

# SUPERINTENDENT

**Job Goal:** The executive officer of the school district and shall put the educational policies of the state and the adopted policies of the local Board of Education into practice.

- I. Qualifications:** A Master's Degree from an institution acceptable to the Michigan State Board of Education and meet the requirements as required by the School Law of Michigan
- II. Status:** Exempt; 12 month, full-time
- III. Compensation and Benefits:** Commensurate upon experience and negotiated with the Board of Education
- IV. Reports To:** Board of Education
- V. Performance Responsibilities**
  - A. The Superintendent shall be responsible for the educational needs of the community
    - 1. Develop solutions to meet these needs
    - 2. Make recommendations to the Board of Education
  - B. Visit classrooms throughout the district
  - C. Assist in the planning of budgets and programs within the Negaunee, Ishpeming, NICE Community Education Program
    - 1. Meet regularly with the Community Education Director
    - 2. Consider new and expanded Community Education Programs
  - D. Actively participate in the interviewing of applicants for teaching positions and make final recommendations to the Board of Education
  - E. Make such assignments and such transfers in assignment of professional staff as deemed necessary, reporting his action to the Board for information and record
  - F. Attend meetings, workshops, and seminars to be better prepared to evaluate the educational program
  - G. The Superintendent shall be responsible for adequate financing of the educational program
  - H. Supervise the preparation of the budget
  - I. Administer the budget as approved by the Board and interpreted by the Community
  - J. Prepare materials for the Allocation Board and represent the school district at meetings of the Allocation Board
  - K. The Superintendent shall perform those responsibilities as defined by the Michigan Code and the Rules and Regulations as adopted by the State Board of Education
    - 1. Classify and control the promotion and expulsion of students
    - 2. Suspend any member of the teaching staff or non-teaching staff, pending action of the Board for any cause which makes such action necessary
    - 3. Consult the Board on legal matters pertaining to the School Code
    - 4. Recommend tenure status for teachers
  - L. The Superintendent shall plan and implement a line of communication to the Board, Administrators, Staff, Students, and the Community
    - 1. Prepare the agenda for Regular and Special School Board meetings
    - 2. Notify the School Board President of a need for a Special School Board meeting

3. Interpret the school programs to the community
  - a. Meet with parent groups
  - b. Meet with organizations
4. Utilize the media (press, radio, and television) to communicate to the general public matters pertaining to the school district
- M. Schedule and conduct regular administrative meetings
- N. Have a knowledge of communications from the Department of Education and distribute these communications to the personnel who are directly involved
- O. The Superintendent shall involve members of the community in the educational decision making process
  1. Encourage attendance at school board meeting
  2. Consult members of the community when the need arises
  3. Encourage school visitations by members of the community
- P. The Superintendent shall assist the Board in the formulation of policies governing the school system
  1. Take a lead role in the development of policies
  2. Present these policies to the Board for consideration and possible approval
  3. Continually evaluate present policies and recommend policy changes when necessary
- Q. The Superintendent shall provide a climate which will allow for personal growth of the Board, administration and staff of the school district
  1. Provide for some degree of flexibility
  2. Encourage attendance at workshops, seminars, and in-service programs
- R. The Superintendent shall strive for smooth operation of the school district
- S. The Superintendent shall be responsible for the non-teaching employees
  1. Evaluate the non-teaching staff
  2. Recommend change in assignments of non-teaching personnel
  3. Interview and recommend applicants for non-teaching positions to the Board
  4. Suspend any member of the non-teaching staff pending action of the Board for any cause which makes such action necessary
  5. See that the non-teaching contract is adhered to
  6. See that the non-teaching grievance procedure is followed
- T. The Superintendent shall ensure processing of reports to the Department of Education and other agencies
- U. The Superintendent shall represent the school district at meetings of school organizations and agencies

# ADMINISTRATIVE ASSISTANT FOR FINANCE

**Job Goal:** Oversee the Financial Planning and Budgeting, Accounting, Financial Reports, Payroll Processing, Employee Benefits of the district.

**I. Qualifications:**

- A. Bachelor's degree in Business or Accounting preferred or equivalent
- B. Accounting and bookkeeping experience
- C. Possess or be eligible for Michigan School Business Official certification
- D. Work experience in a public school
- E. Experience with federal, state and grant reporting requirements, development of budgets and collections

**II. Status:** Non-Exempt; 12-months; Full-time

**III. Compensation and Benefits:** Hourly position with paid retirement, sick leave and vacation

**IV. Reports To:** Superintendent

**V. Performance Responsibilities:**

- A. Assist the superintendent in the preparation of the budget including
  - 1. Preparing budget projections for expected revenues and expenditures
  - 2. Preparing budget reports as needed for the Board
  - 3. Assisting the Superintendent in the management of district investments
- B. Assist the Superintendent in the preparation of bids, requisitions and purchase orders
- C. Assist the Superintendent on matters regarding the district's insurance coverage
- D. Input of revenue and expenditure data in school district accounts under the supervision of the Superintendent
- E. Assist the Superintendent to prepare and submit all financial reporting to the State and Intermediate School District in the following areas: Budgeting, Vocational Education, Special Education, Transportation, Hot Lunch, Borrowing, Sinking Fund, Title I, Title II and Section 31A
- F. Assist the Superintendent in the supervision of the Hot Lunch Program including bidding, ordering bookkeeping and required reports
- G. Assist the Superintendent and the Board Negotiation Team in preparing proposals and financial estimates
- H. Assume other Performance Responsibilities assigned by the Superintendent
- I. Assist the Superintendent in the management of the Sinking Fund including working with architects, contractors, auditors and the Sinking Fund Committee.

*Last Updated: June, 2011*

# PAYROLL CLERK JOB DESCRIPTION

**Job Goal:** Ensure efficient and accurate processing of employee payroll in accordance with all state and federal guidelines.

**I. Qualifications:**

- A. Associate's degree in business, finance or equivalent
- B. Data entry and accounting experience
- C. Public school experience preferred

**II. Status:** Non-Exempt; part-time (24 – 30 hours/week)

**III. Compensation and Benefits:** Hourly position with paid retirement, sick leave and vacation

**IV. Reports To:** Administrative Assistant for Finance

**V. Performance Responsibilities:**

- A. Responsible for all payroll preparation
  - 1. Preparation and maintenance of personnel data
  - 2. Collation of timesheets and input data
  - 3. Prepare monthly and quarterly reports to various state and federal agencies
  - 4. Prepare payroll deduction checks
  - 5. Filing payroll data
- B. Responsible for employee insurances
  - 1. Setting up payroll deductions
  - 2. Maintain files on employee insurances
  - 3. Reconcile insurance billings
- C. General Secretarial duties
  - 1. Typing
  - 2. Filing
  - 3. Answering telephone
- D. Other duties as assigned by the Superintendent

*Last Updated June 2011*

# ACCOUNTS PAYABLE SECRETARY

**Job Goal:** Ensure timely and efficient management of district requisitions and payment of obligations.

- I. Qualifications:** Data entry and accounting experience
- II. Status:** Non-Exempt; part-time (35-38 hours per week)
- III. Compensation and Benefits:** Hourly position with paid retirement, sick leave and vacation
- IV. Reports To:** Administrative Assistant for Finance
- V. Performance Responsibilities:**
  - A. Data entry of purchase orders on our computer system, and reconciliation of the purchase orders to vendor invoices received
  - B. Data input of accounts payable invoices for payment
  - C. Answer telephone calls, welcome visitors, and screen unexpected callers
  - D. Maintain school debit cards/files, purchase order and invoice files
  - E. Assist other personnel in the office, and fill-in for them when absent
  - F. Reconciliation of outstanding checks to the bank
  - G. Assume other duties as assigned by the Superintendent
  - H. Maintain PO and vendor files
  - I. Data entry of purchase orders for WHS and Aspen Ridge
  - J. Match invoices to purchase orders
  - K. Input vendor A/P invoices for payment
  - L. Postage machine – breakdown of charges
  - M. Process AP checks
  - N. Yearly custodial bids
  - O. Maintain Well’s Fargo credit card information
  - P. Reconcile WF statements with receipts, check requests (from Action Troupe, Spanish Club, BPA, student council, etc.)
  - Q. Record cash receipts
  - R. Bank reconciliations for AP and Payroll
  - S. Annual 1099 forms
  - T. Assist in preparation for the annual audit

*Last updated June 2011*

# ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT

**Job Goal:** Assist the Superintendent, Board of Education and district administrators to ensure the orderly operation of the school district.

**I. Qualifications:**

- A. High School Diploma
- B. Word processing and data management experience
- C. Demonstrated excellent written and verbal communication skills
- D. Strong people skills
- E. Demonstrated excellent organizational skills and ability to multitask

**II. Status:** Non-Exempt; 12 month, full or part-time based on need

**III. Compensation and Benefits:** Hourly position commensurate on ability and experience with paid vacation, holidays and sick/personal leave.

**IV. Performance Responsibilities**

- A. Assist and relieve superintendent of paperwork so that he/she may devote maximum attention to the central problems of education and educational administration
- B. Contribute to effective school-public relations by prompt and courteous handling of all inquiries and visitors
- C. Responsible for records and correspondence of the superintendent and the Administrative Assistant for Finance
- D. Assist in the preparation and upkeep of the School Board Policy Manual
- E. Provide general secretarial services to the Superintendent and Administrative Assistant for Finance
- F. Welcome visitors, answer office telephone and respond appropriately to requests for information
- G. Gather and maintain data for reports including but not limited to: SID, REP, Sick & Personal Leave, Days & Hours Report
- H. Update/Maintain support/teacher personnel files, seniority lists, employee evaluations, IDP's and employee directories
- I. Check status of existing temporary teacher permits
- J. Prepare Teacher Contracts and Substitute Teacher Lists
- K. Maintain the School & District Calendars and documents posted on the website
- L. Manage the Schools of Choice process
- M. Coordinate the development of District Newsletters
- N. Oversee the Teacher Mini Grant and Excellence in Education activities
- O. Update School Closing Info to Media
- P. Facilitate processes connected to the Board of Education including follow-up to the Annual School Election, orientation to new board members, School Board Recognition and manage Board agendas and minutes.
- Q. Maintain central office filing system
- R. Other duties as determined by the Superintendent

*This list is not inclusive. See detailed monthly/yearly task list maintained in the Central Office.*

*Last updated July 2011*

# K-8 PRINCIPAL

**Job Goal:** Ensure the effective operations of the school and enable students and staff reach their fullest potential.

## I. Qualifications

- A. Demonstrate an unwavering ability to advocate for students
- B. Administration Certificate (or be eligible) and meet all continuing education requirements
- C. Have five years of successful teaching or administrative experience
- D. Demonstrate the ability to speak and write effectively
- E. Demonstrate strong motivational and leadership qualities
- F. Demonstrate the ability to maintain a program of good discipline
- G. Demonstrate the ability to manage several responsibilities simultaneously
- H. Demonstrate the ability to promote the school, its students, staff and programs

**II. Status:** Exempt; Full-time; Teacher's calendar plus 35 days

**III. Compensation and Benefits:** Compensation commensurate upon experience and defined within the district's *Administrator Conditions of Employment*.

**IV. Reports To:** Superintendent

## V. Performance Responsibilities

- A. Personnel
  - 1. Schedule substitutes for teachers and non-teaching staff
  - 2. Conduct personnel evaluations in a timely manner as prescribed by law, district policy and individual contract agreements
  - 3. Assist in the assignment of highly qualified personnel
  - 4. Be responsible for staff development and training
  - 5. Assist in the selection and orientation of new staff
  - 6. Schedule service staff's work load when appropriate
  - 7. Conduct teacher or staff meetings
  - 8. Be responsive and supportive of all staff at all times and provide guidance when needed
- B. Student Supervision and Services
  - 1. Maintain discipline in the building and on the school grounds
  - 2. Schedule and supervise school assembly programs
  - 3. Oversee the supervision of the school cafeteria, playground or gymnasium before school, after school and during the lunch period
  - 4. Communicate regularly and effectively with all parties involved in student discipline
  - 5. Consult with pupils/parents/teachers regarding pupil progress/welfare/attendance
  - 6. Supervise the preparation, accuracy and completeness of student records
  - 7. Oversee and assist with the evaluation of special education programs and services
  - 8. Oversee attendance and pupil accounting records
  - 9. Work with area agencies to coordinate student services as needed
- C. Instructional Program
  - 1. Supervise and evaluate the instructional program and curriculum of the school
  - 2. Supervise testing and guidance programs in the school
  - 3. Supervise the selection of instructional supplies/equipment/textbooks/technology

4. Manage the School Improvement and accreditation process including timely completion of all reports
- D. Public Relations
1. Promote the school/students/staff/instructional programs of the school utilizing various media including:
  2. Prepare an annual report as required by law
  3. Regular parent newsletters
  4. Press releases
  5. Encourage parent visitations to the school
  6. Communicate effectively with the public
  7. Be available and responsive to the public
  8. Be present and visible in the school and community
  9. Work to recruit and retain students
- E. Budget Development and Administration
1. Make expenditures within the limits of the yearly budget
  2. Manage financial matters in accordance with district policy and the law
- F. Support Service Program
1. Supervise all support service personnel
  2. Evaluate the effectiveness of all support service programs
  3. Conduct staff development activities when appropriate
  4. Supervise the hot lunch program
  5. Work with the transportation supervisor to coordinate pupil transportation
  6. Develop and monitor work schedules for all support service personnel when appropriate
  7. Supervise teacher aides
- G. General Administration
1. Conduct District's Kindergarten screening program
  2. Maintain inventory of building
  3. Conduct fire, tornado and lock-down drills as required
  4. Maintain an adequate list of substitutes
  5. Make periodic inspection of the building
  6. Coordinate health services
  7. Supervise the preparation and distribution of pupil progress reports
  8. Attend school board meetings
  9. Report injuries sustained by pupils or employees
  10. Schedule the use of the building for all non-school functions
  11. Enforce school board policies concerning building usage
  12. Work with and support fellow administrators to create a unified K-12 leadership team
- H. Assist in the oversight of the following district programs
1. Title I
  2. MEAP
  3. Kindergarten Registration and Screening
  4. School Improvement
  5. Curriculum Development
- I. Assume other Performance Responsibilities as assigned by the Superintendent

*Last updated May 2011*



## 9-12 PRINCIPAL

**Job Goal:** Ensure the effective operations of the school and enable students and staff reach their fullest potential.

### **I. Qualifications**

- A. Demonstrate an unwavering ability to advocate for students
- B. Administration Certificate (or be eligible) and meet all continuing education requirements
- C. Have five years of successful teaching or administrative experience
- D. Demonstrate the ability to speak and write effectively
- E. Demonstrate strong motivational and leadership qualities
- F. Demonstrate the ability to maintain a program of good discipline
- G. Demonstrate the ability to manage several responsibilities simultaneously
- H. Demonstrate the ability to promote the school, its students, staff and programs

**II. Status:** Exempt; 12 months; Full-time

**III. Compensation and Benefits:** Compensation commensurate upon experience and defined within the district's *Administrator Conditions of Employment*

**IV. Reports To:** Superintendent

### **V. Performance Responsibilities**

- A. Personnel
  - 1. Schedule substitutes for teachers and non-teaching staff
  - 2. Conduct personnel evaluations in a timely manner as prescribed by law, district policy and individual contract agreements
  - 3. Assist in the assignment of highly qualified personnel
  - 4. Be responsible for staff development and training
  - 5. Assist in the selection and orientation of new staff
  - 6. Schedule service staff's work load when appropriate
  - 7. Conduct teacher or staff meetings
  - 8. Be responsive and supportive of all staff at all times and provide guidance when needed
- B. Student Supervision and Services
  - 1. Maintain discipline in the building and on the school grounds
  - 2. Schedule and supervise school assembly programs
  - 3. Oversee the supervision of the school cafeteria, playground or gymnasium before school, after school and during the lunch period
  - 4. Communicate regularly and effectively with all parties involved in student discipline
  - 5. Consult with pupils/parents/teachers regarding pupil progress/welfare/attendance
  - 6. Supervise the preparation, accuracy and completeness of student records
  - 7. Oversee and assist with the evaluation of special education programs and services
  - 8. Oversee attendance and pupil accounting records
  - 9. Work with area agencies to coordinate student services as needed
- C. Instructional Program
  - 1. Supervise and evaluate the instructional program and curriculum of the school
  - 2. Supervise testing and guidance programs in the school
  - 3. Supervise the selection of instructional supplies/equipment/textbooks/technology

4. Manage the School Improvement and accreditation process including timely completion of all reports
- D. Public Relations
1. Promote the school/students/staff/instructional programs of the school utilizing various media including:
  2. Prepare an annual report as required by law
  3. Regular parent newsletters
  4. Press releases
  5. Encourage parent visitations to the school
  6. Communicate effectively with the public
  7. Be available and responsive to the public
  8. Be present and visible in the school and community
  9. Work to recruit and retain students
- E. Budget Development and Administration
1. Make expenditures within the limits of the yearly budget
  2. Manage financial matters in accordance with district policy and the law
- F. Support Service Program
1. Supervise all support service personnel
  2. Evaluate the effectiveness of all support service programs
  3. Conduct staff development activities when appropriate
  4. Supervise the hot lunch program
  5. Work with the transportation supervisor to coordinate pupil transportation
  6. Develop and monitor work schedules for all support service personnel when appropriate
  7. Supervise teacher aides
- G. General Administration
1. Maintain inventory of building
  2. Conduct fire, tornado and lock-down drills as required
  3. Maintain an adequate list of substitutes
  4. Make periodic inspection of the building
  5. Coordinate health services
  6. Supervise the preparation and distribution of pupil progress reports
  7. Attend school board meetings
  8. Report injuries sustained by pupils or employees
  9. Schedule the use of the building for all non-school functions
  10. Enforce school board policies concerning building usage
  11. Work with and support fellow administrators to create a unified K-12 leadership team
- H. Assist in the oversight of the following district programs
1. MEAP
  2. School Improvement
  3. Curriculum Development
- I. Assume other Performance Responsibilities as assigned by the Superintendent

*Last updated July 2011*

# COORDINATOR OF STATE & FEDERAL PROGRAMS

**Job Goal:** Ensure that the instructional and intervention practices meet the individual needs of all students and enables them to reach their fullest potential.

## **I. Qualifications**

- A. Master's Degree in at least one area of Special Education
- B. Michigan administrator certification or must be enrolled in an administrative certification program within six months of employment and completed within three years
- C. Five years of teaching and/or administrative experience related to special education
- D. Demonstrate the ability to speak and write effectively
- E. Demonstrate the ability to manage several responsibilities simultaneously
- F. Demonstrate strong motivational and leadership qualities

**II. Status:** Exempt; Part-time; Teacher's calendar plus 20 days

**III. Compensation and Benefits:** Salary based on NICE Teachers Association negotiated salary

**IV. Reports To:** Superintendent

## **V. Performance Responsibilities**

### A. Special Education and Section 504

1. Assist in the assignment and evaluation of highly qualified personnel
2. Oversee the professional development and training needs of program staff
3. Adhere to all state and federal laws pertaining to IDEA and 504
4. Arrange for teacher consultant and other services when needed including participation in the evaluation and testing process as needed
5. Oversee/manage the continuous improvement monitoring process
6. Ensure that handbooks and the district website are current relative to the Special Education and 504 referral process
7. Respond to parent/staff questions/concerns/needs as they relate to Special Education and 504 services
8. Evaluate the effectiveness of the special education program and recommend changes needed, when appropriate, to the Superintendent
9. Coordinate the referral and evaluation process including the Student Assistance Team
10. Manage the Special Education budget in accordance with district policy and applicable laws
11. Work with all staff to adequately support student needs
12. Work with area partners to maintain ongoing cooperative efforts to provide quality special education programs within the district, the CO-OP IV area school districts (Ishpeming, Negaunee, NICE, & Republic-Michigamme), and the Marquette-Alger Regional Educational Service Area in alignment with state and federal special education rules and regulations

### B. Title I and Title II

1. Assist in the development of the Consolidated Application
2. Work with staff to establish priorities for Title I in the district

3. Assist in the oversight of the Title I budget
4. Assist to coordinate Title I functions with K-8 staff/administrators
5. Maintain documentation regarding Title I programs and services including personnel logs
6. Assist with the coordination, leadership, and be a contributing member of the student assistance team

C. Section 31A (At Risk)

1. Assist in the assessment of needs
2. Coordinate 31A functions with K-8 staff/administrators
3. Maintain documentation regarding 31A programs and services including personnel logs

D. General Administration

1. Attend school board meetings if needed
2. Provide reports to the Superintendent as needed regarding each of the programs listed above
3. Assist in the scheduling and coordination of pre-school screening
4. Serve as a member of the district's leadership team and attend AD team meetings as needed
5. Assume other Performance Responsibilities as assigned by the Superintendent

*Last updated March 2011*

# DIRECTOR OF TECHNOLOGY

**Job Goal:** To continually develop, implement and maintain the highest quality technologies to enhance curriculum, instruction and district operations.

## **I. Qualifications**

- A. Bachelor's Degree or equivalent in a technology related field
- B. Experience working with and maintaining personal computers, computer networks, and related devices
- C. Ability to assess technology needs and prepare a technology budget
- D. Excellent verbal and written communication skills
- E. Experience in K-12 public school preferred
- F. Ability to forecast and adapt technologies and applications to the changing needs of K-12 programs and students
- G. Ability to learn and integrate new technologies, software and operating systems

**II. Status:** Exempt; 12 months; Full-time

**III. Compensation and Benefits:** Compensation commensurate upon experience and defined within the district's *Administrator Conditions of Employment*

**IV. Reports To:** Superintendent

## **V. Performance Responsibilities**

- A. Develop and maintain district-wide Technology Policy/Procedures
- B. Implement, evaluate and continually develop the District Technology Plan
- C. Serve as Network Administrator and technician
- D. Stay Current on Local, State and National Technology Issues and Disseminate This Information Throughout the District
- E. Diagnosis/Resolve/Troubleshoot Technical Problems
- F. Work with District and Contracted Technical Support Personnel
- G. Upgrade/Update/Replace Equipment, Software, and Operating Systems
- H. Collaborate with Teachers to Integrate Technology into Instruction
- I. Develop District-Wide System for Technology Repair/Maintenance and support
- J. Oversee, supervise, maintain and program District Website
- K. Increase Staff Awareness of Technology Opportunities through Staff Updates, Newsletters, etc.
- L. Conduct Ongoing Needs Assessment for Instructional Computing
- M. Represent the Superintendent and the District at ITRC Meetings
- N. Membership on the MAISD Planning For Learning and Technology Team
- O. Attend NICE Community School District School Board Meetings as needed
- P. Obtain additional training as available, represent district as needed
- Q. Offer Technology Integration and Training Workshops for faculty and Staff
- R. Coordinate Hardware Maintenance, Troubleshooting, Record Keeping, as well as Software Review, Development, Distribution and Inventory
- S. Manage Universal Service Fund (E-Rate) Applications and Requests
- T. Manage licensing for all district utilized software and hardware
- U. Maintain and manage all VOIP phones, phone systems, voicemail and voicemail server

*Last updated May 2011*

# TRANSPORTATION SUPERVISOR

**Job Goal:** To continually develop, implement and maintain protocols to ensure the safe and orderly transportation of students every day.

## **I. Qualifications**

- A. High school diploma
- B. Have mechanical background and experience
- C. Have the ability to plan bus routes, schedule and prepare reports
- D. Have experience or training in fleet supervision
- E. Be able to qualify as school bus driver
- F. Have the ability to get along with people
- G. Such alternates to the above qualifications may be considered as the Board may find appropriate and acceptable

**II. Status:** Exempt; Teacher calendar plus 25 days

**III. Compensation and Benefits:** Compensation commensurate upon experience and defined within the district's *Administrator Conditions of Employment* with sick/personal leave

**IV. Reports To:** Superintendent

## **V. Performance Responsibilities**

- A. Be responsible for the safe, efficient transportation of all students throughout the district
  1. Plan bus routes and prepare bus schedules
  2. Evaluate continually the efficiency of bus routes and driver performance
  3. Analyze continually bus routes for policy conformance
  4. Prepare bus route certification reports for the MI Department of Education
  5. Prepare bus routes and schedules for substitute and new drivers
- B. Be responsible for supervision and maintenance of school buses and other school-owned vehicles
  1. Prepare regular maintenance schedules for all vehicles
  2. Be responsible for the scheduling of vehicle maintenance and repairs
  3. Evaluate diagnoses to insure accuracy, and to see that equipment and tools are used properly
  4. See that maintenance schedules are adhered to
  5. Maintain accurate records of maintenance performed
  6. Maintain cost records of maintenance
  7. See that all vehicles are in a safe operating condition
- C. Be responsible for bus drivers and mechanics
  1. Schedule and supervise bus drivers and mechanics
  2. Be responsible for staff development and evaluation
  3. Be responsible for bus driver certification
    - a. Schedule bus driver physical examinations
    - b. Schedule drivers for required workshops
    - c. Schedule annual driver testing programs
    - d. See that all drivers have valid chauffeurs' license
- D. Supervise the Transportation Safety Program

4. Inform parents and students of the Student Transportation Rules and Regulations of the district
5. See that the Rules and Regulations are adhered to, to insure safe transportation of students
- E. Meet with bus drivers to discuss student behavior on buses and other concerns of drivers regarding safe transportation of students
- F. Make recommendations to update the Transportation Handbook
- G. Recommend transportation equipment needs
- H. Schedule drivers for extracurricular trips
  1. Maintain a seniority list of drivers for extra trips
  2. Make weekly reports to the Superintendent of extra trips scheduled
  3. Communicate with Superintendent regarding questionable extracurricular trips
- I. Have knowledge of the Transportation Code and interpret the Code to Board of Education when necessary
- J. Assume other Performance Responsibilities assigned by the Superintendent

*Last updated July 2011*

# COMMUNITY EDUCATION DIRECTOR

**Job Goal:** To oversee alternative instructional programs that enable students to satisfy graduation requirements and increase their opportunities for success.

## **I. Qualifications**

- A. Master's Degree in Educational Leadership
- B. Shall have at least three years of experience as a Community Education Director and three years of teaching experience

**II. Status:** Exempt; Teacher calendar plus 25 days

**III. Compensation and Benefits:** Compensation commensurate upon experience and defined within the district's *Administrator Conditions of Employment* with sick/personal leave

**IV. Reports To:** Superintendent's Council

## **V. Performance Responsibilities**

- A. The Community School Director shall plan and direct educational (and recreational) experiences which meet the wants and needs of the community
- B. The Community School Director must identify
  - 1. What learning needs exist
  - 2. What population is the target group
  - 3. Who can and should provide the leadership or teaching
  - 4. What learning environment is best
  - 5. What resources are needed to maximize the potential for learning
  - 6. Assess what learning has occurred
- C. Direct the recruitment and counseling of adult high school students in his/her school district
- D. Recommend all necessary materials and facilities to operate an evening high school program at Westwood High School
- E. Be available at the above site each evening to supervise and counsel students
- F. Evaluate teacher performance and adult progress
- G. Create new avenues of communication and involvement with the community, municipal and civic groups as well as individuals
- H. Develop community education advisory councils whose purpose shall be to
  - 1. Identify community needs
  - 2. Establish priorities
  - 3. Determine a timetable for new program implementation
  - 4. Identify resources to address media
- I. Determine the programs and staff necessary for an extended school day and year (summer) and shall schedule facilities for such programs
- J. Work closely with the school principals and community aides to assist in better promotion of School-Community relations and needs

*Last updated July 2011*



# **PATRIOT ONLINE ACADEMY COORDINATOR**

**Job Goal:** To oversee and coordinate all aspects of the district's virtual learning program in order to meet the needs of all learners.

## **I. Qualifications**

- A. Prior experience with online course development and management
- B. Prior experience managing an online learning environment
- C. Ability to draft/write marketing and procedural/policy items for review by staff and administration Knowledge of online vendors, such as Aventa and Michigan Virtual High School
- D. Ability to conduct staff training in online learning course development and management
- E. Experience with website development

**II. Status:** Exempt; Part-time based on need

**III. Compensation and Benefits:** Salary based on NICE Teachers Association negotiated salary

**IV. Reports To:** Superintendent

## **V. Performance Responsibilities**

- A. Oversee and continually evaluate the district's virtual learning options
- B. Develop and update materials used to market the program
- C. Work with other district staff, parents and outside agencies to encourage participation in the Patriot Online Academy
- D. Coordinate with staff and administration to prepare for curriculum and staff development necessary to establish hybrid learning environments
- E. Serve as a mentor for students enrolled in the Patriot Online Academy
- F. Enter/manage grading
- G. Inform students of expectations
- H. Provide student with technology etiquette guidelines/acceptable use policy
- I. Provide technical support
- J. Serve as liaison with online teacher

*Last updated July 2011*