

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Description

Title: Superintendent of Schools

Qualifications:

1. Experience in teaching and school administration totaling at least ten years.
2. An earned Master's Degree with a major in educational administration; preferably, completion of one year of graduate work beyond the Master's Degree.
3. A valid superintendent's license issued by the State Board of Education.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Board of Education

Supervises: Directly or indirectly, every district employee.

Job Goal: To provide district wide leadership in improving teaching and learning that increases achievement and promotes success of all students.

Performance Responsibilities:

1. Shapes district culture by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Implements a staff evaluation and development system to improve the performance of all staff members, selects appropriate models for supervision and staff development, and applies the legal requirements for personnel management.
3. Facilitates the design and implementation of curricula and strategic plans that enhance teaching and learning; alignment of curriculum, curriculum resources and assessment; and the use of various forms of assessment to measure student performance.
4. Advocates, nurtures and sustains a district culture and instructional program conducive to student learning and staff professional growth.
5. Provides leadership and management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
6. Collaborates with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
7. Acts with integrity, fairness, and in an ethical manner.
8. Understands, responds to, and influences the larger political, social, economic, legal, and cultural context and by working with the board of trustees to define mutual expectations, policies, and standards.
9. Advises the Board on the need for new and / or revised policies and sees that all policies of the Board are implemented.
10. Prepares the annual operating budget recommendations and implements the Board approved budget.
11. Prepares and submits to the Board, recommendations relative to all matter requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
12. Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.

13. Secures and nominates for employment the best-qualified and most competent teachers, supervisory, and administrative personnel.
14. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record.
15. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action within the guidelines of the Code of Iowa.
16. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties and the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
17. Recommends to the Board, for its adoption, all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the school.
18. Submits to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
19. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
20. Performs such other duties as may from time to time be assigned by the Board.

Terms of Employment:

1. Twelve month contract including twenty (20) days of vacation.
2. Salary and benefits as per negotiated agreement.

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

_____ Employee _____ Superintendent _____ Board

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Description

Title: Business Manager / Board Secretary/Board Treasurer

Qualifications:

1. High school graduate.
2. Computer skills: key boarding, spreadsheet, word processing, database, specialized software programs.
3. Accounting, payroll and financial management experience.
4. Good interpersonal relationship skills.
5. Strong oral / written communication and organizational skills required.
6. Working knowledge of student behavior.
7. Able to make decisions within guidelines provided.
8. Able to keep confidentiality.

Reports to: Board of Education

Job Goal: To maintain an efficient, well-run office committed to the safety of students for a district dedicated to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. File and preserve copies of all reports made pertaining to the business of the school district.
2. Keep a complete record of all the proceedings of the meetings of the board and of all regular or special elections of the school district.
3. Keep an accurate, separate account of each fund.
4. Keep an accurate account of all expenses incurred by the district.
5. Draw each order on the treasurer, specify the fund on which it is drawn and the use for which the money is appropriated.
6. Countersign using an original or facsimile signature, and keep a register of the same order which shows the number, date, to whom drawn, the fund that the warrant is drawn on and the purpose and the amount of the warrant.
7. Provide at each regular annual meeting a copy of the register kept.
8. Give notice of each board meeting at least 24 hours in advance, including time, date, and place as well as a tentative agenda.
9. Oversee the district transportation.
10. Perform all payroll and related reporting functions.
11. Other duties as assigned.

Terms of Employment:

1. Employed 260 days including 10 days vacation (15 days after 10 years).
2. Hours: Eight (8) hours per day.
3. Salary and benefits as per negotiated agreement.

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

02/03 _____ Employee _____ Superintendent _____ Board

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Evaluation

Title: Administrative Assistant / Superintendent Secretary

Qualifications:

1. Good Communication and interpersonal relationship skills
2. Computer skills: spreadsheet, word processing, database, specialized software programs
3. Maintain professional level filing system
4. Record keeping skills
5. Ability to work with public

6. Ability to maintain confidentiality
7. High school graduate
8. Physical at time of hire

Reports to: Superintendent

Job Goal: To maintain an efficient, well-run office devoted to serving the attendance center's students, teachers, and public for a district dedicated to providing the best education possible within a positive environment and with a dedicated staff. Will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Maintain folders on all staff (include license, certification, physicals, staff absence)
2. Register students in absence of guidance secretary
3. Request and record all student records incoming in absence of guidance secretary
4. Send and record all student records going out in absence of guidance secretary
5. Maintain records on Open Enrolled In and Out students in absence of guidance secretary
6. Send transcript requests in absence of guidance secretary
7. Deposit, receipt, record into activity account
8. Pay bills and reconcile monthly activity accounts
9. Serve as determining officer for Free/Reduced applications
10. Maintain cooks' time cards
11. Complete State and Federal monthly foodservice reports
12. Maintain inventory for hot lunch program
13. Deposit, receipt, record, review, and expenditures in hot lunch program
14. Monthly reconciliation
15. Maintain bus driver's physicals
16. Schedule "Stop" class
17. Schedule bus inspection
18. Compile all purchase orders, packing slips, and invoices
19. Enter all accounts payable into computer
20. Sort mail and packages
21. Answer phone, direct calls, take messages
22. Ability to make decisions during superintendent's absence from building
23. Serve as confidential secretary to superintendent
24. Maintain confidentiality on sensitive information

Terms of Employment:

1. Employed 260 days including 10 days vacation (15 days after 10 years)
2. Hours: Eight (8) hours per day
3. Salary and benefits as per negotiated agreement

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

02/03 _____ Employee _____ Superintendent _____ Board

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Evaluation

Title: Junior High / High School Teacher Associate

Qualifications:

1. Good interpersonal relationship skills.
2. Working knowledge of young student's behavior.
3. Enjoy working with students with special needs; mental, physical, and behavioral.
4. Able to take charge in emergency situations.
5. Ability to make decisions within guidelines provided.
6. Valid first aid certificate when required.
7. Physical at time of hire, every 3 years for continuing employment.
8. Willingness to attend additional training as needed at district expense.

Reports to: Building Principal

Job Goal: To assist the teachers to achieve teaching objectives by working with individual student to help develop skills; to be a part of the district dedicated to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Work as a team member with teachers.
2. Interact effectively and appropriately with students, teachers, and parents.
3. Provide assistance with emergencies or problem time (ill student, misbehaving, etc.)
4. Provide corrective feedback to student.
5. Work with student in the areas of:
 - a. Math
 - b. Individualized reading.
 - c. Physical science.
 - d. Personal health skills.
 - e. People interaction skills.
 - f. Art, music, physical education.
 - g. Fine motor and cognitive skills.
 - h. Other subject areas as needed.
1. Assist teacher with maintaining neat work and study areas where student is involved.
2. Help maintain individual records for child.
3. Document negatives and positive in detail.
4. Alert the teachers to special needs of the child.
5. Work with other students in the class when the child's behavior and work process are meeting expectations.
6. Provide an appropriate role model for the students.
7. Maintain confidentiality on sensitive information.
8. Other duties as assigned.

Terms of Employment:

1. Employment based on need, reporting to work the days students are in school.
2. Hours and number of days assigned as need requires.
3. Salary and benefits as per negotiated agreement.

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

02/03 _____ Employee _____ Teacher _____ Principal _____
Superintendent

**MARTENSDALE-ST.MARYS COMMUNITY SCHOOL
DISTRICT**

Job Evaluation

Title: Principals Secretary-Elementary

Qualifications:

1. Communication and interpersonal skills.
2. Typing skills at least 60 wpm.
3. Familiar with computers: spreadsheet, word processing, data base, lunch program.
4. Maintain professional level filing system.
5. Record keeping skills.
6. Ability to work with public.
7. Working knowledge of young children's behavior.
8. Ability to maintain confidentiality.
9. High school graduate.
10. Physical at time of hire, continuing employees every 3 years.

Reports to: Building Principal

Job Goal: To maintain an efficient, well-run office devoted to serving the attendance center's students, teacher, and public for a district dedicated to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Sell, record, and maintain records on lunch tickets and funds.
2. Maintain student records.
3. Register new students.
4. Maintain attendance records for students and staff.
5. Deposit, receipt, and maintain miscellaneous accounts, including petty cash and activity funds.
6. Submit reports to Superintendent Office, as needed.
7. Answer phone, direct calls, and take messages.
8. Able to perform duties of a nurse's aide.
9. Maintain school supply inventory.
10. Produces correspondence at principal's direction.
11. Responsible for office equipment: supplies, repairs.
12. Ability to make decisions within guidelines provided.
13. Distribution of extra-curricular and community activity bulletin's.
14. Assist in arranging conference schedules.
15. Provide an appropriate role model for the students.
16. Maintain confidentiality on sensitive information.

17. Receive information from Superintendent Office regarding substitute teachers and aides.
18. Receive calls indicating a need for a substitute teacher or aide for a given date and time.
19. Call substitutes with assignments.
20. Other duties as assigned.

Terms of Employment:

1. Employed 202 days including five holidays, 2 personal and 2 additional days after 90 days accumulated sick leave.
2. 3 sick leave for family.
3. Eight (8) hours per day.
4. Salary as per negotiated agreement.

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

02/03 _____ Employee _____ Principal _____ Superintendent

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Evaluation

Title: Principals Secretary-High School

Qualifications:

1. Communication and interpersonal skills.
2. Typing skills at least 60 wpm.
3. Familiar with computers: spreadsheet, word processing, data base, lunch program.
4. Maintain professional level filing system.
5. Record keeping skills.
6. Ability to work with public.
7. Working knowledge of young people's behavior.
8. Ability to maintain confidentiality.
9. High school graduate.
10. Physical at time of hire, continuing employees every 3 years.

Reports to: Building Principal

Job Goal: To maintain an efficient, well-run office devoted to serving the attendance center's students, teacher, and public for a district dedicated to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. 1. Maintain student records.
2. Assist with registration.
3. Maintain attendance records for students and staff.

4. Deposit, receipt, and maintain miscellaneous accounts, including petty cash and activity funds (A.D. secretary is mostly responsible for this).
5. Submit reports to Superintendent Office, as needed.
6. Answer phone, direct calls, and take messages.
7. Able to perform duties of a nurse's aide.
8. Maintain school supply inventory.
9. Produces correspondence at principal's direction.
10. Responsible for office equipment: supplies, repairs.
11. Ability to make decisions within guidelines provided.
12. Distribution of extra-curricular and community activity bulletin's.
13. Assist in arranging conference schedules and hand out report cards at conferences.
14. Provide an appropriate role model for the students.
15. Maintain confidentiality on sensitive information.
16. Receive information from Superintendent Office regarding substitute teachers and aides.
17. Receive calls indicating a need for a substitute teacher or aide for a given date and time.
18. Type the daily bulletin and distribute.
19. Other duties as assigned.

Terms of Employment:

1. 1. Employed 202 days including five holidays, 2 personal and 2 additional days after 90 days accumulated sick leave.
2. 3 sick leave for family.
3. Eight (8) hours per day.
4. Salary as per negotiated agreement.

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

02/03 _____ Employee _____ Principal _____ Superintendent

**MARTENSDALE-ST.MARYS COMMUNITY SCHOOL
DISTRICT**

Job Description

Title: Media Center Associate

Qualifications:

1. Prefer experience in library science.
2. Prefer experience with progressive attitude about computers.
3. Knowledge of children's literature.
4. Organizational ability.
5. Experience in working with children.
6. Minor mechanical ability.
7. High school graduate.
8. Physical at time of hire, continuing employees every 3 years.

Reports to: Building Principals

Job Goal: To provide media center assistance to students and teachers for a district dedicated to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Maintain library collection at direction of district librarian.
2. Assist students in finding appropriate reference materials.
3. Assist teaching staff in securing appropriate reference materials.
4. Under the direction of district's librarian, assist students in use of the media center.
5. Keep abreast of children's literature materials in consultation with teaching staff.
6. Assist teaching staff in securing AV equipment and materials
7. Provide minor maintenance on AV equipment.
8. Maintain library area as a functional teaching center.
9. Maintain library inventory.
10. Recommend additions or deletions to the library collection.
11. Library instruction within units of study.
12. Provide an appropriate role model for the students.
13. Maintain confidentiality on sensitive information.
14. Other duties as assigned.

Terms of Employment:

1. Employed 177 days including 2 holidays, 2 personal, 2 sick for family ill.
2. Employed 7.25 hours a day.
3. Salary as per negotiated agreement.

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

02/03 _____ Employee _____ Principal _____ Superintendent

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Description

Title: Athletic / Activity Director Secretary

Qualifications:

1. High school graduate.
2. Typing skills and computer skills.
3. Help maintain professional level filing system.
4. Good interpersonal relationship skills.
5. Good communication skills.
6. Working knowledge of teenage behavior.
7. Able to make decisions within guidelines provided.
8. Able to keep confidentialities.
9. Physical at time of hire, continuing employees every 3 years.

Reports to: Principal / A.D.

Job Goal: To maintain accurate records for a district dedicated to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Maintain student records.
2. Register senior high students – collect information for entering students and send records for student transferring.
3. Receive student attendance calls from parents.
4. Instruct and assist student hall runners.
5. Assumes responsibilities of high school secretary as needed.
6. Work with district office on permanent records and cum folders or graduates, transfers, and drops.
7. Provide an appropriate role model for the students.
8. Maintain confidentiality on sensitive information.
9. Maintain IGHS entry form booklets (forms that need completed at different times) entry cards to Superintendent secretary.
10. Keep files for all events that are scheduled.
11. Route phone calls when athletic director is unavailable.
12. Check all schedules for any changes – make copies and put in files on counter.
13. Send out reminder cards to all officials.
14. Send schedules to schools – fall, winter, spring, and summer.
15. Type contracts for officials and schools.
16. Send rosters to schools for each sport for programs.
17. Make programs for all events.
18. Type awards (letter winners & participation) keep a file on those that lettered. At the end of season, type a list of those that completed the season.
19. Order all awards (certificates, letters, pins, bars).
20. Pay sheets to superintendent secretary for each sport: official pay, entry fees, and a copy of the officials contracts. A copy of Sportsmanship survey for the officials to fill out and return.
21. Send letters to school on tournaments, and track events that we host
22. Send letters to parents for senior night and award banquets.
23. Type duty sheet for sign up – then a copy of all duties for the administrators, teachers, and those that signed up, also send a reminder that they are on duty at least a week ahead of time. Also, give a copy to Business Manager for payment at the end of the year.

24. Arrange transportation for athletics and field trips (fill out pay sheets for drivers) turn into superintendent secretary.
25. Record and produce conference passes.
26. Call substitutes with assignments.
27. Other duties as assigned.

Terms of Employment:

1. Employed 202 days including, five holidays, 2 personal and 2 additional after 90 days accumulated sick leave, 3 sick for family illness.
2. Four (4) hours per day

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

02/03 _____ Employee _____ Principal _____ Superintendent

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Description

Title: Guidance Office Associate

Qualifications:

1. High school graduate.
2. Strong computer skills and able to type at least 45 wpm.
3. Working knowledge of student behavior.
4. Help maintain professional level filing system.
5. Good interpersonal relationship skills.
6. Good communications skills.
7. Working knowledge of student behavior.
8. Able to make decisions within guidelines provided.
9. Able to keep confidentialities.
10. Physical at time of hire, continuing employees every 3 years.

Reports to: Principals / Counselor

Job Goal: To maintain accurate student records and to maintain an efficient, well-run office for the high school counselors and students for a district dedicated to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Assist in maintaining student records.
2. Secretarial responsibilities for counselors, including scheduling appointments.
3. Assist students with CHOICES.
4. Maintains and updates the district web page.
5. Schedule college visits.
6. Assist in coordination of special projects.

7. Maintain guidance library.
8. Provide an appropriate role model for the students.
9. Maintain confidentiality on sensitive information.
10. Other duties as assigned.

Terms of Employment:

1. Employed 187 days.
2. Additional days as needed.
3. Hours: Seven and one-half (7.5) per day.

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

02/03 _____ Employee _____ Counselor _____ Principal _____
Superintendent

**MARTENSDALE-ST.MARYS COMMUNITY SCHOOL
DISTRICT**

Job Description

Title: Bus Driver

Qualifications:

1. CDL (commercial driver) license with passenger and air brakes endorsements.
2. All other licenses and permits mandated by Transportation Division of State Department of Education.
3. Good driving record.
4. Ability to safely drive 65 passenger bus with students.
5. High school graduate.
6. Ability to get along well with people.
7. Working knowledge of students' behavior.
8. Presents positive image to public.
9. Valid first aid certificate.
10. Available for drug testing upon request.
11. Physical at time of hire, annual physical for continuing employment.

Reports to: Superintendent

Job Goal: To provide safe and efficient student transportation for a district dedicated to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Follow the route maps as provided by supervisor.

2. Closely follow the time schedule for each bus stop on each route and report to transportation director any major delay.
3. Report dangerous stops to supervisor.
4. Provide supervisor with students / stops / times form of personal route at an appropriate time frame.
5. Observe all traffic and safety regulations.
6. File all necessary reports with supervisor for any accident.
7. File "Stop Arm Violation" report with supervisor.
8. Perform daily bus inspection and keeps bus clean.
9. Perform regular evacuation drills as outlined by supervisor.
10. Reports any necessary bus repair or needs to supervisor.
11. Familiar with Board policies concerning student transportation.
12. Report undisciplined students within the proper slip procedure.
13. Allow only assigned students to ride and dismiss students at assigned stops.
14. Be observant to unusual happenings.
15. Work with other drivers in efficient, appropriate manner.
16. Submit all required paperwork, properly completed on timely manner.
17. Maintain good public relations with students, staff, parents, and community.
18. Provide an appropriate role model for the students.
19. Maintain confidentiality of sensitive information.
20. All other duties as assigned.

Terms of Employment:

1. Employed 177 days.
2. Hours as assigned by supervisor.

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

02/03 _____ Employee _____ Supervisor _____ Superintendent

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Description

Title: Elementary Classroom Associate

Qualifications:

1. Good interpersonal relationship skills.
2. Working knowledge of elementary student's behavior.
3. Enjoy working with elementary students with special needs (mental, physical, behavioral)
4. Ability to make decisions within guidelines provided.
5. Able to take charge in emergency situations.
6. Valid first aid certificate when required.
7. Physical at time of hire, every 3 years for continuing employment.
8. Willingness to attend additional training at expense of district.

Report to: Teacher and Building Principal

Job Goal: To assist the teacher in achieving teaching objectives by working with individual students or small groups to help develop skills; to be a part of the district dedicated to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Work with a small group of children and take charge of an activity (art, fine motor, cognitive, language).
 2. Be available to read stories, sing songs, and do finger-paints with the children upon request of the teacher.
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1. Assist in snack and lunch preparation.
 2. Foster good eating habits and table manners in children.
 3. Clean up various activities in which it may be necessary for the teacher to move on to a new activity (snack, lunch, art).
 4. Assist with table activities where help is needed.
 5. Supervise children at such times it is necessary for the teacher to leave the room.
 6. Assist in classroom management.
 7. Assist in emergency or problem time (ill student, misbehaving, etc.).
 8. Assist with bathroom needs (including diapers and toilet training).
 9. Aid in construction of bulletin boards and teaching materials.
 10. Assist teachers with maintaining neat work and study areas.
 11. Dress appropriately to work with preschool age children.
 12. Provide an appropriate role model for the students.
 13. Maintain confidentiality on sensitive information.
 14. Other duties as assigned.

Terms of Employment:

1. Employment based on need, reporting the days students are in school.
2. Hours and number of days assigned as need requires.
3. Salary and benefits as per negotiated agreement.

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

02/03 _____ Employee _____ Teacher _____ Principal _____
Superintendent

**MARTENSDALE-ST.MARYS COMMUNITY SCHOOL
DISTRICT**

Job Description

Title: Head Cook

Qualifications:

2. Two / five year experience in quantity cooking.

3. Ability to work with other people
4. Basic clerical skills.
5. Basic record keeping skills.
6. Working knowledge of student behavior.
7. Ability to deal with emergency.
8. Able to make decisions within guidelines provided.
9. Capable of serving cafeteria style meals, (standing, reaching).
10. Able to lift 25 to 40 pounds.
11. Physical at time of hire, annual physical for continuing employment.

Reports to: Superintendent

Job Goal: Maintain and improve economical, efficient and healthful meal program for an innovative, educational organization committed to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Prepare daily meals according to planned menu.
2. Arrange for serving set-up areas.
3. Schedule serving times to insure lunches accommodate school class schedules.
4. Call supervisor when substitutes or call-in help are needed.
5. Calculate amount of food needed and places order with Food Service Supervisor for food/supplies delivery each week.
6. Prepare and submit required reports to the Food Service Supervisor as required by Martensdale-St.Marys and Federal / State requirements.
7. Follow federal and state guidelines for serving reimbursable lunches.
8. Communicate needs and concerns with supervisor.
9. Follow instructions and guidelines from supervisor. Resource for staff on required procedures and standards.
10. Attend all district food service meetings including, but not limited to, a monthly head cook meeting.
11. Aware of correct operation of kitchen equipment, including but not limited to dishwasher, steamers, ovens, and slicers.
12. Aware of safety and sanitation procedures and enforce use of same.
13. Recommend equipment needs to the Food Service Supervisor.
14. Arrange equipment cleaning schedule.
15. Aware and enforces correct cleaning procedures for equipment.
16. Wear approved clothing and hair covering.

17. Provide an appropriate role model for the students.
18. Maintain confidentiality on sensitive information.
19. Maintain organized work area and atmosphere for cooks.
20. Arrange for training of new and substitute cooks.
21. Other duties as assigned.

Terms of Employment:

1. Employed 177 days including 3 holidays, 2 personal days and 1 more after 90 accumulated sick leave, 3 sick leave days for family ill.
2. Daily time as assigned by the supervisor.
3. Salary as per negotiated agreement.

02/03 _____ Employee _____ Supervisor _____ Superintendent

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Description

Title: Cook, Long Day

Qualifications:

1. Quantity cooking experience preferred.
2. Ability to work with other people.
3. Basic clerical skills.
4. Working knowledge of student behavior.
5. Ability to deal with emergency situations.
6. Capable of serving cafeteria style meals (standing, reaching).
7. Able to lift 25 to 40 pounds.
8. Physical at time of hire, annual physical for continuing employment.

Reports to: Head Cook

Job Goal: Maintain and improve economical, efficient and healthful meal program for an innovative, educational organization committed to providing the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Prepare daily meals according to planned menu.

2. Follow recipes as written for uniform, quality, and cost control.
3. Maintain daily log of food preparation.
4. Calculate amount of food/supplies needed for specific area and places order with head cook.
5. Serve food in cafeteria style (standing, reaching).
6. Clean and sanitize area daily.
7. Clean and sanitize equipment as needed.
8. Instruct and assist student helpers
9. Scan lunch purchases, as needed.
10. Assist in cleaning serving area, kitchen, wares, and equipment.
11. Follow federal and state guidelines for serving reimbursable lunches.
12. Attend all district food service meetings when required.
13. Communicate needs or concerns with head cook or supervisor.
14. Operate kitchen equipment correctly, including but not limited to dishwasher, steamers, ovens, slicers.
15. Use safe, sanitary procedures at all times.
16. Recommend equipment updating as pertains to work area.
17. Wear approved clothing and hair covering.
18. Work with other cooks in efficient, appropriate manner.
19. Provide an appropriate role model for the students.
20. Maintain confidentiality on sensitive information.
21. All other duties as assigned.

Terms of Employment:

1. Employed 177 days including three holidays and 3 family illness.
2. Over 30 hours.
3. Daily time as assigned by the supervisor.
4. Salary as per negotiated agreement.

02/03 _____ Employee _____ Supervisor _____ Superintendent

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Description

Title: Cook, Short Day

Qualifications:

1. Quantity cooking experience preferred.

2. Ability to work with other people.
3. Basic clerical skills.
4. Working knowledge of student behavior.
5. Ability to deal with emergency situations.
6. Capable of serving cafeteria style meals (standing, reaching).
7. Able to lift 25 to 40 pounds.
8. Physical at time of hire, annual physical for continuing employment.

Reports to: Head Cook

Job Goal: Maintain and improve economical, efficient and healthful meal program for an innovative, educational organization committed to providing the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Prepare food at direction of head cook.
2. Follow federal and state guidelines for serving Class A lunches.
3. Serve food in cafeteria style (standing, reaching).
4. Clean and sanitize are daily.
5. Clean and sanitize special equipment (i.e. ice cream machine) as needed.
6. Scan lunch purchases.
7. Attend all district food service meetings when required.
8. Communication needs or concerns with head cook or supervisor.
9. Operate kitchen equipment correctly, including but not limited to dishwasher, steamers, slicers, and ovens.
10. Use safe and sanitary procedures at all times.
11. Wear approved clothing and hair covering.
12. Work with other cooks in efficient, appropriate manner.
13. Provide an appropriate role model for the students.
14. Maintain confidentiality on sensitive information.
15. All other duties as assigned.

Terms of Employment:

1. Employed 177 days (including 3 holidays and 3 family illness, if over 20 hours a week).
2. Over 15 hours weekly.
3. Daily time as assigned by the supervisor.
4. Salary as per negotiated agreement.

02/03 _____ Employee _____ Supervisor _____ Superintendent

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Description

Title: District Maintenance/Buildings and Grounds Supervisor

Qualifications:

1. Basic knowledge of construction and maintenance of buildings.
2. Basic knowledge for repair in electricity and plumbing.
3. Knowledge of floor cleaning and general cleaning.
4. Ability to get along with coaches, staff, students and public.
5. Ability to adjust to emergency or unexpected situations.
6. Physical at time of hire, annual physical for continued employment.
7. Training as required.

Reports to: Superintendent

Job Goal: To provide safe, smooth-running equipment and facilities in good repair throughout a district which is an innovative, educational organization committed to providing the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Examines school buildings on a regular basis for needed repairs and maintenance.
2. Establishes and recommends priorities on repair project.
3. Estimates cost of repair projects in terms of labor, material and overhead.
4. Assigns and supervises crews for maintenance work such as replacing worn or defective wiring, switches, faucets, and plumbing fixtures, and repairing fencing, asphalt, concrete, and ceilings.
5. Lays out and inspects work and assists crew members.
6. Develops a system for dealing with emergency repair problems with efficiency.
7. Prepares reports on costs of work done, materials used and labor expended.
8. Orders materials as needed and makes recommendations of supplies and equipment for purchase.
9. Assigns work orders, check drawings and plans.
10. Maintain boiler and heating system.
11. Maintain district custodial / maintenance / school supplies inventories.
12. Consults with building principals regarding the establishment of regular preventive maintenance programs.
13. Maintains such personnel and other records as are required.
14. Recruits, screens, recommends for hiring and trains all workers necessary to the custodial/maintenance program.

15. Advises on the hiring of contractors to perform certain maintenance or repair services.
16. All other duties as assigned.

Terms of Employment:

1. Employed 260 days including six (6) holidays and (2) two floating holidays.
2. Fifteen (15) days vacation exclusive of legal holidays, which shall be taken within the 12 months of the year in which it is earned unless Board grants an extension.
3. Fifteen (15) days of sick leave per year, which may accumulate to a total of ninety (90) days.
4. Deduction for absence for which pay is not allowed will be made in an amount equal to the pay for one day of service for each day of absence.
5. Salary determined by negotiated agreement.

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

02/03 _____ Employee _____ Supervisor _____ Superintendent

**MARTENSDALE-ST.MARYS COMMUNITY SCHOOL
DISTRICT**

Job Description

Title: Custodian

Qualifications:

1. Knowledge of floor care and general cleaning.
2. Recent schooling in some custodial area.
3. Knowledge of construction and maintenance.
4. Ability to perform minor maintenance with some knowledge in plumbing, electricity, carpentry.
5. Supervisory experience preferred.
6. Work harmoniously with coaches, staff, students, and public.
7. Ability to adjust to unexpected situations.
8. Physical at time of hire, annual physical for continued employment.
9. Training as required.

Reports to: Supervisor of Maintenance/Buildings and Grounds

Job Goal: To provide clean, well-kept grounds and facilities throughout a district which is an innovative, educational organization committed to providing the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Cleaning and maintenance responsibilities.
2. Maintain clean and safe building, daytime cleaning as needed.
3. Perform building maintenance where possible.
4. Work with staff to maintain good educational environment.
5. Assist teaching staff, coaches, adult education, and building rental groups in operation of school activities.
6. Maintain boiler and heating systems.
7. On-call for emergency situations.
8. Responsible for the security and safety of the building.
9. Other duties as assigned.

Terms of Employment:

1. Employed 260 days including six holidays (8 hours for 260 days).
2. Salary determined by negotiated agreement.

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

02/03 _____ Employee _____ Supervisor _____ Superintendent

**MARTENSDALE-ST.MARYS COMMUNITY SCHOOL
DISTRICT**

Job Description

Title: Day Time Custodian / Maintenance

Qualifications:

1. Must be in good physical condition as certified by a physician.
2. Ability to read basic operating instructions and write reports.
3. Aptitude for successful completion of the task assigned.

Reports to: Superintendent / Principals

Job Goal: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop.

Performance Responsibilities:

1. General supervision and responsibility for the protection and preservation of the school property.

2. See that the building is properly ventilated; to clean, sweep and dust the rooms, furniture and fixtures regularly in accordance with directions; to shovel snow from the walks, and otherwise keep them clean; mow the lawn and tend to shrubbery.
3. Before leaving at night, and at any other time when the building is completely in his/her charge, he/she will see that all windows are closed, lights extinguished, fires properly attended to and in a safe condition, and doors and windows securely locked.
4. Toilet rooms including all fixtures shall be cleaned regularly with hot water and soap, or powder, and disinfectant. Walls, partitions, and other surfaces shall be kept free from marks of any kind.
5. Waste baskets shall be emptied daily, or oftener if necessary, and no paper, rags, or waste of any kind shall be allowed to accumulate anywhere in the building, except for immediate disposal.
6. The custodian shall maintain professional dress and attire. They shall not use profane language on the school premises, nor shall they use tobacco in any form in the presence of pupils, nor use intoxicating liquor on the school premises or while in charge of their duties.
7. He/she will wear neat, clean clothing in the schoolrooms, when the nature of work will permit, and so far as possible will keep his person clean and presentable.
8. He/she shall be on hand for school activities at the schoolhouse at night and also be on call for any emergency concerning the building at night.
9. He/she shall be reimbursed at the rate of twenty cents per mile for use of own pickup, to be turned in each month.
10. He/she shall shovel and/or sand walks, and steps as appropriate.
11. He/she shall see that the flag is raised at or before 8:00 A.M. on each school day, and lowered at or after 3:30 P.M.
12. The custodian supervises and participates in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas.
13. The custodian shall write requisitions and receive supplies and equipment, and maintain necessary inventories..
14. The custodian shall make such minor building repairs as he/she is capable of.

15. The custodian will be responsible for purchasing custodial supplies.
16. He / she will be on call at night or weekends in the event of an emergency.
17. He / she will meet periodically with administration and keep them informed on maintenance matters.
18. He / she shall update the inventory.
19. The custodian shall be responsible for unloading commodities, supplies and other deliveries.
20. He / she shall make arrangements for checking in and distributing cooperative purchase items.
21. He / she shall be responsible for either chalking or assisting with the maintaining of athletic fields.
22. He / she shall fill in log of daily work when requested by the administration.

Terms of Employment:

1. Twelve months per year with two weeks paid vacation. After ten years of service there is three weeks paid vacation.
2. Shall be 45 hours a week during the school year and commencing when school is out in the spring, and until school begins in late summer, the work week shall be 40 hours. All hours over 40 per week shall be paid at time and one half.
3. He / she shall work ½ day on Saturday if needed, and on other occasions as needed.
4. The hourly rate for this position will be determined at the time of employment and each successive year by the Board of Directors.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Non-Certified Personnel.

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Description

Title: Night Custodian

Qualifications:

5. Knowledge of construction, maintenance, and repair.
6. Ability to get along with staff, students, and public.
7. Ability to plan and assign work schedules.
 1. Ability to adjust to unexpected situations.
 2. Valid First Aid Certificate.
 3. Physical at time of hire, annual physical for continued employment.

Reports to: Supervisor of Maintenance/Buildings and Grounds,
Superintendent

Job Goal: To provide clean, well-kept buildings and facilities while working harmoniously with the staff and the public using high school facilities for a district which is an innovative, educational organization committed to providing the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Assign cleaning responsibilities for staff as senior high and district office.
2. Maintain clean and safe buildings, cleaning as needed.
3. Perform building maintenance where possible.
4. Work with staff to maintain good educational environment.
5. Assist teaching staff, coaches, and adult education in operation of night activities.
6. Assist building rental groups in operation of night activities.
7. Responsible for the security and safety of the building.
8. Assist or perform routine maintenance at attendance center.
9. Maintain boiler and heating systems.
10. Other duties as assigned.

Terms of Employment:

1. Employed 260 days including six holidays (8 hours for 260 days).
1. Salary determined by negotiated agreement.

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

02/03 _____ Employee _____ Supervisor _____ Superintendent

**MARTENSDALE-ST.MARYS COMMUNITY SCHOOL
DISTRICT**

Job Description

Title: Daycare Workers

Qualifications:

1. Maintain good interpersonal relationship skills.
1. Working knowledge of elementary student's behavior.
2. Enjoy working with elementary students.
3. Ability to make decisions within guidelines provided.
4. Able to take charge in emergency situations.
5. Valid first aid certificate when required.

6. Physical at time of hire, every 3 years for continuing employment.
7. Willingness to attend additional training at expense of district.

Report to: Superintendent

Job Goal: To assist the teacher in achieving teaching objectives by working with individual students or small groups to help develop skills; to be a part of the district dedicated to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Check menus for breakfast, lunch and snack.
2. Prepare, serve and clean up meals and snacks
3. Supervise children.
4. Follow daily activity schedules.
5. Supervise and actively participate in whatever the children are doing.
6. Maintain clean and clutter-free environment.
7. Communicate effectively with parents, school officials, and children.
8. Complete daily reports.
9. Discipline children as necessary.
10. Other duties as assigned.

Terms of Employment:

1. Employment based on need.
2. Hours and number of days assigned as need requires.
3. Salary and benefits as per negotiated agreement.

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

02/03 _____ Employee _____ Teacher _____ Principal _____
Superintendent

**MARTENSDALE-ST.MARYS COMMUNITY SCHOOL
DISTRICT**

Job Description

Title: Daycare Supervisor

Qualifications:

1. Maintain good interpersonal relationship skills.

2. Working knowledge of elementary student's behavior.
3. Enjoy working with elementary students.
4. Ability to make decisions within guidelines provided.
5. Able to take charge in emergency situations.
6. Valid first aid certificate when required.
7. Physical at time of hire, every 3 years for continuing employment.
8. Willingness to attend additional training at expense of district.

Report to: Superintendent

Job Goal: To assist the teacher in achieving teaching objectives by working with individual students or small groups to help develop skills; to be a part of the district dedicated to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Prepare menus for breakfast, lunch and snack.
2. Prepare, serve and clean up meals and snacks
3. Supervise children.
4. Prepare daily activity schedules.
5. Supervise and actively participate in whatever the children are doing.
6. Maintain clean and clutter-free environment.
7. Communicate effectively with parents, school officials, and children.
8. Complete daily reports.
9. Discipline children as necessary.
10. Provide leadership supervision for staff.
11. Other duties as assigned.

Terms of Employment:

1. Employment based on need.
2. Hours and number of days assigned as need requires.
3. Salary and benefits as per negotiated agreement.

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

02/03 _____ Employee _____ Teacher _____ Principal _____
Superintendent

Job Description

Title: Principal / Elementary

Qualifications:

1. Meet certification requirements of the Department of Education.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent

Job Goal: To provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. To keep instruction and learning foremost; help establish and clarify short and long range school goals.
2. Responsible for the supervision of instruction and the implementation of educational programs.
3. To accept accountability for the overall effectiveness of the school and foster sound interpersonal relationships among the students, teachers and administrators.
4. Evaluates the performance of staff and recommends continuation and / or termination of staff.
5. Implements and carries out the Master Contract as it applies to respective staff.
6. To direct, implement, and modify policies as needed at the building level.
7. To develop a system of student records and pupil accounting, and maintain a total student personnel program.
8. To determine the program and staff needs; to build a master schedule of classes and assign pupils, teachers and facilities to implement the schedule.
9. Responsible for the security of pupils and staff, and for developing procedures to promote the security of school property and equipment.
10. To assist in conducting open houses, visitations and school orientation programs for students and parents.
11. Responsible for budget requests for the building and for the receipt, care and inventory of equipment, furniture and supplies for assigned buildings.

12. To maintain a professional growth program including participation in conventions, workshops and seminars.
13. Oversees the coordination of the school's extracurricular programs, as appropriate.
14. Prepares and conducts the orientation programs for new teachers and certified personnel.
15. Performs other duties as may from time to time be assigned by the Superintendent.
16. Promotes the success of all students facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
17. Promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development.
18. Promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
19. Promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
20. Promotes the success of all students by acting with integrity, fairness, and in an ethical manner.
21. Promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

Terms of Employment:

1. Employed 210 days.
2. Hours: Eight (8) hours per day.
3. Salary and benefit as per negotiated agreement.

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

02/03 _____ Employee _____ Superintendent _____ Board

**MARTENSDALE-ST.MARYS COMMUNITY SCHOOL
DISTRICT**

Job Description

Title: Principal / Secondary

Qualifications:

1. Meets the certification requirements of the Department of Education.

Reports to: Superintendent

Job Goal: To provide the best education possible within a positive environment and with a dedicated staff. We will prepare the students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. To keep instruction and learning foremost.
2. Help establish and clarify short and long range school goals.
3. Responsible for the supervision of instruction and the implementation of educational programs.
4. To accept accountability for the overall effectiveness of the school and foster sound interpersonal relationships among the students, teachers and administrators.
5. Evaluates the performance of the staff and recommends continuation and/or termination of staff.
6. Implements and carries out the Master contract with the teachers as it applies to all staff.
7. Works with appropriate district administrators in the selection and assignment of building personnel.
8. To facilitate and lead policy making and change at the building level.
9. To encourage the base of decision making, involving students, parents, teachers and citizens whenever appropriate.
10. To develop effective discipline policies and promote a positive school and classroom climate.
11. To direct a system of student records and pupil accounting and maintain a complete student personnel file.
12. To determine the program and staff needs; to build a master schedule of classes and assign pupils, teachers and facilities to implement the schedule.
13. To be responsible for the security of pupils and staff, and develop procedures to promote the security of school property and equipment.
14. To assist in conducting open house, visitations and school orientation programs for students and parents.
15. To be responsible for working with the building and grounds department in the safety, cleanliness and proper maintenance and operation of the building including energy conservation.
16. To make every effort to get parents and the community involved with the school and to become involved, as much as possible, in the life of the community.
17. To be responsible for budget requests for the building and for receipt, care and inventory of equipment, furniture and supplies for the school.
18. To maintain a professional growth program.

19. To oversee the coordination of the school's extracurricular programs as appropriate.
20. To maintain NCA accreditation for the school.
21. Prepares and conducts the orientation programs for new teachers and certified personnel.
22. To perform other duties as may be required or assigned by the superintendent.

Terms of Employment:

1. Employed 210 days.
2. Hours: Eight (8) hours per day.
3. Salary and benefits as per negotiated agreement.

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

**MARTENSDALE-ST. MARYS COMMUNITY SCHOOL
DISTRICT**

Job Description

Title: Media Specialist

Qualification:

1. Meets certification requirements of the Department of Education.
2. Meet endorsements and approvals as required by the Department of Education.

Reports to: Principal

Job Goal: To provide all students with an enriched media environment containing a wide variety and range of materials that will support intellectual growth and to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Promotes the school's educational program through good media services to staff and student's.
2. Works out an efficient means for selecting and ordering library media materials, balancing the collection, bringing new things to the teacher's attention, processing materials, checking on orders, classification, cataloging, stamping, maintaining, the card catalog, previewing and circulation routines.

3. Teaches the use of the library media center and its materials to classes, individuals and faculty, providing support materials to teachers, working with or for teachers and students to make lists or bibliographies, finding and selecting materials.
4. Coordinates the purchase of materials for the library media center and completes all required records and reports.
5. Oversees the purchase and processing of non-print audio/visual materials and equipment, and assists the staff and students in their use.
6. Supervises the work of media assistants.
7. Coordinated research projects for all subject areas as requested or needed.
8. Prepares and administers the library media center budget.
9. Assume other duties and responsibilities as assigned by the principal.
10. Demonstrates ability to enhance academic performance and support for implementation of the school district student achievement goals.
11. Demonstrates competence in content knowledge appropriate to the teaching position.
12. Demonstrates competence in planning and preparing for instruction.
13. Uses strategies to deliver instruction that meet the multiple learning needs of students.
14. Uses a variety of methods to monitor student learning.
15. Demonstrates competence in classroom management.
16. Engages in professional growth.
17. Fulfills professional responsibilities established by the school district.

Terms of Employment:

1. Employed 185 days.
2. Hours: Eight (8) hours per day.
3. Salary and benefits as per negotiated agreement.

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

02/03 _____ Employee _____ Superintendent _____ Board

**MARTENSDALE-ST.MARYS COMMUNITY SCHOOL
DISTRICT**

Job Description

Title: School Nurse

Qualifications:

1. Endorsements and approvals as required by the Department of Education.
2. Ability to work well with staff, students and the community.
3. Current Iowa Registered Nursing license.

Reports to: Principal

Job Goal: To provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Conduct and assist with health appraisals for vision, hearing and general personal health.
2. Act as a coordinator between the school, home, personnel and social agencies, etc., regarding health problems.
3. Plan clinics for immunizations as directed by the State Department of Health.
4. Administer first aid and emergency care when necessary.
5. Serve as health counselor for students and personnel with health problems or health needs.
6. Provide assistance to students with chronic or emergency health needs.
7. Maintain accurate and current student health information.
8. Promote health education throughout the school.
9. Consult with staff, students and parents on health matters.
10. Maintain a safe, orderly and well equipped work area.
11. Complete all necessary records, forms and reports related to health services.
12. Promote a safe environment for all students and employees.
13. Assist in district compliance with state and federal standards, including bloodborne pathogens, etc.
14. Assume other duties and responsibilities as assigned by the principal.

15. Demonstrates ability to enhance academic performance and support for implementation of the school district student achievement goals.
16. Demonstrates competence in content knowledge appropriate to the teaching position.
17. Demonstrates competence in planning and preparing for instruction.
18. Uses strategies to deliver instruction that meet the multiple learning needs of students.
19. Uses a variety of methods to monitor student learning.
20. Demonstrates competence in classroom management.
21. Engages in professional growth.
22. Fulfills professional responsibilities established by the school district.

Terms of Employment:

1. Employed 177 days..
2. Hours: Seven and one half (7.5) hours per day.
3. Salary and benefits as per negotiated agreement.

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

02/03 _____ Employee _____ Superintendent _____ Board

**MARTENSDALE-ST.MARYS COMMUNITY SCHOOL
DISTRICT**

Job Description

Title: Teacher

Qualifications:

1. Meets certification requirements of the Department of Education.
2. Meets such alternatives to the above qualification, as the board may find appropriate and acceptable.

Reports to: Principal

Job Goal: To help students achieve skills that will contribute to their development as productive and responsible citizens and to provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as life-long learners.

Performance Responsibilities:

1. Plans a program of study that, as much as possible meets the needs, interests and abilities of students.
2. Creates a climate that is conducive to learning and appropriate to the maturity and interests of students.
3. Guides the learning process toward the achievement of stated goals and objectives.
4. Employs methods and materials that are appropriate for meetings stated objectives.
5. Assesses the accomplishments of students on a regular basis and provides progress reports.
6. Maintains effective communications with the principal, students and parents.
7. Strives to maintain and improve professional competence.
8. Attends staff meetings and serves on committees as required.
9. Performs other duties as may from time to time be assigned by the board or administration.
10. Demonstrates ability to enhance academic performance and support for implementation of the school district student achievement goals.
11. Demonstrates competence in content knowledge appropriate to the teaching position.
12. Demonstrates competence in planning and preparing for instruction.
13. Uses strategies to deliver instruction that meet the multiple learning needs of students.
14. Uses a variety of methods to monitor student learning.
15. Demonstrates competence in classroom management.
16. Engages in professional growth.
17. Fulfills professional responsibilities established by the school district.

Term of Employment:

1. Employed 185 days including 2 days personal, 2 days pay after 90 days of accumulated sick leave, and 3 sick for family ill.
2. Eight (8) hours per day

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

02/03 _____ Employee _____ Principal _____ Superintendent

**MARTENSDALE-ST.MARYS COMMUNITY SCHOOL
DISTRICT**

Job Description

Job Title: Counselor – Elementary / K-12

Qualifications:

1. Master's degree in counseling.
2. Three years teaching experience or equivalent.
3. Knowledge of basic counseling skills.
4. Skills in management and leadership.
5. Ability to work with individuals, small groups and classroom groups.

Reports to: Principal

Job Goal: Provide leadership for guidance through the implementation of a program focusing on healthy self concept development. To provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible life-long learners.

Performance Responsibilities:

1. Provide counseling service on an individual, group and classroom basis as needed.
2. Observe and evaluate (with teacher and / or parent), the student's classroom behavior when the need arises.
3. Discuss plans for desired behavior changes with teacher and parents.
4. Suggest means by which student can more easily adapt to our programs of instruction and assist in individual development.
5. Confer with parents concerning the student's behavior, academic progress, health and social problems.
6. Assist in the use of evaluation instruments and special services of the district.
7. Coordinate efforts to provide service to our students for the various outside groups, such as AEA, special services and other local, county and state groups.
8. Develop within the student an awareness and understanding of him / herself, acceptance of him / herself, understanding the behavior and attitudes of others and an awareness and an understanding of his / her environment.
9. Develop within all individuals who work with students an acceptance of each child and a willingness to assist in his development in any way.
10. Pursue continuous professional growth. Attend district sponsored staff development, join associations, read professional journals and attend relevant workshops / conferences sponsored by professional organizations.
11. To assume such other duties and responsibilities as may be assigned by the principal.
12. Demonstrates ability to support and implement the school district and building goals.
13. Demonstrates competence in content knowledge appropriate to the counseling position.
14. Demonstrates competence in planning and preparing for instruction, and in student, family, and group interactions.
15. Uses strategies to deliver instruction and assistance that meets the multiple needs of students.
16. Uses a variety of methods to monitor student progress.
17. Demonstrates competence in classroom and case management.
18. Engages in professional growth.
19. Fulfills professional responsibilities established by the school district.

Terms of Employment:

1. Employed 185 days plus 20 day extended contract.
2. Hours: Eight (8) hours per day.
3. Salary and benefit as per negotiated agreement.

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

Elementary Counselor

Reports to: Building Principal

General Summary: Currently MstM students receive little to no counseling services. Student disputes, family concerns, and/or emotional needs are handled by the principal or classroom teacher, with little training. The school guidance program would assist students in becoming responsible adults. Attention is given to assisting students to develop competence in decision making, working with others, and taking responsibility for their own behavior in accordance with district policies and procedures. The Elementary Counselor will possess good people skills, communication skills, flexibility, the ability to work under pressure and stay on task, responsible, reliable, a self-starter, and have the ability to adjust to change.

Essential Functions:

1. Provide comprehensive guidance program for students in grades PK-6.
2. Provide activities to meet the needs of students, consults with teachers, staff and parents to enhance their effectiveness in helping students.
3. Provide support to elementary educational programs.
4. Maintains student records and protects their confidentiality.
5. Guide and counsel groups and individual students through the development of education and career plans.
6. Counsel small groups and individual students with problems.
7. Consult with teacher, staff and parents regarding meeting the developmental needs of students.
8. Provide a list of resources to students with several problems as to appropriate community resources in consultation with their parents.
9. Participate in, coordinate and/or conduct activities which contribute to the effective operation of the school.
10. Implement the elementary guidance curriculum.
11. Conduct guidance activities in the classroom as planned in conjunction with school administrators and teachers.
12. Consult with and be a resource person for teachers to facilitate the infusion guidance learning activities into the regular education curriculum.
13. Provide orientation activities for new students.
14. Participate in orientation programs for parents and students.
15. Assist students in the transition from elementary to junior high school.
16. Inform students and parents of test results and their implications for education planning.
17. Interpret group test results to faculty and staff; establish effective liaison with all grade levels.
18. Act as an advocate for students, as appropriate, in conjunction with faculty or staff.
19. Participate in staffings and conduct in-service programs for faculty.
20. Conduct and facilitate conferences with teacher, student and parents.
21. Conduct or provide opportunities for parent education programs and assist families with school-related problems.

Funded by ISL (Instructional Support Levy)

\$193,000 05-06

\$207,000 06-07

\$14,000 for .5 FTE

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Description

Title: Associate / Teacher

Qualifications:

1. Effective communication skills.
2. Demonstrated interest in and an aptitude for work to be performed.
3. Basic knowledge of structure and purpose of public education.
4. Basic understanding of the elements of human growth and development.
5. Know acceptable techniques of discipline and control.
6. Have an understanding of the relationship between associate and teacher, students and administration.

Reports to: Principal, Assistant Principal or designated staff.

Job Goal: To provide assistance to the classroom teacher in the area of instruction, recreation, classroom organization and maintenance, record keeping and home / community relations. To provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. To provide specialized services to students and / or staff.
2. To attend required meetings and staff development activities.
3. To assist and work with students individually, particularly those having difficulty.
4. To give the "low achiever" the one-to-one assistance so necessary for reinforcement.
5. To work with some students who need to be constantly supervised.
6. To assist with students who have physical problems and / or students who have emotional outbursts in the classroom.
7. To work with small groups of students in math and reading, either those students who are more advanced or those that are behind.
8. To help in the classroom while the teacher is busy with another group or student.
9. To assist in any large projects where more than two people are required.
10. To do clerical work such as duplicating, checking papers, etc., when school is not in session.
11. To help students write stories, reinforcing spelling, punctuation and grammar.
12. To help students get organized for individual study.
13. To help in seat work after the teacher has taught the class a specific skill in reading.
14. To assume such other duties and responsibilities as may be assigned by the principal or teacher.

Terms of Employment:

1. Employed 177 days plus any required staff development.

2. Hours: Eight (8) hours per day.
3. Salary and benefits as per negotiated agreement.

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

02/03 _____ Employee _____ Superintendent _____ Board

MARTENSDALE-ST.MARYS COMMUNITY SCHOOL DISTRICT

Job Description

Title: Coach- Football, Basketball (boys & girls), Basesball, Softball, Track (boys & girls), Volleyball, Wrestling, and Cross Country (boys & girls).

Qualifications:

1. B.A. or B.S. degree with teaching certificate recommended
2. Coaching endorsement; coaching authorization required.
3. Coaching experience in specific sport desirable.
4. Ability to communicate with others.
5. Supervise and motivate staff and students.
6. Provide initiative for program development.
7. Make decisions related to program operation.

Reports to: Superintendent of Schools

Job Goal: To provide a program that operates within the best interests of the school district by adhering to the Policies and Regulations of the School Board and School Administration. To instruct all participating students in the skill of each activity, to encourage an appreciation for the values of discipline and sportsmanship, and increase the level of self-esteem. To provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. To instruct individuals in the fundamentals and skills of the activity which are necessary for achievement in the specific sport.
2. To organize the program in a manner which best utilizes the skills of the assigned staff and to coordinate all levels of the specific program.
3. To plan and schedule a regular program of practice during the season and those optional activities during the off-season which may include physical conditioning.
4. To communicate with students, staff, parents, community, and the media in a manner conducive to the total school program.
5. To work closely with the Athletic Director in scheduling all contests.

6. To establish criteria to assess student performance for eligibility in interscholastic competition.
7. To enforce sportsmanship behavior at all times and implement the guidelines for discipline as provided by the District's Discipline Policy.
8. To recommend purchase of equipment, supplies, and uniforms to the Athletic Director.
9. To support all other school activities.
10. To maintain and complete all necessary attendance, inventory records and similar paper work as required.
11. To maintain the safety conditions of the facility or area in which the assigned sport is conducted at all times participants are present.
12. To keep abreast of changes in his/her assigned sport by attendance at clinics and workshops and readings in the assigned sport.

Terms of Employment:

1. Salary and benefits as per negotiated agreement.

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

02/03 _____ Employee _____ Superintendent _____ Board

**MARTENSDALE-ST.MARYS COMMUNITY SCHOOL
DISTRICT**

Job Description

Title: Director of Athletics / Activities

Qualifications:

1. B.A. or B.S. degree with courses in organization and administration of athletic/activity and physical education programs.
2. A valid teacher's certificate, coaching endorsement and evaluator approval license.
3. Five years successful experience as a coach in a minimum of two different sports.
4. Demonstrates administrative abilities.

Reports to: Superintendent of Schools

Job Goal: To provide each student enrolled in the schools with an opportunity to participate in a sound educational experience through extracurricular activities. To provide the best education possible within a positive environment and with a dedicated staff. We will prepare students for the future as motivated, responsible, life-long learners.

Performance Responsibilities:

1. Organizes and administers the total program of extracurricular athletics / activities for the high school.
2. Develops and places into operation appropriate policies and regulations governing the conduct of students involved in athletics / activities.
3. Provides leadership in the selection and assignment of athletic coaches and evaluation of the athletic programs and staff members.

4. Provides staff in-service meetings where necessary to ensure coordination and growth.
5. Promotes positive school / community relations by keeping the community aware of the response to the athletic / activities program through the various means of media publications.
6. Assumes responsibility for the organization and scheduling of the athletic / activities events and practices in facilities.
7. Ensures those facilities are properly maintained, improved upon, and are in readiness for all contests and practices.
8. Works with the Director of Transportation to arrange transportation for athletic / activities contest participants to out-of-town events.
9. Arranges all details for hosting home athletic events.
10. Supervises all ticket sales connected with the athletic / activity program and assumes responsibility for the proper handling, accounting and the depositing of the money involved.
11. Keep records of all high school athletic programs.
12. Supervises the cleaning, storage, and care of all high school athletic equipment.
13. Represents the school district at conference athletic / activity director meetings, and the Athletic Boosters and other organizations.
14. Advises and assists the principal in the recruitment, selection and assignment of coaches.
15. Evaluates the performance of the coaching staff.
16. Prepares a coach's handbook.
17. Develops with the principal and business manager as annual athletic budget for equipment.
18. Submits an annual budget report to the Board.
19. Performs other duties as may from time to time be assigned by the Superintendent or his / her designee.

Terms of Employment:

1. Employed 260 days.
2. Hours: Eight (8) hours per day.
3. Salary and benefits as per negotiated agreement.

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