participation in each activity and verifies each student's eligibility.
  4. Establish standards for letter awards.
  5. Prepare reports to be presented to the administration and/or NSAA.
  6. Keep records of the results of all junior and senior high school athletic contests, and maintains a record file of all award winners, stating the date and type of the award.
  7. Maintain an up-to-date inventory of equipment and supplies for all activities.
  8. Supply monthly financial reports to all activity sponsors.
- G. To be responsible for duties other than those listed as may be assigned by the Supervisor.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting		X		
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)			X	
i. Carrying (75 ft.)			X	
j. Telephone			X	
k. Computer				X

#### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Ability to make a variety of decisions regarding personnel selection and direction.
- Ability to organize and implement management systems and procedure.
- Communication and organizational skills.

**WORKING CONDITIONS:**

A. ☐ Inside ☐ Outside ☒ Both

B.

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
X	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

➤ None

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Activity Director Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	After School Tutoring Coordinator
<b>REPORTS TO:</b>	Building Principal
<b>JOB GOAL:</b>	To provide a well-organized environment in which students can further develop their skills that help them become prepared for their studies.
<b>TERM OF EMPLOYMENT:</b>	9 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To facilitate a student assistant program for the academically struggling students.
  - 1. Communicate effectively with students, parents, staff, and administration.
  - 2. Model and stress organizational skills.
  - 3. Adapt the learning styles to meet the needs of the students.
- B. To coordinate appropriate tutors in subject areas where the struggling students' needs are.
  - 1. Assist the struggling student in providing their teachers with correct and timely assignments that will aide the student to pass the course.
  - 2. Schedule teachers before and after school so that they may assist the homeroom teacher and struggling student with assignments.
  - 3. Tutor the struggling student with assistance from the regular classroom teacher.
- C. To provide a consistent learning environment.
  - 1. Model and interact with the students.
  - 2. Establish a positive working environment.
  - 3. Require attendance until the failing grade becomes passing.
  - 4. Communicate with parents in regards to progress or lack of progress.
- D. To document and evaluate the success of the *After School Tutoring Program*.
  - 1. Monitor the failing list for student success or lack of success.
  - 2. Provide input into the Dynamic SAT team for evaluation of a struggling student.
- E. To be responsible for all duties in the "Teacher Job Description".
- F. To be responsible for duties other than those listed as may be assigned by the supervisor.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing		X		
b. Walking		X		
c. Sitting			X	
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling	X			
f. Climbing	X			
g. Driving	X			
h. Lifting (25 lbs. max)	X			
i. Carrying (75 ft.)	X			
j. Telephone		X		
k. Computer		X		

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Communication and organizational skills.
- Ability to understand that students are our products.

### **WORKING CONDITIONS:**

A. ☒ Inside ☐ Outside ☐ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
X	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

D. **HAZARDS:**

- None

## **RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the After School Tutoring Coordinator Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Assistant Activity Director
<b>REPORTS TO:</b>	Activity Director
<b>JOB GOAL:</b>	To provide an equal opportunity for all students to be involved in the activities sponsored by the school district; and provide a safe, attractive, comfortable, clean and efficient place in which to learn, play, and grow.
<b>TERM OF EMPLOYMENT:</b>	12 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To assist the Activity Director in his/her duties.
  - 1. Serve as Activity Director in the absence of the regular Activity Director.
  - 2. Assist in enforcing the activity policy throughout the student body, and deal with special cases as necessary.
  - 3. Provide leadership in the selection, assignment, and evaluation of coaches and sponsors.
- B. To evaluate the success of all activities.
  - 1. To assist the Activity Director to organize, administer, & evaluate the overall program of co-curricular activities for the district.
  - 2. To assist the Activity Director to evaluate the performance levels of all activity sponsors/coaches.
  - 3. To assist the Activity Director to assess the activity programs needs.
  - 4. To assist the Activity Director to oversee the proper maintenance of playing fields, gymnasiums, and the equipment of all activities.
- C. To schedule all activities.
  - 1. To assist the Activity Director to assume responsibility of the organization and scheduling of all interscholastic athletic events and other activities.
  - 2. To assist the Activity Director to coordinate school participation in district and community special events such as drama competitions, parades, etc.
  - 3. To assist the Activity Director to publish a monthly calendar for students, employees, and patrons of the district.
  - 4. To assist the Activity Director to publish activity schedules with the media.
  - 5. To assist the Activity Director to arrange for and insure that physical examinations of all athletes are completed prior to the beginning of each season.
  - 6. To assist the Activity Director to arrange practice schedules for the coaches on the fields and in the gymnasiums.
  - 7. To assist the Activity Director to arrange all details of visiting schools' needs.
  - 8. To assist the Activity Director to plan and supervise all banquets for school athletes.
  - 9. To assist the Activity Director to coordinate summer school activities clinics and weights.
  - 10. To assist the Activity Director to coordinate all activity transportation needs for the school district.
- D. To promote all activities.
  - 1. To assist the Activity Director to foster good school/community relations by keeping the community aware of and responsive to the activities program.
  - 2. To assist the Activity Director to promote staff relations through regular meetings with all sponsors of activity events.
  - 3. To assist the Activity Director to promote activities by informing media of all sport scores and activity successes.
  - 4. To assist the Activity Director to maintain a positive working relationship with all booster clubs including attending their meetings.

- E. To provide governance, produce appropriate reports, and keep appropriate records.
1. To assist the Activity Director to develop and place into operation appropriate rules and regulations governing the conduct of student activities.
  2. To assist the Activity Director to recommend building policies and procedures; and develop a coaching/activity handbook.
  3. To assist the Activity Director to establish, in conjunction with the Board of Education and the NSAA, the physical and academic requirements of eligibility for participation in each activity and verifies each student's eligibility.
  4. To assist the Activity Director to establish standards for letter awards.
  5. To assist the Activity Director to prepare reports to be presented to the administration and/or NSAA.
  6. To assist the Activity Director to keep records of the results of all junior and senior high school athletic contests, and maintains a record file of all award winners, stating the date and type of the award.
  7. To assist the Activity Director to maintain an up-to-date inventory of equipment and supplies for all activities.
- F. To be responsible for duties other than those listed as may be assigned by the Activity Director.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting		X		
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)			X	
i. Carrying (75 ft.)			X	
j. Telephone			X	
k. Computer				X

#### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Ability to make a variety of decisions regarding personnel selection and direction.
- Ability to organize and implement management systems and procedure.
- Communication and organizational skills.

**WORKING CONDITIONS:**

A. ☐ Inside ☐ Outside ☒ Both

B.

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
X	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

➤ None

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Assistant Activity Director Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Stanton Community Schools

## Job Description

- JOB TITLE:** Assistant Athletic Coach
- REPORTS TO:** Head Coach, Activities Director, and Principal
- QUALIFICATIONS:**
- A. Valid Nebraska Teaching Certificate, or
  - B. Valid Provisional Trades/Special Services Certificate for Coaching.
- JOB GOAL:** To carry out the aims and objectives of the sports program outlined by the head coach and school administration. To instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success.
- TERM OF EMPLOYMENT:** Based upon each sport season.
- EVALUATION:** Annually-based on job performance, effort, and enthusiasm.
- ESSENTIAL FUNCTIONS:**
- A. To assume supervisory control over all athletes in program when such control is needed.
  - B. To perform the following duties and/or responsibilities.
    - 1. Assisting the head coach in directing, supervising and sequential training of the athletic team, during the school year and summer.
    - 2. Helping the head coach promote and maintain good sportsmanship and discipline.
    - 3. Assisting the head coach in promoting good morale and cooperation among the team members.
    - 4. Conducting himself/herself before the students and the community so as to instill respect and good sportsmanship.
    - 5. Assisting in maintaining uniforms, equipment and supplies.
    - 6. Maintaining proper supervision of athletes.
    - 7. Working with the head coach to see that the team members carry out all the duties set forth according to the rules and regulations.

<b>PHYSICAL REQUIRMENTS:</b>	<b>Never 0%</b>	<b>Occasionally 1-32%</b>	<b>Frequently 33-66%</b>	<b>Constantly 67-100%</b>
a. Standing			X	
b. Walking			X	
c. Sitting			X	
d. Bending/Stooping				X
e. Reaching/Pushing/Pulling				X
f. Climbing		X		
g. Driving			X	
h. Lifting (25 lbs. max)			X	
i. Carrying (75 ft.)			X	
j. Telephone			X	
k. Computer		X		

### OTHER REQUIREMENTS (Intellectual, Sensory):

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Communication and organizational skills.

**WORKING CONDITIONS:**

A. ☐ Inside ☐ Outside ☒ Both

B.

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
X	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

➤ None

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Assistant Athletic Coach Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Guidance Counselor
<b>REPORTS TO:</b>	Elementary and Secondary Principals
<b>JOB GOAL:</b>	To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and grow.
<b>TERM OF EMPLOYMENT:</b>	9 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To maintain confidential student files and records.
  - 1. Initiating, assembling, maintaining, and interpreting cumulative progress records, activity records, and uniform transcript records for individual students.
  - 2. Facilitate and maintain student files/records on Schoolmaster.
  - 3. Send out and collect student transcripts as students move in or out of the school district.
  - 4. Insure that student who are graduating meet or exceed the graduation requirements of the school district.
- B. To counsel students and staff of the school district.
  - 1. Enhance an effective communications network, formal and informal, between students, staff, and parents.
  - 2. Develop and implement orientation programs for new students and students in transition between school buildings and programs.
  - 3. Coordinate contacts between parents and school personnel and non-school agencies which provide student services.
  - 4. Coordinate and advise on implementation of the student assessment program.
  - 5. Assist and advise staff on the attainment of an emotionally healthy school climate and the developmental needs of students.
  - 6. Meet with on a weekly basis students who are on the "Failing List".
- C. To schedule students.
  - 1. Assist the Secondary Principal in preparing the master schedule.
  - 2. Seek ways to improve the scheduling process for students.
  - 3. Advise students and parents on school district's graduation requirements.
  - 4. Advise students and parents on class schedule.
  - 5. Establish a schedule for each student and enter the information into Schoolmaster.
- D. To facilitate, correlate, and analyze standardized testing.
  - 1. Coordinate the proctoring of the standardized tests.
  - 2. Correlate the results so that they maybe analyze over a period of time.
  - 3. Report achievement test results and other pertinent information which may serve as an indication as to the level of student performance as it may relate to state or national norms to staff, board of education, and community, with the approval of his or her principal.
  - 4. Assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data.

- E. To assist students in the scholarship process and post-secondary career decisions.
1. Provide information and forms for available scholarships.
  2. Advise and assist students and their parents in making post-secondary career decisions.
  3. Assist in the preparation and processing of college, scholarship, military, and employment applications.
  4. Send out student transcripts as requested by the student to prospective colleges.
- F. To coordinate and facilitate the Teammate program.
1. Identify potential mentors and mentees.
  2. Complete matches between mentors and mentees.
  3. Coordinate and facilitate at least quarterly board of director meetings.
  4. Coordinate, facilitate and actively involved in necessary fundraising events.
- G. Performing those applicable duties described in the teachers' job description.
- H. To be responsible for duties other than those listed as may be assigned by the Supervisor.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing		X		
b. Walking		X		
c. Sitting			X	
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)		X		
j. Telephone			X	
k. Computer				X

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.
- Ability to understand that students are our products.

### **WORKING CONDITIONS:**

A. ☒ Inside ☐ Outside ☐ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
X	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

➤ None

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Guidance Counselor Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date

# Stanton Community Schools

## Job Description

- JOB TITLE:** Head Athletic Coach
- REPORTS TO:** Activities Director
- QUALIFICATIONS:**
- A. Valid Nebraska Teaching Certificate, or
  - B. Valid Provisional Trades/Special Services Certificate for Coaching.
- JOB GOAL:** To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-control.
- TERM OF EMPLOYMENT:** Based upon each sport season.
- EVALUATION:** Annually-based on job performance, effort, and enthusiasm.
- ESSENTIAL FUNCTIONS:**
- A. To supervise a staff of high school assistant coaches and junior high coaches in conjunction with the activities director and the respective principal.
  - B. To perform the following duties and/or responsibilities.
    - 1. Developing a fundamental philosophy, skills and techniques to be taught by the staff.
    - 2. Directing, supervising and sequential training of the athletic team, during the school year and summer.
    - 3. Leading and directing the sports team in such a way as to encourage good sportsmanship, maintains discipline, adjusts grievances and works to increase morale and cooperation.
    - 4. Conducting himself/herself before the students and the community so as to instill respect and good sportsmanship.
    - 5. Assuming responsibility for the energetic public relations program for the athletic team and their activities.
    - 6. Maintaining uniforms, equipment and supplies.
    - 7. Maintaining proper supervision of athletes.
    - 8. Seeing that the team members carry out all the duties set forth according to the rules and regulations.
    - 9. Delegating specific duties, supervising implementation, and at season's end, analyzing and evaluating all assistants.
    - 10. Assisting the activities director in scheduling, providing transportation and requirements for tournament and special sports teams.
    - 11. Ordering and issuing awards to deserving team members
    - 12. Overseeing fundraisers implemented by the athletic team (All fundraisers must be pre-approved by the Activities Director).
    - 13. Turning in a yearly budget and summary of the year's activities and awards.
    - 14. Performing any other duties relating to the athletic team as may be directed by the Activities Director and/or Principal.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting			X	
d. Bending/Stooping				X
e. Reaching/Pushing/Pulling				X
f. Climbing		X		
g. Driving			X	

h. Lifting (25 lbs. max)			X	
i. Carrying (75 ft.)			X	
j. Telephone			X	
k. Computer		X		

### OTHER REQUIREMENTS (Intellectual, Sensory):

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Communication and organizational skills.

### WORKING CONDITIONS:

A. ☐ Inside ☐ Outside ☒ Both

B.

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

### NOISE LEVEL:

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
X	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

D. HAZARDS:

- None

### RECEIPT & VERIFICATION

The undersigned hereby acknowledges receipt of a copy of the Head Athletic Coach Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Librarian
<b>REPORTS TO:</b>	Building Principal
<b>JOB GOAL:</b>	To provide a well-organized, smooth functioning library environment in which students can take full advantage of the materials and resources available.
<b>TERM OF EMPLOYMENT:</b>	9 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To operate a media center in which students and staff have access to resource materials.
  - 1. Assist students and staff in the use of the library/media center and its materials.
  - 2. Perform the necessary organizational and clerical functions.
  - 3. Operate Follett Software.
  - 4. Develop a relationship with the Public Library so that sharing of resources can occur.
  - 5. Process current periodicals as they arrive.
  - 6. Work with students and teachers in assisting them to locate and use materials.
  - 7. Assist staff in library instruction of students.
  - 8. Help the circulation of materials.
  - 9. Shelf books and other materials as they are returned or added.
  - 10. Keep up on overdoes; notify teachers, students and parents as appropriate.
  - 11. Order new books and materials in accordance to NDE Rule 10 keeping in mind the interests of students and teachers.
  - 12. Renew newspaper and magazine subscriptions in accordance to NDE Rule 10.
  - 13. Attach bar codes, pockets & cards, and spine labels to all library materials.
  - 14. Complete daily back-ups of computer records.
  - 15. Inventory annually books and materials.
  - 16. Make simple repairs on damaged books.
  - 17. Program VCR to tape educational TV programs, and to make copies of educational tapes.
  - 18. Distribute materials from ESU as they arrive.
  - 19. Prepare books for reserve on teacher's request.
  - 20. Maintain the general neatness and attractiveness of the library.
  - 21. Distribution Audio Visual equipment to teachers.
- B. To be responsible for all duties in the "Teacher Job Description".
- C. To be responsible for duties other than those listed as may be assigned by the supervisor.



<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting			X	
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)			X	
j. Telephone		X		
k. Computer			X	

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.
- Ability to understand that students are our products.

### **WORKING CONDITIONS:**

A. ☒ Inside ☐ Outside ☐ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

#### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
X	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

D. **HAZARDS:**

- None

## **RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Librarian Job Description,  
AND verifies that the undersigned is capable of performing all tasks associated with this job  
description.

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Signature

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Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Reading Specialist
<b>REPORTS TO:</b>	Building Principal
<b>JOB GOAL:</b>	To provide all students with a safe, positive learning environment in which they can grow educationally and emotionally, and to specifically teach 5 <sup>th</sup> - 8 <sup>th</sup> grade students reading who fall below the 40 <sup>th</sup> percentile on the MAP assessment.
<b>TERM OF EMPLOYMENT:</b>	9 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To create a positive learning environment in which the at risk reader has an opportunity to learn the curriculum.
  - 1. Organize the classroom and utilize the available instructional materials and resources.
  - 2. Maintain an attractive, neat room; and stimulate the students' concern for the care and condition of classrooms and the entire facilities.
  - 3. Screen students to establish proper reading level placement.
  - 4. Assist classroom teachers in selection of students needing extra reading instruction.
  - 5. Provide direct instruction to students identified as eligible for reading services in individual, small group, and/or full classroom settings.
  - 6. Use identified needs to guide the learning process toward student achievement of district's Language Arts content standards.
  - 7. Establish clear objectives for all lessons, units and projects using formal and informal assessment data obtained from students.
  - 8. Prepare daily lesson plans in order to facilitate the teacher's work which also provides direction for substitute teachers.
  - 9. Assist with the administration/proctoring of state reading tests.
  - 10. Provide diagnostic, prescriptive and evaluative services for identified students.
  - 11. Act as a resource teacher in reading to regular classroom teachers by assisting them in the district's Language Arts program, selecting materials and suggesting teaching techniques, interventions and strategies.
  - 12. Provides reading resources for teachers, paraprofessionals and parents.
  - 13. Attends building grade level meetings.
  - 14. Teach the district's curriculum.
  - 15. Provide classroom consistent discipline.
- B. To maintain up-to-date records for the student within their classes.
  - 1. Maintain accurate and complete records and reports of student progress.
  - 2. Maintain student confidentiality.
  - 3. Use the DIBELS and/or CARI website to enter student data.
  - 4. Administer DIBELS and/or CARI assessments to students.
  - 5. Report DIBELS and/or CARI student results to teachers and administration.
  - 6. Communicate student progress to parents by utilizing Parent/Teacher conferences and other appropriate communications.
- C. To support and enforce district policies.
  - 1. Administer and support all policies, regulations, procedures, and handbooks of the district.
  - 2. Share with other members of the faculty the responsibilities of operating an effective school system.
  - 3. Supervise students while they are in attendance at school or a school activity.
  - 4. Assist in the security of the building by re-locking locked doors and shutting off classroom lights when not in use.

- D. To provide expertise on various committees by serving on them.
- E. To become involved within the community.
- F. To be responsible for duties other than those listed as may be assigned by the supervisor.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting			X	
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)			X	
j. Telephone		X		
k. Computer			X	

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.
- Ability to understand that students are our products.

### **WORKING CONDITIONS:**

A. ☐ Inside ☐ Outside ☒ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

➤ None

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Teacher Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Summer Agriculture Coordinator
<b>REPORTS TO:</b>	Building Principal
<b>JOB GOAL:</b>	To provide a continuance of vocational agricultural activities and assist students in developing their FFA projects.
<b>TERM OF EMPLOYMENT:</b>	20 days
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To attend summer student conferences and activities.
  - 1. Encourage students to attend summer conferences and activities such as WLC, COLT, and/or PEAK.
  - 2. Encourage monthly FFA meetings.
- B. To attend summer Agriculture teacher conferences.
  - 1. NAEA/Agriculture teacher summer conference.
- C. To assist the Stanton Community Schools' students in preparation for the county and state fairs.
  - 1. Attend county/state fairs and assist with shows.
  - 2. Assist in preparing forms/tags for entries at state and county fairs.
- D. To assist the Stanton Community Schools' students in preparation of their SAE's.
  - 1. Conduct SAE visits and offer advice for improvements to the SAE's.
  - 2. Check student record books and assist in completion.
- E. To foster a positive relationship with and involvement of the Stanton FFA Alumni Association.
  - 1. Attend Stanton FFA Alumni meetings.
  - 2. Conduct FFA/FFA Alumni cooperative activities.
- F. To be responsible for all duties in the "Teacher Job Description".
- G. To be responsible for duties other than those listed as may be assigned by the supervisor.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting			X	
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving			X	
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)			X	
j. Telephone			X	
k. Computer			X	

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Communication and organizational skills.
- Ability to understand that students are our products.

### **WORKING CONDITIONS:**

A. ☐ Inside ☐ Outside ☒ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

### **D. HAZARDS:**

- None

## **RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Summer Agriculture Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date



# Stanton Community Schools

## Job Description

**JOB TITLE:** Summer Band Coordinator

**REPORTS TO:** Building Principal

**JOB GOAL:** To provide band instruction and a continuance of band activities throughout the summer.

**TERM OF EMPLOYMENT:** 15 days

**EVALUATION:** Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To provide summer instrumental band lessons for grades 5 – 12.
- B. To coordinate instrumental band activities throughout the summer months.
  - 1. Prepare marching band for 4<sup>th</sup> of July Parade.
  - 2. March in the 4<sup>th</sup> of July Parade.
  - 3. Prepare band to perform at county fair.
  - 4. Have band perform at county fair.
- C. To be responsible for all duties in the “Teacher Job Description”.
- D. To be responsible for duties other than those listed as may be assigned by the supervisor.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting			X	
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)			X	
j. Telephone		X		
k. Computer		X		

### OTHER REQUIREMENTS (Intellectual, Sensory):

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Communication and organizational skills.
- Ability to understand that students are our products.

**WORKING CONDITIONS:**

A. ☐ Inside ☐ Outside ☒ Both

B.

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
X	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

**D. HAZARDS:**

➤ None

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Summer Music Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Teacher
<b>REPORTS TO:</b>	Building Principal
<b>JOB GOAL:</b>	To provide all students with a safe, positive learning environment in which they can grow educationally and emotionally.
<b>TERM OF EMPLOYMENT:</b>	9 months
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To create a positive learning environment in which the student has an opportunity to learn the curriculum.
  - 1. Organize the classroom and utilize the available instructional materials and resources.
  - 2. Direct and evaluate the learning experience of the pupil, and provide guidance to the pupil which promotes his/her proper educational development.
  - 3. Facilitate appropriate use of textbooks, supplies, equipment by students; and instruct the students in their proper use.
  - 4. Maintain an attractive, neat room; and stimulate the students' concern for the care and condition of classrooms and the entire facilities.
  - 5. Prepare daily lesson plans in order to facilitate the teacher's work which also provides direction for substitute teachers.
  - 6. Teach the district's curriculum.
  - 7. Provide classroom consistent discipline.
- B. To maintain up-to-date records for the student within their classes.
  - 1. Maintain accurate and complete records and reports of student progress.
  - 2. Maintain student confidentiality.
  - 3. Use the School Master grade book.
  - 4. Turn in the names of students who are failing before each Monday at noon (7-12 teachers only).
  - 5. Communicate student progress to parents by utilizing Parent/Teacher conferences and other appropriate communications.
- C. To support and enforce district policies.
  - 1. Administer and support all policies, regulations, procedures, and handbooks of the district.
  - 2. Share with other members of the faculty the responsibilities of operating an effective school system.
  - 3. Supervise students while they are in attendance at school or a school activity.
  - 4. Assist in the security of the building by re-locking locked doors and shutting off classroom lights when not in use.
- D. To provide expertise on various committees by serving on them.
- E. To become involved within the community.
- F. To be responsible for duties other than those listed as may be assigned by the supervisor.

<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting			X	
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)			X	
j. Telephone		X		
k. Computer			X	

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Visual and auditory requirements.
- Communication and organizational skills.
- Ability to understand that students are our products.

### **WORKING CONDITIONS:**

A. ☐ Inside ☐ Outside ☒ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

D. **HAZARDS:**

- None

## **RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Teacher Job Description,  
AND verifies that the undersigned is capable of performing all tasks associated with this job  
description.

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Signature

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Date

# Stanton Community Schools

## Job Description

**JOB TITLE:** Technology Coordinator

**REPORTS TO:** Building Principal

**JOB GOAL:** To provide technology environment in which students can take full advantage of.

**TERM OF EMPLOYMENT:** Scheduled time during school year and 5.5 days during summer

**EVALUATION:** Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To communicate to the administration technology needs of the Middle/High School Facility.
- B. To acquire bids for technology purchases.
- C. Coordinate with the bookkeeper in ordering technology supplies for the year.
- D. To maintain, repair, and clean the technology equipment at the Middle/High School Facility.
  - 1. Create Usernames and Passwords.
  - 2. Contact appropriate support companies to aid in network and computer maintenance.
- E. To assist the staff of the Middle/High School Facility with technology concerns.
- F. To provide training of staff in the area of technology.
  - 1. Provide introductory technology in-services to new employees.
  - 2. Assist the administration in provide in-service training on new software and hardware.
- G. To attend professional development in-services in the area of technology.
- H. Pilot and implement new software programs.
- I. To be responsible for all duties in the "Teacher Job Description".
- J. To be responsible for duties other than those listed as may be assigned by the supervisor.

PHYSICAL REQUIRMENTS:	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting			X	
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)			X	
j. Telephone		X		
k. Computer				X

**OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Communication and organizational skills.
- Ability to understand that students are our products.

**WORKING CONDITIONS:**

A. ☒ Inside ☐ Outside ☐ Both

B.

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
X	Quiet (Examples: library, private office)
	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

D. **HAZARDS:**

- None

**RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Technology Coordinator Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date

# Stanton Community Schools

## Job Description

<b>JOB TITLE:</b>	Yell Squad Sponsor
<b>REPORTS TO:</b>	Activities Director
<b>JOB GOAL:</b>	Supervise a student group “yell squad” for the purpose of positive promotion of school spirit.
<b>TERM OF EMPLOYMENT:</b>	School year
<b>EVALUATION:</b>	Annually-based on job performance, effort, and enthusiasm.

### ESSENTIAL FUNCTIONS:

- A. To attend all home varsity contests in football, volleyball and boys and girls basketball and supervise the yell squad.
- B. To attend all subdistricts, districts, state playoffs, and conference tournaments in football, volleyball, and boys and girls basketball
- C. To assist the Stanton Community Schools’ yell squad in preparation for the aforementioned varsity activities.
- D. To foster positive school spirit and support of Stanton Community Schools’ activities programs.
  - 1. Aid yell squad members in creating posters and other positive activities for all activities.
- E. To foster a positive relationship with and involvement of the Stanton Community and student body.
- F. To be responsible for all duties in the “Teacher Job Description”.
- G. To be responsible for duties other than those listed as may be assigned by the supervisor.



<b>PHYSICAL REQUIRMENTS:</b>	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting			X	
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving			X	
h. Lifting (25 lbs. max)		X		
i. Carrying (75 ft.)			X	
j. Telephone			X	
k. Computer			X	

### **OTHER REQUIREMENTS (Intellectual, Sensory):**

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Communication and organizational skills.
- Ability to understand that students are our products.

### **WORKING CONDITIONS:**

A. ☐ Inside ☐ Outside ☒ Both

B.

<b>Climatic Environment</b>	<b>Amount of Time</b>			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.

### **NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

### **D. HAZARDS:**

- None

## **RECEIPT & VERIFICATION**

The undersigned hereby acknowledges receipt of a copy of the Summer Agriculture Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

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Signature

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Date