

# TEACHER

**Job Goal:** Deliver high-quality curriculum and instruction to ensure that all students reach their fullest potential

**I. Qualifications:**

- A. Bachelor's degree or higher from an accredited college or university.
- B. Hold a valid Michigan teaching certificate
- C. Excellent verbal and written communication skills
- D. Other qualifications based on subject/level\*

**II. Status:** Exempt; Full or part-time based on need

**III. Compensation and Benefits:** Salary and benefits in accordance with the NICE Teachers Association Master Agreement

**IV. Reports To:** Principal

**V. Performance Responsibilities:**

- A. Be an advocate for students
- B. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible
- C. Observe and evaluate students' performance, behavior, social development, and physical health
- D. Prepare and adapt instructional materials and classrooms for class activities to meet students' varying needs and interests
- E. Plan and conduct activities for an engaging and balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, investigate and meet curricular expectations
- F. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students
- G. Prepare, administer, and grade tests and assignments in order to evaluate students' progress
- H. Confer with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems and to determine their priorities for their children and their resource needs
- I. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations
- J. Prepare and implement remedial programs for students requiring extra help
- K. Enforce administration policies and rules governing students
- L. Collaborate with the administration, other staff members or professionals to plan and schedule lessons promoting learning, following approved curricula
- M. Attend professional meetings, educational conferences, staff meetings and teacher training workshops in order to maintain and improve professional competence
- N. Administer standardized ability and achievement tests, and interpret results to determine student strengths and areas of need
- O. Supervise, evaluate, and plan assignments for teacher assistants and volunteers
- P. Perform any additional duty assigned by the Principal within traditionally-accepted parameters of the job

*Last updated July 2011*

# COUNSELOR

**Job Goal:** Provide the guidance and counseling to students to assure they are receiving an appropriate education and developing appropriate social, educational and career goals so that they will develop into responsible and caring citizens.

**I. Qualifications:**

- A. Master's degree in school counseling from an accredited college or university.
- B. Hold a valid Michigan teaching certificate
- C. Excellent verbal and written communication skills
- D. Demonstrated ability to deal effectively with at-risk students
- E. Demonstrated ability to deal effectively with parents
- F. Demonstrated ability to work cooperatively with other staff members

**II. Status:** Exempt; Full or part-time based on need

**III. Compensation and Benefits:** Salary and benefits in accordance with the NICE Teachers Association Master Agreement

**IV. Reports To:** Principal

**V. Performance Responsibilities:**

- A. Develop and deliver the school counseling curriculum in accordance with best practices prescribed by the State of Michigan and the American School Counselor Association
- B. Assist students in all areas of academic and career planning and in social/emotional development.
- C. Provide proactive and responsive individual and small group counseling in a variety of settings based on student, parent or staff requests and in systematic response to identified needs of groups of children including skill building, social skill development, career awareness, conflict resolution, anti-bullying strategies, family issues and making healthy choices
- D. Consult and collaborate with teachers, staff and parents in understanding and meeting the needs of students in the school setting and make appropriate referrals of students and parents to outside agencies and specialists.
- E. Promote an understanding and appreciation of diverse populations and cultures and advocate for equal access to programs and services for all students
- F. Prepare students for the transition to the next level and advise students and their parents as to progress toward promotion/graduation
- G. Refer students and their parents, as needed, to appropriate specialists, special programs and/or outside agencies
- H. Inform students and their parents as to pertinent test results and their implications for educational and career planning
- I. Promote the liaison and coordination of school activities and resources and communicate between and among home, school, community agencies and business and industry
- J. Plan, implement, maintain and evaluate the systems necessary for the support, maintenance and improvement of the school counseling program
- K. Develop and maintain skills needed to utilize technology systems and participate in professional development activities
- L. Adhere to the ethical standards of state and national school counselor associations

- M. Meet with and assist students develop and revise their Educational Development Plan
- N. Maintain and regularly update a counselor page on the district website
- O. 9-12 Counselor
  - 1. Plan and coordinate programs such as career and college fairs, and other extensions of the counseling curriculum
  - 2. Coordinate the Westwood Early College Program
  - 3. Oversee the development of Individualized Learning Plans for early college and online students
  - 4. Update and ensure accuracy of student transcripts
  - 5. Assist students with scholarship, college entrance, and financial aid applications
  - 6. Serve as primary contact and organize testing for the MEAP, MME, ACT PLAN, ACT EXPLORE, PSAT, ASVAB, SAT, NUMATS, AP Exam
  - 7. Oversee the student scheduling process including assisting students in selecting course offerings which reflect their interests, goals and abilities and meeting with students regarding schedule changes
  - 8. Assist Principal in the development of the Master Schedule
  - 9. Conduct graduation audits on all students
  - 10. Organize online/dual enrollment/ ITV programs and schedules
  - 11. Assist in the development of the freshman orientation
- P. K-8 Counselor
  - 1. Participate on the Student Assistance Team which does the following
    - a. Identifies at-risk students and their academic, social, emotional, physical or other needs
    - b. Recommends programs and resources which meet the needs of the at-risk students
  - 2. Serve as liaison between the school and outside agencies to assure student needs are being met
  - 3. Evaluate the effectiveness of the at-risk program
  - 4. Provide direct counseling to students when appropriate
  - 5. Check on progress of at-risk students periodically
  - 6. Report appropriate information to the SAP team
  - 7. Assume other Performance Responsibilities as assigned by the building principal

# **MEDIA COORDINATOR**

**Job Goal:** Ensure the efficient and orderly operations of the district's Media Centers.

**I. Qualifications:**

- A. Valid Michigan Teaching Certificate
- B. Exemplary technology skills including an understanding or ability to learn the software and hardware applications used in the Media Center
- C. Capable of managing several tasks simultaneously
- D. Capable of producing high-quality written and graphic products to enhance the Media Center and its resources
- E. Capable of supervising and facilitating training for staff assigned to the Media Center.

**II. Status:** Non-exempt; 180 days (teacher calendar), Part-time (.5 FTE)

**III. Compensation and Benefits:** Salary and benefits in accordance with the NICE Teachers Association Master Agreement

**IV. Reports To:** Principal

**V. Performance Responsibilities:**

Grades K-5

- A. Collaborate with teachers to provide/facilitate/encourage access to resources that augment instruction in the classroom
- B. Teach students to locate and use reference and other resources available in the library
- C. Promote, model and facilitate the development of an appreciation for reading by engaging students in activities such as book talks, promoting library materials and being a presence in classrooms
- D. Provide support and recommendations for teachers working with students who are above or below grade level in terms of the acquisition and use of media materials and books
- E. Continually seek information and resources of all formats that can be used to augment instruction in the classroom
- F. Seek and be knowledgeable of instructional tools and resources such as books, periodicals, multimedia equipment, video, and online resources that can be used to augment instruction
- G. Recommend equipment and materials for purchase and maintain shared equipment such as audio-visual and multimedia equipment
- H. Evaluate, select, and requisition new library materials within the prescribed budget
- I. Guide and directs all the activities related to the library media program, including overseeing the media center staff and completing the following tasks
  - 1. Assist teachers in the selection of books and other instructional materials.
  - 2. Inform teachers concerning new materials available
  - 3. Arrange high-interest frequently-changing book-related displays and exhibits
  - 4. Maintain a system for cataloging all library materials
  - 5. Promote appropriate conduct of students using Media Center facilities
  - 6. Serve as the contact person for distribution of material from REMC 21

Grades 6-12

- A. Collaborate with teachers to provide/facilitate/encourage access to resources that augment instruction in the classroom
- B. Work with the staff to complete cataloging and clerical tasks for the Middle School Reading Renaissance program
- C. Promote library materials through physical displays and the district website
- D. Provide support and resource recommendations for teachers in the planning of activities to enhance their curriculum, including books, periodicals, multimedia equipment, video, and online resources that can be used to augment instruction.
- E. Recommend equipment and materials for purchase and maintain shared equipment such as audio-visual and multimedia equipment
- F. Evaluate, select, and requisition new library materials within the prescribed budget
- G. Oversee and manage the circulation desk process, cataloging, maintaining inventory, and other clerical tasks in a library
- H. Guide and directs the media center staff, including establishing appropriate expectations for students using Media Center facilities
- I. Arrange high-interest frequently-changing book-related displays and exhibits
- J. Serve as the contact person for distribution of material from REMC 21

*Last updated: July 2011*

# MEAP COORDINATOR

**Job Goal:** Oversee and administer the School district's MEAP testing program, as well as analysis and dissemination of the results, and assisting the schools to identify MEAP assessment goals.

**I. Qualifications:**

- A. Valid Michigan Teaching Certificate
- B. Exemplary technology skills including an understanding or ability to learn the software and hardware applications used in the Media Center
- C. Capable of managing several tasks simultaneously
- D. Capable of producing high-quality written and graphic products to enhance the Media Center and its resources
- E. Capable of supervising and facilitating training for staff assigned to the Media Center

**II. Status:** Exempt; Part-time

**III. Compensation and Benefits:** Stipend commensurate with responsibilities

**IV. Reports To:** Principal

**V. Performance Responsibilities:**

- A. Enter students into the OEAA secure site and/or confirm that students are entered and registered for the MEAP test. Pre-identification occurs in the spring
- B. Work with the administration and the Department of Education to resolve any issues that arise through the entire assessment process including MEAP on-line demographic entry, verification, and clean-up
- C. Inventory and distribute MEAP materials prior to test administration
- D. Notify staff responsible for the administration of MEAP assessments of the rules and guidelines for test administration
- E. Order and facilitate the distribution of healthy snacks to be given to students during the assessment window
- F. Be available during the testing windows to answer questions and deal with issues as they arise (with the help of designated building contact persons)
- G. Organize and prepare for return MEAP materials following test administration
- H. Serve as the primary district contact for MEAP information
- I. Access assessment results when available and sharing those results with administrators and teachers as directed by the superintendent, building principals or student services coordinator
- J. Access and share information regarding adequate yearly progress and the "school report card" with the superintendent, building principals or Student Services Coordinator
- K. Attend workshops or meetings as needed to perform the duties of the position
- L. Provide assessment information/data in the form of charts and tables to be shared and used as a part of the school improvement or accreditation process

# SCHOOL NURSE

**Job Goal:** Assess and evaluate the health and developmental status of students and promote instructional and preventative strategies to facilitate the student's optimal physical, mental, emotional and social growth and development.

**I. Qualifications:**

- A. Registered Nurse and successful completion of the requirements of the Michigan Board of Nursing
- B. Knowledge of medical disorders and treatment
- C. Knowledge of child growth and development
- D. Knowledge of public health problems and procedures and treatment in coordination with other health and social service agencies
- E. Working knowledge of Federal, state and local laws and regulations affecting the delivery of school health services
- F. Excellent verbal and written communication skills

**II. Status:** 180 days (teacher calendar), Part-time (.6 FTE)

**III. Compensation and Benefits:** Salary and benefits in accordance with the NICE Teachers Association Master Agreement

**IV. Reports To:** Principal

**V. Performance Responsibilities:**

- A. Support and facilitate the incorporation of health education in the school curriculum
- B. Serve as intermediary between the school and the home, private physician, and health and social agencies
- C. Interpret health information when serving as a member of a special education placement committee or other programs in which health information is desirable
- D. Channel communication between the school and the home, private physician, and health and social agencies in the community
- E. Plan for selective health guidance and counseling according to the needs of the students
- F. Develop a team approach to educational problems of students, including studies of health problems that may affect their scholastic attainment
- G. Provide in-service education for school personnel including observations of the health of students, referral systems, and first aid and emergency care problems
- H. Develop a system by which school personnel may initiate appropriate referral of students
- I. Recommend policies and procedures for the following
  1. Enabling school personnel to comply with established health laws
  2. Prevention and control of health problems, including communicable diseases
  3. Prevention and control of accidents and injuries
  4. Maintenance of a healthful school environment

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