

COLONEL CRAWFORD LOCAL SCHOOL DISTRICT

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: BOARD OF EDUCATION MEMBER **Ref. File 1**

Reports to: State government and school district residents.

Job Objective: Exercises responsible civic leadership and commitment to the school district's mission.

Qualifications: Meets prerequisite legislative qualifications to be elected or appointed to the board of education.

- Essential Functions:**
- 1. Performs statutory and discretionary board duties. Establishes policies that support the development, delivery and improvement of quality educational programs.**
 - Advances governance as the board's primary duty. Actively participates in board and committee meetings. Provides advanced notice when an absence cannot be avoided.
 - Establishes broad partnerships that promote strong public support for planning processes, effective interactions and real world problem solving among stakeholders with divergent points of view.
 - Collaboratively employs a superintendent and treasurer to manage district operations.
 - Supports the district's chain of command. Assumes oversight responsibility for the results of duties delegated to the superintendent and treasurer.
 - Exercises board authority only during legally convened meetings. Abides by majority decisions.
 - Establishes, interprets, reviews, updates and authorizes board policies.
 - Contributes to the development of a comprehensive district-wide strategic plan.
 - Advocates for students. Promotes access to inclusive educational opportunities for all students.
 - Adopts operating and capital budgets that enable the school district to carry out board directives.
 - Monitors fiscal management to help ensure the judicious use of district resources.
 - Approves employment contract terms and compensation packages.
 - Implements assessment programs to measure the performance of the superintendent and treasurer before board action to renew or non-renew contracts.

 - 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Collaboratively develops effective solutions for work-related concerns.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

 - 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.
 - Works with the superintendent and treasurer to ensure district resources are used effectively.

 - 4. Pursues opportunities to enhance personal performance.**
 - Participates in board governance training and educational leadership conferences.

 - 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

 - 6. Performs other specific job-related duties as directed by the board president.**
 - Implements district strategies to advance organizational goals.

This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: SUPERINTENDENT

Ref. File 2

Reports to: Board of Education

Job Objective: Serves as the district's chief executive officer and professional adviser to the board.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials. Educational administration, curriculum, instruction and school finance skills verified by training and relevant work experience.
- Ability to influence the district's dynamic political, social, economic, legal and cultural environments.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Demonstrates effective leadership skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Essential Functions:

- 1. Cultivates a strong sense of shared purpose. Articulates a forward-looking vision of learning that supports continuous improvement in student participation and achievement.**
 - Directs the development of a comprehensive district-wide strategic plan.
 - Aligns organizational practices with a decision-making framework that encourages widespread stakeholder commitment to change initiatives.
 - Evaluates the relevance of board policies. Prepares policy recommendations.
 - Develops annual budget/appropriation measures aligned with district goals.
 - Administers district operations. Establishes broad partnerships that promote strong support for collaborative planning processes among stakeholders with divergent points of view.
 - Provides administrative direction and supervision of centralized district services.
 - Requisitions equipment, supplies and services appropriate for the purposes/needs of the district.
 - Ensures district compliance with all accreditation, contractual, legal and regulatory requirements.
 - Recruits highly qualified district staff. Actively supervises employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.
 - Facilitates collaborative planning of administrative meetings. Directs special project committees.
 - Oversees the revision and implementation of the student code of conduct.
 - Advocates for students. Promotes access to inclusive educational opportunities for all students.
 - Implements a comprehensive assessment system that enables staff to use timely tangible data to make informed decisions that support teaching and student learning improvements.
 - Helps students develop educational goals that are specific, relevant, measurable and attainable.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
 - Analyzes key program performance indicators. Uses a data-driven planning process to optimize budget allocations aligned with strategic district goals.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Helps stakeholders understand district policy objectives and administrative procedures.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Develops and implements a comprehensive emergency management plan.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.

- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed by the board of education.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

This job description is not intended to establish a contract or alter the terms of board authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations and unforeseen events.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **TREASURER/CFO**

Ref. File 3

Reports to: Board of Education

Job Objective: Serves as financial adviser and secretary to the board of education.

Minimum Qualifications:

- Bachelor's degree with training in school finance and law. Comprehensive knowledge of governmental accounting standards, state accounting software and third party financial service providers. Holds/maintains a State of Ohio Department of Education School Treasurer License.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Demonstrates effective leadership skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Essential Functions:

1. Serves as chief fiscal officer and custodian of district funds/records. Maintains accurate financial accounts/records as prescribed and approved by auditor of state.

- Participates in the development of a comprehensive district-wide strategic plan.
- Keeps the superintendent and board informed about the financial status of the district.
- Participates in board meetings and committee assignments. Serves as board secretary and signing agent for district contracts. Maintains board minutes and legal records.
- Publishes legal notices. Requests advice from legal counsel as needed.
- Helps the superintendent develop annual budget/appropriation measures aligned with district goals.
- Ensures a complete audit trail is established for each financial transaction.
- Arranges depository contracts. Implements measures to achieve favorable investment returns.
- Reviews borrowing needs. Administers debt programs. Helps prepare prospectus for bond sales.
- Recruits highly qualified staff. Actively supervises assigned employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.
- Administers district purchasing procedures. Evaluates products, services and costs (e.g., on-time delivery, order fulfillment accuracy, quality standards, technical support, etc.). Prepares competitive bid specifications. Negotiates volume discounts/long-term contracts.
- Processes purchase orders. Maintains procurement and vendor tax identification documentation.
- Maintains an integrated inventory and capital asset control system (e.g., consumption, depreciation, purchasing, receiving, reordering, shipping, storage, tracking, etc.). Prepares inventory reports.
- Administers property, liability and fleet insurance programs.
- Manages the timely collection of accounts receivable.
- Receives, approves and processes payments. Signs checks. Prepares 1099 forms.
- Implements procedures to audit student activity accounts and building fund records.
- Conducts training activities to update district staff on financial accountability procedures.
- Maintains personnel files. Prepares salary schedules, contracts and wage change notices.
- Manages payroll/benefit functions (e.g., time sheets, paychecks, leave of absence, medical/life insurance, retirement, severance pay, unemployment, workers compensation, etc.).
- Participates in bargaining unit negotiations and hearing/grievance processes.
- Certifies Ohio Department of Education financial reports.
- Prepares five-year forecasts that comply with all state requirements.
- Coordinates annual compliance audits.
- Analyzes key program performance indicators. Uses a data-driven planning process to optimize budget allocations aligned with strategic district goals.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed by the board of education.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

This job description is not intended to establish a contract or alter the terms of board authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: CURRICULUM & INSTRUCTION DIRECTOR

File 101

Reports to: Superintendent

Job Objective: Directs curriculum and instruction programs.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials. Ability to achieve program objectives through enhancements based on evaluated data and research-based best practices.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Comprehensive knowledge of Ohio Teacher and Principal Evaluation System (eTPES).
- Demonstrates effective leadership skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
- **Contract requires:** *Ohio Principal Evaluation System (OPES) and Ohio Teacher Evaluation System (OTES) credentialed evaluator status.*

Essential Functions:

1. Directs curriculum and instruction programs that advance best practices and academic standards. Provides high quality professional development and program support services.

- Serves as an active member of the administrative team and adviser to the superintendent.
- Manages program compliance with all accreditation, contractual, legal and regulatory requirements.
- Recruits highly qualified staff. Actively supervises assigned employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.
- Works with staff to develop standards-based curriculum guides and high-quality courses of study.
- Implements district and Ohio Department of Education initiatives that support continuous improvement in student participation and achievement.
- Evaluates, documents, and develops curricular alignment.
- Recommends course additions/grade placements. Monitors grade advancement requirements.
- Directs Comprehensive Continuous Improvement Plan (CCIP) activities.
- Models teaching techniques. Help staff improve pupil management and instructional skills (e.g., coaching, communities of practice, consultation, mentoring, etc.).
- Helps staff identify and use technology resources that compliment teaching styles, enhance proficiency and build confidence. Develops training materials for self directed learning activities.
- Administers testing programs. Maintains test security. Establishes uniform procedures to ensure accurate recording and analysis of testing data. Identifies emerging student needs, relationships between interventions, achievements and time forecasts for students to master expected skills.
- Identifies opportunities for staff to share timely tangible assessment data with parents/guardians.
- Helps students develop educational goals that are specific, relevant, measurable and attainable.
- Advocates for students. Promotes access to inclusive educational opportunities for all students.
- Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
- Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **EARLY CHILDHOOD EDUCATION DIRECTOR**

File 102

Reports to: Assigned administrator/supervisor

Job Objective: Directs early childhood education programs.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials. Ability to achieve program objectives through enhancements based on evaluated data and research-based best practices.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Demonstrates effective leadership skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
- **Contract requires:** *Ohio Principal Evaluation System (OPES) and Ohio Teacher Evaluation System (OTES) credentialed evaluator status.*

Essential Functions:

1. Manages high quality early childhood learning environment that enable students to achieve academic, emotional and social success. Implements innovative programming.

- Provides leadership for the advancement of best practices and academic standards. Implements initiatives that support continuous improvement in student participation and achievement.
- Serves as an active member of the administrative team and adviser to the superintendent.
- Administers early childhood programs in compliance with all State of Ohio licensing requirements.
- Prepares grant applications. Implements and documents program activities.
- Recruits highly qualified staff. Actively supervises assigned employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.
- Works with staff to develop standards-based curriculum guides and high-quality courses of study.
- Prepares a master schedule (e.g., program calendar, room assignments, staffing, etc.).
- Publicizes program information. Periodically reviews and updates social media/website content.
- Oversees enrollment/withdrawal procedures and the management of student files.
- Models teaching techniques. Help staff improve pupil management and instructional skills (e.g., coaching, communities of practice, consultation, mentoring, etc.).
- Helps staff identify and use technology resources that compliment teaching styles, enhance proficiency and build confidence. Develops training materials for self directed learning activities.
- Administers testing programs. Maintains test security. Establishes uniform procedures to ensure accurate recording and analysis of testing data. Identifies emerging student needs, relationships between interventions, achievements and time forecasts for students to master expected skills.
- Identifies opportunities for staff to share timely tangible assessment data with parents/guardians.
- Helps students develop educational goals that are specific, relevant, measurable and attainable.
- Guides staff in the use of assessment strategies to gauge student progress. Identifies performance gaps and trends. Helps prioritize core performance objectives. Helps staff identify specific techniques, interventions and aligned resources best suited for each student.
- Advocates for students. Promotes access to inclusive educational opportunities for all students.
- Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
- Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.

- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: GRANT WRITER/COORDINATOR

File 103

Reports to: Assigned administrator/supervisor

Job Objective: Manages grant writing initiatives.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials. Educational research and grant writing skills verified by training or relevant work experience.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Demonstrates effective leadership skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Essential Functions:

1. Manages grant applications. Facilitates program implementation and documentation.

- Serves as an active member of the administrative team and adviser to the superintendent.
- Monitors program compliance with all accreditation, contractual, legal and regulatory requirements.
- Sustains an effective work environment. Accepts responsibility for the results of delegated duties.
- Keeps current with state standards/guidelines. Collaborates with district staff to identify systemic changes that support continuous improvement in student participation and achievement. Aligns grant proposals with district performance goals.
- Cultivates relationships with philanthropic groups that provide support for district program priorities.
- Pursues funding opportunities. Processes grant requests. Defines project objectives and timelines. Determines budget and matching grant requirements. Monitors proposal status.
- Facilitates implementation of funded programs. Collects, analyzes, and reports performance data.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

**Working
Conditions:**

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

File 104

Title: **PRINCIPAL**

Reports to: Superintendent

Job Objective: Serves as the school's head administrator and instructional leader.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials. Ability to achieve program objectives through enhancements based on evaluated data and research-based best practices.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Available to work a non-traditional schedule and irregular hours when needed.
- Demonstrates effective leadership skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
- ***Contract may require: Ohio Teacher Evaluation System (OTES) and Ohio School Counselor Evaluation System (OSCES) credentialed evaluator status.***

Essential Functions:

1. Manages effective school operations. Provides for a clean, orderly, responsive, safe, and supportive learning environment. Implements innovative programming.

- Provides leadership for the advancement of best practices and academic standards. Implements initiatives that support continuous improvement in student participation and achievement.
- Serves as an active member of the administrative team and adviser to the superintendent.
- Manages program compliance with all accreditation, contractual, legal and regulatory requirements.
- Recruits highly qualified staff. Actively supervises assigned employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.
- Works with staff to develop standards-based curriculum guides and high-quality courses of study.
- Provides high quality staff development programs. Help staff improve pupil management and instructional skills (e.g., coaching, communities of practice, consultation, mentoring, etc.).
- Facilitates collaborative planning for staff meetings. Directs special project committees.
- Prepares a master schedule (e.g., program calendar, room assignments, staffing, etc.).
- Supports diverse extracurricular program opportunities for all students.
- Provides administrative direction to ensure orderly program activities (e.g., building access, custodial, instructional resources, office support, parking, security, etc.).
- Manages the revision/distribution of student-parent and teacher handbooks.
- Oversees enrollment/withdrawal procedures and the management of student files.
- Helps students develop educational goals that are specific, relevant, measurable and attainable.
- Guides staff in the use of assessment strategies to gauge student progress. Identifies performance gaps and trends. Helps prioritize core performance objectives. Helps staff identify specific techniques, interventions and aligned resources best suited for each student.
- Advocates for students. Promotes access to inclusive educational opportunities for all students.
- Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
- Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Manages mandated testing programs. Maintains test security. Analyzes test results.
- Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

High School Principal – Additional Duties:

- Oversees the interscholastic athletic program. Provides for district representation at athletic league meetings. Works with the staff to monitor student eligibility verification/medical records functions.

Elementary School Principal – Additional Duties:

- Coordinates preschool and kindergarten screening programs.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.

- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT PRINCIPAL

File 105

Reports to: Principal

Job Objective: Serves as an assistant to the principal.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials. Ability to achieve program objectives through enhancements based on evaluated data and research-based best practices.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Available to work a non-traditional schedule and irregular hours when needed.
- Demonstrates effective leadership skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
- ***Contract may require: Ohio Teacher Evaluation System (OTES) and Ohio School Counselor Evaluation System (OSCES) credentialed evaluator status.***

Essential Functions:

1. Manages effective school operations. Provides for a clean, orderly, responsive, safe, and supportive learning environment. Helps plan and implement innovative programming.

- Provides leadership for the advancement of best practices and academic standards. Implements initiatives that support continuous improvement in student participation and achievement.
- Serves as an active member of the administrative team and adviser to the superintendent.
- Manages program compliance with all accreditation, contractual, legal and regulatory requirements.
- Addresses issues that arise during the absence of the principal.
- Helps recruit highly qualified school staff. Actively supervises assigned employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.
- Works with staff to develop standards-based curriculum guides and high-quality courses of study.
- Provides high quality staff development programs. Help staff improve pupil management and instructional skills (e.g., coaching, communities of practice, consultation, mentoring, etc.).
- Facilitates collaborative planning for staff meetings. Directs special project committees.
- Helps prepare a master schedule (e.g., program calendar, room assignments, staffing, etc.).
- Supports diverse extracurricular program opportunities for all students.
- Attends and/or supervises district activities outside the traditional school day as directed.
- Provides administrative direction to ensure orderly program activities (e.g., building access, custodial, instructional resources, office support, parking, security, etc.).
- Helps manage the revision/distribution of student-parent and teacher handbooks.
- Assists with enrollment/withdrawal procedures and the management of student files.
- Helps students develop educational goals that are specific, relevant, measurable and attainable.
- Guides staff in the use of assessment strategies to gauge student progress. Identifies performance gaps and trends. Helps prioritize core performance objectives. Helps staff identify specific techniques, interventions and aligned resources best suited for each student.
- Advocates for students. Promotes access to inclusive educational opportunities for all students.
- Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
- Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Helps manage mandated testing programs. Maintains test security. Analyzes test results.
- Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: SPECIAL EDUCATION DIRECTOR

File 106

Reports to: Assigned administrator/supervisor

Job Objective: Directs the provision of special education programs and intervention services.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials. Ability to achieve program objectives through enhancements based on evaluated data and research-based best practices.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Demonstrates effective leadership skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
- **Contract may require:** *Ohio Teacher Evaluation System (OTES) credentialed evaluator status.*

Essential Functions:

1. Directs educational services for students identified as having a learning need or disability (e.g., autism, behavioral, emotional, health, hearing, intellectual, orthopedic, specific learning disability, speech-language, traumatic brain injury, vision impairments, etc.).

- Provides leadership for the advancement of best practices and academic standards. Implements initiatives that support continuous improvement in student participation and achievement.
- Serves as an active member of the administrative team and adviser to the superintendent.
- Manages assigned state/federal grants and special funding programs. Coordinates grant application, program implementation, monitoring, evaluation and reporting processes.
- Manages program compliance with all accreditation, contractual, legal and regulatory requirements.
- Recruits highly qualified staff. Actively supervises assigned employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.
- Works with staff to develop standards-based curriculum guides and high-quality courses of study.
- Coordinates Individual Education Plans (IEPs) development/review processes.
- Manages home instruction, specialized transportation and transition planning services.
- Facilitates student placements in alternative and out-of-district programs.
- Helps students develop educational goals that are specific, relevant, measurable and attainable.
- Guides staff in the use of assessment strategies to gauge student progress. Identifies performance gaps and trends. Helps prioritize core performance objectives. Helps staff identify specific techniques, interventions and aligned resources best suited for each student.
- Advocates for students. Promotes access to inclusive educational opportunities for all students.
- Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
- Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
- Works with the treasurer's office to prepare catastrophic costs reports.
- Oversees documentation for services covered under the Medicaid School Program (MSP).
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Manages mandated testing programs. Maintains test security. Analyzes test results.
- Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TECHNOLOGY DIRECTOR**

File 107

Reports to: Assigned administrator/supervisor

Job Objective: Directs district technology services.

- Minimum Qualifications:**
- Bachelor's degree or equivalent training and relevant work experience in a technology related field that meets district and Ohio Department of Education requirements. Comprehensive knowledge of technology applications and best practices in a K-12 academic environment.
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Ability to troubleshoot and maintain state-of-the-art technology equipment. Additional vendor certifications may be required as deemed essential at the time of hire.
 - Demonstrates effective leadership skills and a willingness to take on challenging tasks.
 - Documents/maintains a record free of criminal violations that prohibit public school employment.
 - Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

- Essential Functions:**
- 1. Directs technology services. Collaborates with district staff to develop a strategic vision for operational and educational technology. Implements innovative programming.**
 - Serves as an active member of the administrative team and adviser to the superintendent. Prepares the technology component of the district comprehensive strategic plan.
 - Works with staff at all levels to evaluate specific technology needs. Provides leadership for the integration of digital tools and best practices into administrative and curriculum systems.
 - Sustains momentum and support for appropriate use of technology in curriculum and instruction.
 - Manages assigned state/federal grants and special funding programs. Coordinates grant application, program implementation, monitoring, evaluation and reporting processes.
 - Manages program compliance with all accreditation, contractual, legal and regulatory requirements.
 - Recruits highly qualified staff. Actively supervises assigned employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.
 - Coordinates district technology resource audits. Maintains an inventory database.
 - Requisitions program supplies. Evaluates products, services and costs (e.g., on-time delivery, order fulfillment accuracy, quality standards, technical support, etc.). Prepares competitive bid specifications. Negotiates volume discounts/long-term contracts. Maintains procurement records.
 - Explores cloud-based and out-sources service contracts. Recommends advantageous contracts.
 - Inspects and tests new equipment/software. Ensures hardware/software compatibility. Oversees installation. Prepares documentation (e.g., date installed, location, upgrades, etc.).
 - Designs and upgrades wired/wireless networks. Oversees the installation/maintenance of network connections (e.g., servers, hubs, routers, voice/data switches, video feeds, wiring, etc.).
 - Maintains an effective configuration management system. Sets up local/wide area networks, terminal services, Wi-Fi networks and file servers (e.g., users, space allocations, backups, etc.).
 - Plans and implements disaster recovery and business continuity procedures.
 - Develops guidelines that promote the safe and responsible use of technology resources. Conducts needs assessments to identify technology content for professional development.
 - Helps staff identify and use technology resources that compliment teaching styles, enhance proficiency and build confidence. Develops training materials for self directed learning activities. Helps students develop collaborative learning skills to explore knowledge generating opportunities.
 - Oversees the provision of district-wide help desk services. Troubleshoots and resolves basic software, hardware and connectivity problems. Helps teachers use technology tools to collect student achievement data, analyze results, and use findings to improve instructional practices.
 - Provides administrative direction and oversight of district websites.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
 - Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.
 - 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.

- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT TO THE TREASURER/CFO

File 201

Reports to: Treasurer/CFO

Job Objective: Helps manage the treasurer's office.

Minimum Qualifications:

- Bachelor's degree in accounting. Holds or acquires a valid School Treasurer License and bond within an agreed time period. Comprehensive knowledge of governmental accounting standards, state accounting software and third party financial service providers.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Demonstrates effective office management skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Essential Functions:

1. Helps manage fiscal operations that include but are not limited to budget management, fund accounting, payroll, and short/long term financial projections.

- Maintains accurate financial accounts/records as prescribed and approved by auditor of state.
 - Identifies work priorities to focus on important tasks that require immediate attention.
 - Addresses issues that arise during the absence of the treasurer within the limits prescribed by law.
 - Ensures a complete audit trail is established for each financial transaction.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Accounts Payable/Receivable Duties:** Prepares/processes account payable warrant checks. Maintains a transaction/account balance ledger. Prepares/distributes 1099 tax forms. Reconciles Procurement Card (P-Card) account statements. Processes reimbursement requests/payments. Processes rental contracts/invoices/payments. Posts daily receipts, expenditures and investment transactions. Processes special education reimbursements forms. Maintains student activity accounts and building fund records. Pursues the collection of delinquent accounts.
- Human Resources Duties:** Posts job openings. Assembles applicant files. Maintains personnel files. Confirms new hires have provided all required information. Processes employee contracts. Verifies the correct salary schedule level for employees. Monitors ongoing teacher certification requirements. Files new hire reports. Updates staff directory, personnel policy manual and negotiated agreements. Manages the electronic absence management and substitute procurement system. Maintains the employee database. Prepares staffing data for EMIS/state reports.
- Payroll/Benefits Duties:** Collects/maintains payroll deduction authorization forms. Maintains employee health insurance and COBRA files. Processes enrollment forms. Maintains medical, disability, personal/family leave and vacation records. Verifies time sheets. Calculates gross wages. Processes payrolls. Reconciles payroll records. Distributes paychecks. Completes payroll and tax payment reports. Maintains monthly, quarterly and annual payroll reports. Prepares W-2 forms. Processes unemployment and worker compensation reports. Processes termination and retirement forms. Maintains retirement records.
- Purchasing Duties:** Maintains a working knowledge of goods/services purchased by the district. Complies with district financial accountability procedures. Investigates vendor prices. Negotiates volume discounts and long-term contracts. Manages property, liability and fleet insurance programs. Processes, certifies and mails purchase orders. Maintains vendor tax identification files. Maintains procurement files. Maintains an inventory control system. Updates inventory lists.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **EMIS COORDINATOR** **File 202**

Reports to: Assigned administrator/supervisor

Job Objective: Coordinates the effective collection, analysis, maintenance and reporting of district data

Minimum Qualifications:

- High school diploma or GED. Secretarial and office management training and work experience.
- Certified (CEP) or Master Certified (MCEP) EMIS Professional designation is advantageous.
- Ability to implement principles of office administration (i.e., organization, procedures, etc.).
- Demonstrates effective office management skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
- Skilled in the use of office/business communication software, database tracking and research methodologies.
- Creative/versatile writing skills. Proofreading and editing proficiency.

Essential Functions:

- 1. Ensures all data required by district policies and regulatory authorities is tracked, compiled and recorded. Prepares accurate/timely reports.**
 - Identifies work priorities to focus on important tasks that require immediate attention.
 - Serves as an adviser to the superintendent and administrative team.
 - Identifies clear roles and performance expectations assigned department staff. Accepts responsibility for the results of delegated duties.
 - Monitors ongoing compliance with state documentations guidelines (e.g., pupil demographics, academic courses, student testing information, attendance, etc.).
 - Serves as a district intermediary for the state data acquisition site.
 - Trains district staff responsible for data collection and processing.
 - Coordinates the transfer of data. Corrects errors and helps resolve problems encountered by staff.
 - Checks completed work to ensure compliance with state and district specifications.
 - Provides technical support for student scheduling activities.
 - Assists with the office inventory control system to ensure dependable supply levels.
 - Prepares purchase requisitions. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.).
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

- 6. Performs other specific job-related duties as directed.**
 - Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: SECRETARY – ADMINISTRATIVE

File 203

Reports to: Assigned administrator/supervisor

Job Objective: Provides office administration and secretarial services to one or more district administrators.

Minimum Qualifications:

- High school diploma or GED. Business administration certificate is desirable.
- Administrative-level secretarial training and relevant work experience is required.
- Ability to implement principles of office administration (i.e., organization, procedures, etc.).
- Demonstrates effective office management skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
- Skilled in the use of office/business communication software, database tracking and research methodologies.
- Creative/versatile writing skills. Proofreading and editing proficiency.

Essential Functions:

1. Directs and delivers effective office services. Cultivates a supportive work environment that promotes professionalism and a shared commitment to organizational outcomes.

- Identifies work priorities to focus on important tasks that require immediate attention.
- Identifies clear roles and performance expectations staff, students and volunteers assigned to the office. Accepts responsibility for the results of delegated duties.
- Monitors office productivity. Identifies opportunities to enhance operational efficacy.
- Assists office visitors. Answers routine questions or directs inquiries to appropriate staff.
- Answers/directs telephone calls. Prepares detailed messages when employees are not available.
- Sorts and distributes mail. Prepares photocopies. Collates printed materials.
- Schedules appointments. Organizes materials for meetings. Transcribes minutes as requested.
- Provides back-up support for other departments. Assists with special projects as directed.
- Assists with the office inventory control system to ensure dependable supply levels.
- Prepares purchase requisitions. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.).
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Performs database research and quantitative analyses for administrative reports.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: SECRETARY – DEPARTMENT/OFFICE/PROGRAM **File 204**

Reports to: Assigned administrator/supervisor

Job Objective: Performs secretarial and ancillary program support services.

Minimum Qualifications:

- High school diploma or GED. Significant secretarial and data processing work experience.
- Ability to implement principles of office administration (i.e., organization, procedures, etc.).
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Essential Functions:

- 1. Delivers effective secretarial services. Sustains a supportive office environment that promotes professionalism and a shared commitment to organizational outcomes.**
 - Identifies work priorities to focus on important tasks that require immediate attention.
 - Identifies clear roles and performance expectations staff, students and volunteers assigned to the office. Accepts responsibility for the results of delegated duties.
 - Assists office visitors. Answers routine questions or directs inquiries to appropriate staff.
 - Answers/directs telephone calls. Prepares detailed messages when employees are not available.
 - Sorts and distributes mail. Prepares photocopies. Collates printed materials.
 - Schedules appointments. Organizes materials for meetings. Transcribes minutes as requested.
 - Provides back-up support for other departments. Assists with special projects as directed.
 - Assists with the office inventory control system to ensure dependable supply levels.
 - Prepares purchase requisitions. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.).
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

- 6. Performs other specific job-related duties as directed.**
 - Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: SECRETARY TO THE SUPERINTENDENT

File 205

Reports to: Superintendent

Job Objective: Serves as a confidential secretary to the superintendent.

Minimum Qualifications:

- High school diploma or GED. Business administration certificate is desirable.
- Administrative-level secretarial training and relevant work experience is required.
- Ability to implement principles of office administration (i.e., organization, procedures, etc.).
- Demonstrates effective office management skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
- Skilled in the use of office/business communication software, database tracking and research methodologies.
- Creative/versatile writing skills. Proofreading and editing proficiency.

Essential Functions:

1. Directs and delivers effective office services. Cultivates a supportive work environment that promotes professionalism and a shared commitment to organizational outcomes.

- Identifies work priorities to focus on important tasks that require immediate attention.
- Identifies clear roles and performance expectations staff, students and volunteers assigned to the office. Accepts responsibility for the results of delegated duties.
- Monitors office productivity. Identifies opportunities to enhance operational efficacy.
- Assists office visitors. Answers routine questions or directs inquiries to appropriate staff.
- Answers/directs telephone calls. Prepares detailed messages when employees are not available.
- Sorts and distributes mail. Prepares photocopies. Collates printed materials.
- Schedules appointments. Organizes materials for meetings. Transcribes minutes as requested.
- Helps update board policy and administrative procedure manuals.
- Processes open enrollment applications, mails notices and maintains records.
- Maintains student discipline files (e.g., expulsions, hearings, letters, etc.).
- Provides back-up support for other departments. Assists with special projects as directed.
- Assists with the office inventory control system to ensure dependable supply levels.
- Prepares purchase requisitions. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.).
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Performs database research and quantitative analyses for administrative reports.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: DISTRICT TESTING COORDINATOR

File 301

Reports to: Superintendent

Job Objective: Coordinates mandated district testing programs.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Demonstrates effective leadership skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Essential Functions:

- 1. Coordinates student testing activities. Keeps current with legislation and procedural changes in mandated testing programs. Communicates updated information to staff.**
 - Provides leadership for the advancement of best practices and academic standards. Implements initiatives that support continuous improvement in student participation and achievement.
 - Sustains an effective work environment. Accepts responsibility for the results of delegated duties.
 - Manages testing activities (e.g., security, test administration, processing scores, data storage, etc.).
 - Collaboratively resolves problems that impede student participation in testing activities. Monitors special needs accommodations (e.g., extended time, study guides, reading/transcribing, etc.).
 - Uses longitudinal analysis of test results to identify emerging student needs, relationships between interventions and achievements and time forecasts for students to master expected skills.
 - Serves as an adviser to district administrators, program managers and staff.
 - Helps students develop educational goals that are specific, relevant, measurable and attainable.
 - Participates in team meetings. Uses impartial inclusive assessment strategies to obtain objective student data. Plans student services relevant to needs.
 - Advocates for students. Promotes access to inclusive educational opportunities for all students.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
 - Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Helps stakeholders understand district policy objectives and administrative procedures.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

- 6. Performs other specific job-related duties as directed.**
 - Implements district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: LIBRARY/MEDIA SPECIALIST

File 302

Reports to: Assigned administrator/supervisor

Job Objective: Teaches and promotes the effective use of library/media resources.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Comprehensive knowledge of digital technologies and best practices in an academic environment.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Essential Functions:

- 1. Helps staff and students use information, media and technology resources effectively.**
 - Maintains an orderly circulation system. Catalogs acquisitions. Keeps books, periodicals and reference materials properly shelved. Maintains the school's electronic library media resources.
 - Processes loans/returns. Prepares overdue notices. Reserves teacher requested materials.
 - Conducts orientation sessions. Helps students understand copyright and intellectual property laws.
 - Helps assess student readiness skills and access age/skill-appropriate learning experiences.
 - Uses a variety of strategies to introduce library/media resources and enhance students/staff skills (e.g., accessing stored work, E-learning resources, E-mails, peer communication/collaboration, tracking progress, websites, etc.). Helps stimulate student interest in life-long learning.
 - Helps staff and students use program resources (e.g., computers, peripherals, videos, CD-ROMs, audio tapes, etc.). Guides students in the use of the Internet/Web-related technologies (e.g., digital tools, online catalogs, classroom blogs, compilation sites, WebQuests, etc.).
 - Responds to technical support requests. Assists students as needed to access stored work, e-learning resources, peer communication/collaboration, track progress, etc.
 - Guides students in the development of research skills. Provides programs that encourage reading.
 - Helps students develop educational goals that are specific, relevant, measurable and attainable.
 - Participates in team meetings. Uses impartial inclusive assessment strategies to obtain objective student data. Plans student services relevant to needs.
 - Advocates for students. Promotes access to inclusive educational opportunities for all students.
 - Helps students identify additional library/media and distance learning resources in the community.
 - Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
 - Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
 - Updates the library/media collection in compliance with the district's instructional materials and equipment selection policy. Prepares an end-of-year fixed asset inventory report.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
 - Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.
- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.
- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.

- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: SCHOOL COUNSELOR

File 303

Reports to: Assigned administrator/supervisor

Job Objective: Plans and implements a comprehensive developmental school counseling program.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Essential Functions:

1. Provides school counseling services to enhance students decision-making skills that support academic, personal, social/emotional growth and transitional planning activities.

- Helps students evaluate achievements, aptitudes and interests to guide goal setting activities.
- Monitors students struggling with academic, behavioral and/or social-emotional concerns (e.g., abuse, anxiety, aggression, depression, impulsivity, inattention, neglect, peer relationships, poverty, pregnancy, self-esteem, substance abuse, truancy, etc.).
- Serves as a member of the district crisis management response team.
- Helps develop strategies to improve attendance and active participation for at-risk students.
- Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request a consultation and/or student evaluation. Prepares 504 plans.
- Helps stakeholders understand how intervention activities relate to the educational program.
- Provides individual and small group short term goal-focused counseling.
- Provides student support and guidance with program placements/transitions.
- Helps students develop educational goals that are specific, relevant, measurable and attainable.
- Participates in team meetings. Uses impartial inclusive assessment strategies to obtain objective student data. Plans student services relevant to needs.
- Advocates for students. Promotes access to inclusive educational opportunities for all students.
- Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
- Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Helps manage mandated testing programs. Maintains test security. Analyzes test results.
- Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

Elementary School-Level – Additional Duties:

- Supports student competence/confidence as learners and social-emotional skill development.
- Implements structured student core ethical values education.
- Helps students understand the interrelationships between citizenship, school, work and family life.

Middle School-Level – Additional Duties:

- Works with students recognize and understand peer pressure. Helps students develop self confidence and reflect on risks and benefits associated with social emotional situations.

High School-Level – Additional Duties:

- Coordinates the development of the master schedule and curriculum guide.
- Monitors academic eligibility for student participation in athletic programs.
- Guides students in the investigation of individualized educational, vocational and personal goals.
- Helps students identify personal competencies/interests. Helps students use career resource materials to understand academic requirements associated with post-secondary objectives.
- Coordinates student readiness planning and testing activities (e.g., ACT Aspire, SAT, etc.).
- Facilitates student exploration and enrollment in career-technical programs.
- Maintains post-secondary resource files (e.g., college/university, proprietary institutions, technical schools; military services, etc.). Updates scholarship and financial aid information.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	SCHOOL NURSE	File 304
Reports to:	Assigned administrator/supervisor	
Job Objective:	Plans/implements a comprehensive school health service program. <i>Note: Student and staff treatment is limited to the evaluation of symptoms and administering emergency first aid.</i>	
Minimum Qualifications:	<ul style="list-style-type: none">· Holds/maintains valid Ohio Board of Nursing and Ohio Department of Education Pupil Services licenses as a school nurse.· Acts in accordance with the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.· Comprehensive knowledge of Ohio Schools Medicaid Program covered services.· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.). <i>Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).</i>	
Essential Functions:	<p>1. Implements school health services that focus on prevention and early intervention. Provides health education, counseling and student advocacy in partnership with community resources that support a sense of well-being and capacity for academic success.</p> <ul style="list-style-type: none">· Prepares the school clinic. Requisitions supplies as needed to maintain dependable service.· Ensures student medical emergency authorization forms are up-to-date and readily available.· Ensures required state minimum student health screening activities are completed. Documents the immunization status of all students. Evaluates visual, hearing, and other student health concerns.· Helps identify students struggling with academic, behavioral and/or social-emotional concerns (e.g., abuse, anxiety, aggression, depression, impulsivity, inattention, neglect, peer relationships, poverty, pregnancy, self-esteem, substance abuse, truancy, etc.).· Assists sick and injured students. Administers first aid. Investigates and documents injuries.· Consults with student's doctor to make exclusion or school readmission recommendations.· Assists with district safety and blood borne pathogen compliance activities.· Assesses student health conditions. Collaborates with doctors to develop student healthcare plans.· Implements procedures to ensure that medicines are administered and stored safely.· Helps students monitor and manage acute/chronic medical conditions as needed.· Informs staff about student medical conditions and emergency action plans. Coordinates in-service training for staff providing care for students with special medical needs.· Helps students develop educational goals that are specific, relevant, measurable and attainable.· Participates in team meetings. Uses impartial inclusive assessment strategies to obtain objective student data. Plans student services relevant to needs.· Advocates for students. Promotes access to inclusive educational opportunities for all students.· Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.· Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.· Processes paperwork for services covered under the Medicaid School Program (MSP).· Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies. <p>2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.</p> <ul style="list-style-type: none">· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy. Resolutely maintains the confidentiality of privileged information.· Sustains an acceptable attendance record. Consistently complies with established work schedules. <p>3. Maintains open/effective communications. Serves as a reliable information resource.</p> <ul style="list-style-type: none">· Fosters goodwill and encourages relationships that enhance public support for the district.· Refers administrative procedure and district policy questions to an appropriate administrator.· Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.	

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: SCHOOL PSYCHOLOGIST

File 305

Reports to: Assigned administrator/supervisor

Job Objective: Provides psychoeducational assessments, intervention planning and consultation services.

Minimum Qualifications:

- Holds/maintains valid Ohio State Board of Psychology and Ohio Department of Education Pupil Services licenses as a school psychologist.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Comprehensive knowledge of Ohio Schools Medicaid Program covered services.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Essential Functions:

1. Provides student assessments to identify developmental, behavioral and/or mental health problems related to learning. Helps develop interventions to remediate identified concerns.

- Monitors students struggling with academic, behavioral and/or social-emotional concerns (e.g., abuse, anxiety, aggression, depression, impulsivity, inattention, neglect, peer relationships, poverty, pregnancy, self-esteem, substance abuse, truancy, etc.).
- Helps develop strategies to improve attendance and active participation for at-risk students.
- Collaborates with school administrators and staff to deal with student behavior problems.
- Coordinates the Evaluation Team Report (ETR) process and parent/student conferences.
- Administers and interprets diagnostic tests. Recommends student services relevant to needs.
- Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request a consultation and/or student evaluation.
- Prepares 504 accommodation plans. Serves as a parent/staff resource for plan implementation.
- Conducts evaluations for early entrance, gifted and non-public school programs.
- Serves as a member of the district crisis management response team.
- Facilitates meetings with student groups (e.g., grief/loss, stress/anger management, etc.).
- Helps students develop educational goals that are specific, relevant, measurable and attainable.
- Participates in team meetings. Uses impartial inclusive assessment strategies to obtain objective student data. Plans student services relevant to needs.
- Advocates for students. Promotes access to inclusive educational opportunities for all students.
- Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
- Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
- Processes paperwork for services covered under the Medicaid School Program (MSP).
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

This job description is not intended to establish a contract or alter the terms of board authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SPEECH-LANGUAGE PATHOLOGIST	File 306
Reports to:	Assigned administrator/supervisor	
Job Objective:	Provides services aligned with IEP goals to help students benefit from the educational program.	
Minimum Qualifications:	<ul style="list-style-type: none">· Holds/maintains a valid Ohio Speech and Hearing Professionals Board license and Ohio Department Education Pupil Services license as a school speech-language pathologist.· Acts in accordance with the Professional Code of Ethics, Scope of Practices for Speech Language Pathologist in Schools and the Licensure Code of Professional Conduct for Ohio Educators.· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.). <i>Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).</i>	
Essential Functions:	<p>1. Designs and provides educationally relevant speech-language therapy services. Uses evidence based practice to guide therapeutic interventions.</p> <ul style="list-style-type: none">· Performs screening activities (e.g., designated grades, Child Find, new students, etc.).· Performs follow-up activities with students who have not passed earlier screening procedures.· Conducts evaluations for non-public school programs.· Serves as case manager for identified speech-only students. Prepares reports and related documents (e.g., prior written notice, district forms, EMIS coding sheet, etc.). Synthesizes input from all sources. Communicates evaluation results clearly and effectively both orally and in writing.· Interprets data, observations and norm/criterion referenced test results to qualify students for speech-language services relevant to needs. Effectively manages the speech-language caseload (i.e., therapy schedules, parent/team meetings progress reports, etc.).· Prepares and transmits legally compliant special education documents by required deadlines.· Helps stakeholders understand how the Individualized Educational Program (IEP) and Specially Designed Instruction (SDIs) relate to educational goals and objectives.· Uses a variety of evidence-based treatment techniques to address speech-language disorders (e.g., expressive/receptive language, voice, articulation, fluency, interactive communication, auditory and/or visual processing, pragmatics, etc.).· Makes teachers aware of unique speech-language needs of students. Helps staff incorporate therapy goals into classroom activities.· Provides guidance to help students manage the learning environment.· Documents therapy progress. Monitors intervention efficacy. Implements modifications as needed.· Helps students develop educational goals that are specific, relevant, measurable and attainable.· Participates in team meetings. Uses impartial inclusive assessment strategies to obtain objective student data. Plans student services relevant to needs.· Advocates for students. Promotes access to inclusive educational opportunities for all students.· Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.· Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.· Processes paperwork for services covered under the Medicaid School Program (MSP).· Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies. <p>2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.</p> <ul style="list-style-type: none">· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy. Resolutely maintains the confidentiality of privileged information.· Sustains an acceptable attendance record. Consistently complies with established work schedules. <p>3. Maintains open/effective communications. Serves as a reliable information resource.</p> <ul style="list-style-type: none">· Fosters goodwill and encourages relationships that enhance public support for the district.· Refers administrative procedure and district policy questions to an appropriate administrator.· Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.	

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **TEACHER** **File 307**

Reports to: Assigned administrator/supervisor

Job Objective: Plans and implements the assigned instructional program.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Essential Functions:

- 1. Maintains an in-depth knowledge of subject matter and pedagogy. Implements best practices that support continuous improvement in student participation and achievement.**
 - Develops lesson plans consistent with state content standards and district curriculum goals.
 - Aligns teaching strategies with the learning styles of students. Implements evidence-based instructional strategies that produce quantifiable benefits within well-defined time frames.
 - Helps students develop educational goals that are specific, relevant, measurable and attainable.
 - Uses formative and summative assessments to track student progress. Provides timely feedback.
 - Participates in team meetings. Uses impartial inclusive assessment strategies to obtain objective student data. Plans student services relevant to needs.
 - Advocates for students. Promotes access to inclusive educational opportunities for all students.
 - Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
 - Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
 - Proctors mandated testing activities. Upholds test security procedures.
 - Ensures student lists, lesson plans and teaching materials are readily available for substitutes.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

- 6. Performs other specific job-related duties as directed.**
 - Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

**Working
Conditions:**

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: CAREER-TECHNICAL EDUCATION TEACHER

File 308

Reports to: Assigned administrator/supervisor

Job Objective: Plans and implements the assigned instructional program.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Essential Functions:

1. Maintains an in-depth knowledge of subject matter and pedagogy. Implements best practices that support continuous improvement in student participation and achievement.

- Teaches assigned instructional program(s) in applied sciences, career preparation, modern technologies, or skilled trades (e.g., agriculture, auto mechanics, business, child development, computer science, consumer science, cosmetology, culinary arts, electronics, graphic design, healthcare, HVAC, office technology, etc.).
- Keeps informed about workforce and employment trends shaping the future of work. Identifies prerequisite skills employers require. Evaluates potential curriculum fit and feasibility.
- Publicizes program information. Periodically reviews and updates social media/website content.
- Develops lesson plans consistent with state content standards and district curriculum goals.
- Aligns teaching strategies with the learning styles of students. Implements evidence-based instructional strategies that produce quantifiable benefits within well-defined time frames.
- Helps students develop educational goals that are specific, relevant, measurable and attainable.
- Uses formative and summative assessments to track student progress. Provides timely feedback.
- Participates in team meetings. Uses impartial inclusive assessment strategies to obtain objective student data. Plans student services relevant to needs.
- Plans hands-on learning experiences. Teaches students effective techniques to perform job tasks using specialized equipment and materials aligned with specific work-related standards.
- Provides job readiness training (e.g., communication skills, resume development, job search strategies, completing job applications, interviewing skills, positive work behaviors, etc.).
- Coordinates supplemental program activities (e.g., career/job fairs, career-technical student organizations, college credit programs, externship, internship, job shadowing, etc.).
- Obtains work-based learning opportunities for students with local community employers.
- Coordinates off-site training activities (e.g., job coaching, work site adaptations, etc.).
- Advocates for students. Promotes access to inclusive educational opportunities for all students.
- Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
- Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Proctors mandated testing activities. Upholds test security procedures.
- Ensures student lists, lesson plans and teaching materials are readily available for substitutes.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: EARLY CHILDHOOD (OR PRESCHOOL) EDUCATION TEACHER

File 309

Reports to: Assigned administrator/supervisor

Job Objective: Plans and implements the assigned instructional program.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Essential Functions:

1. Maintains an in-depth knowledge of subject matter and pedagogy. Implements best practices that support continuous improvement in student participation and achievement.

- Participates in observations/assessments of qualifying factors to determine student placements.
- Assists with screening activities for typical peer role models as part of Child Find requirements.
- Manages enrollment/withdrawal procedures and the maintenance of student files.
- Ensures student medical emergency authorization forms are up-to-date and readily available.
- Develops lesson plans consistent with state content standards and district curriculum goals.
- Prepares drafts and final legally compliant Individualized Education Programs (IEPs).
- Aligns teaching strategies with the learning styles of students. Implements evidence-based instructional strategies that produce quantifiable benefits within well-defined time frames.
- Helps students develop educational goals that are specific, relevant, measurable and attainable.
- Uses formative and summative assessments to track student progress. Provides timely feedback.
- Participates in team meetings. Uses impartial inclusive assessment strategies to obtain objective student data. Plans student services relevant to needs.
- Plans and implements lessons aligned with ELDS (i.e., approaches toward learning; cognition and general knowledge; language and literacy development; physical well-being and motor development; and, social and emotional development).
- Teaches students how to plan ahead, develop empathy and include others in play activities.
- Provides time and opportunities for students to explore and pursue personal interests.
- Helps stakeholders understand how the Individualized Educational Program (IEP) and Specially Designed Instruction (SDIs) relate to educational goals and objectives.
- Advocates for students. Promotes access to inclusive educational opportunities for all students.
- Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
- Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Proctors mandated testing activities. Upholds test security procedures.
- Ensures student lists, lesson plans and teaching materials are readily available for substitutes.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	GIFTED & TALENTED PROGRAM TEACHER	File 310
Reports to:	Assigned administrator/supervisor	
Job Objective:	Plans and implements the assigned instructional program.	
Minimum Qualifications:	<ul style="list-style-type: none">· Holds/maintains required Ohio Department of Education credentials. Ability to achieve program objectives through enhancements based on evaluated data and research-based best practices.· Acts in accordance with the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.· Comprehensive knowledge of identification criteria, characteristics and educational needs of gifted/talented students. Displays highly developed test interpretation skills.· Demonstrates effective leadership skills and a willingness to take on challenging tasks.· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.). <p><i>Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).</i></p>	
Essential Functions:	<p>1. Maintains an in-depth knowledge of subject matter and pedagogy. Implements best practices that support continuous improvement in student participation and achievement.</p> <ul style="list-style-type: none">· Coordinates program components (e.g., curriculum development, instructional goals, parent notification, participation criteria, etc.). Qualifies students for program participation (e.g., achievement tests, grades, intelligence testing, parent/student and teacher recommendations, etc.).· Develops lesson plans consistent with state content standards and district curriculum goals.· Aligns teaching strategies with the learning styles of students. Implements evidence-based instructional strategies that produce quantifiable benefits within well-defined time frames.· Helps students develop educational goals that are specific, relevant, measurable and attainable.· Uses formative and summative assessments to track student progress. Provides timely feedback.· Participates in team meetings. Uses impartial inclusive assessment strategies to obtain objective student data. Plans student services relevant to needs.· Implements developmentally and cognitively appropriate extensions of classroom instruction. (e.g., accelerated learning, advanced placements, independent studies, mentoring, post secondary credit programs, pull-out, team-teaching, etc.).· Advocates for students. Promotes access to inclusive educational opportunities for all students.· Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.· Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.· Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.· Proctors mandated testing activities. Upholds test security procedures.· Ensures student lists, lesson plans and teaching materials are readily available for substitutes. <p>2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.</p> <ul style="list-style-type: none">· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy. Resolutely maintains the confidentiality of privileged information.· Sustains an acceptable attendance record. Consistently complies with established work schedules. <p>3. Maintains open/effective communications. Serves as a reliable information resource.</p> <ul style="list-style-type: none">· Fosters goodwill and encourages relationships that enhance public support for the district.· Refers administrative procedure and district policy questions to an appropriate administrator.· Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity. <p>4. Pursues opportunities to enhance personal performance.</p> <ul style="list-style-type: none">· Keeps current with professional standards associated with work duties.· Updates personal skills as needed to effectively utilize task-appropriate technology.	

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	INTERVENTION SPECIALIST	File 311
Reports to:	Assigned administrator/supervisor	
Job Objective:	Works with students, parents and teachers to identify barriers limiting access, participation and/or academic progress. Develops goals and objectives with benchmarks for identified students.	
Minimum Qualifications:	<ul style="list-style-type: none">· Holds/maintains required Ohio Department of Education credentials.· Acts in accordance with the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.). <p><i>Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).</i></p>	
Essential Functions:	<p>1. Develops and manages individualized learning strategies for students falling below district standards. Documents student progress to gauge the efficacy of interventions.</p> <ul style="list-style-type: none">· Provides leadership for the advancement of best practices and academic standards. Implements initiatives that support continuous improvement in student participation and achievement.· Participates in the Evaluation Team Report (ETR) process. Uses impartial inclusive assessment strategies to obtain objective student data. Plans student services relevant to needs.· Assists with Functional Behavioral Assessments (FBA). Helps develop Behavioral Intervention Plans (BIP) that target and change undesirable behaviors.· Encourages active family participation in intervention planning.· Prepares legally compliant Individualized Education Programs (IEPs). Identifies current levels of performance, short term objectives, annual goals, service duration, evaluation procedures, etc.· Develops lesson plans consistent with state content standards and district curriculum goals.· Aligns teaching strategies with the learning styles of students. Implements evidence-based instructional strategies that produce quantifiable benefits within well-defined time frames.· Helps students develop educational goals that are specific, relevant, measurable and attainable.· Provides a highly structured learning environment for program participants. Advances academic performance using behavior modification, guided instruction and peer group accountability.· Helps stakeholders understand how the Individualized Educational Program (IEP) and Specially Designed Instruction (SDIs) relate to educational goals and objectives.· Uses formative and summative assessments to track student progress. Provides timely feedback.· Implements developmentally and cognitively appropriate extensions of classroom instruction. (e.g., behavioral strategies, instructional program adaptations, push-in/pull-out support, etc.).· Advocates for students. Promotes access to inclusive educational opportunities for all students.· Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior. Helps students acquire skills to enhance appropriate behavior (e.g., functional communication, self-regulation, socialization, etc.).· Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.· Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.· Proctors mandated testing activities. Upholds test security procedures.· Ensures student lists, lesson plans and teaching materials are readily available for substitutes. <p>2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.</p> <ul style="list-style-type: none">· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy. Resolutely maintains the confidentiality of privileged information.· Sustains an acceptable attendance record. Consistently complies with established work schedules. <p>3. Maintains open/effective communications. Serves as a reliable information resource.</p> <ul style="list-style-type: none">· Fosters goodwill and encourages relationships that enhance public support for the district.· Refers administrative procedure and district policy questions to an appropriate administrator.· Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.	

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SUBSTITUTE TEACHER**

File 312

Reports to: Assigned administrator/supervisor

Job Objective: Implements lesson plans prepared by the absent teacher. *Note: Substitute employees may be required to perform ancillary duties assigned to the absent employee.*

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Essential Functions:

- 1. Maintains an in-depth knowledge of subject matter and pedagogy. Implements best practices that support continuous improvement in student participation and achievement.**
 - Confirms responsibilities with assigned supervisor. Seeks guidance when directives are unclear.
 - Informs the assigned supervisor when leaving the job site during scheduled working hours.
 - Develops lesson plans consistent with state content standards and district curriculum goals.
 - Aligns teaching strategies with the learning styles of students. Implements evidence-based instructional strategies that produce quantifiable benefits within well-defined time frames.
 - Helps students develop educational goals that are specific, relevant, measurable and attainable.
 - Uses formative and summative assessments to track student progress. Provides timely feedback.
 - Participates in team meetings when requested. Uses impartial inclusive assessment strategies to obtain objective student data. Plans student services relevant to needs.
 - Advocates for students. Promotes access to inclusive educational opportunities for all students.
 - Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
 - Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
 - Tracks data required by the school district. Prepares accurate, timely records. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
 - Proctors mandated testing activities as directed. Upholds test security procedures.
 - Makes the absent teacher aware of work completed and problems encountered.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

- 6. Performs other specific job-related duties as directed.**
 - Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TITLE I TEACHER**

File 313

Reports to: Assigned administrator/supervisor

Job Objective: Provides supplemental instructional support for students that qualify for Title I services.

Minimum · Holds/maintains required Ohio Department of Education credentials.
Qualifications: · Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
· Documents/maintains a record free of criminal violations that prohibit public school employment.
· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Essential **1. Implements highly effective, research-based instructional strategies to supplement**
Functions: **instruction for students at risk of failing to meet state standards.**

- Coordinates program components (e.g., curriculum development, instructional goals, parent notification, participation criteria, etc.).
- Qualifies students for program participation. Develops a targeted parental involvement plan.
- Develops lesson plans consistent with state content standards and district curriculum goals.
- Aligns teaching strategies with the learning styles of students. Implements evidence-based instructional strategies that produce quantifiable benefits within well-defined time frames.
- Helps students develop educational goals that are specific, relevant, measurable and attainable.
- Uses formative and summative assessments to track student progress. Provides timely feedback.
- Shares student progress updates with administrators, classroom teachers and parents/guardians.
- Participates in team meetings. Uses impartial inclusive assessment strategies to obtain objective student data. Plans student services relevant to needs.
- Advocates for students. Promotes access to inclusive educational opportunities for all students.
- Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
- Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Proctors mandated testing activities. Upholds test security procedures.
- Ensures student lists, lesson plans and teaching materials are readily available for substitutes.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	ATHLETIC DIRECTOR	File 401
Reports to:	Superintendent and High School Principal	
Job Objective:	Directs interscholastic athletic programs.	
Minimum Qualifications:	<ul style="list-style-type: none">· Holds/maintains required Ohio Department of Education credentials. Advanced athletic program leadership skills verified by training and relevant work experience. Comprehensive knowledge of Ohio High School Athletic Association Constitution, Bylaws and Sports Regulations.· Acts in accordance with the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.· Available to work a non-traditional schedule and irregular hours when needed.· Demonstrates effective leadership skills and a willingness to take on challenging tasks.· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.). <p><i>Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.</i></p>	
Essential Functions:	<p>1. Directs interscholastic athletic programs that enhance school life, facilitate individual skill development and provide student leadership opportunities.</p> <ul style="list-style-type: none">· Serves as an active member of the administrative team and adviser to the superintendent.· Manages program compliance with all OHSAA criteria and other applicable regulations. Ensures athletic fields comply with conference/league and state athletic association regulations.· Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).· Represents the district at athletic league meetings.· Recruits highly qualified athletic department staff. Actively supervises assigned employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.· Secures game officials except those contracted by the league commissioner. Hires home game personnel (e.g., security, timers, scorekeepers, announcers, field staff, ticket sellers/takers, etc.).· Communicates staff responsibilities and work schedules before the start of each program activities.· Requisitions program supplies. Evaluates products, services and costs (e.g., on-time delivery, order fulfillment accuracy, quality standards, technical support, etc.). Prepares competitive bid specifications. Negotiates volume discounts/long-term contracts. Maintains procurement records.· Develops a ticket sales policy. Oversees advanced and on-site ticket sales.· Communicates accurate/timely scores and post-game reports to appropriate media.· Administers community use of athletic facilities.· Publicizes program information. Periodically reviews and updates social media/website content.· Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.· Coordinates preseason parent/guardian-student meetings.· Conducts professionally administered tryouts to select program participants.· Manages student medical records, physical education waivers and scholastic eligibility verification.· Provides proactive supervision of students during all sanctioned program activities.· Implements a training schedule. Communicates clear goals and expectations to all participants.· Ensures participants receive appropriate instruction, support and opportunities to participate.· Verifies equipment is appropriate for the physical development and skill level of participants.· Helps staff deal with discipline issues. Prepares conduct reports/discipline recommendations.· Arranges student transportation for sanctioned activities.· Provides opportunities for program participants to critique activities and suggest enhancements.· Ensures program activities are self-sustaining except when authorized by the administration.· Encourages donations from businesses, civic groups and individuals that comply with RC 2921.43.· Attends meetings, provides direction and facilitates athletic booster association activities.· Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.· Preserves reference materials for future programs (e.g., advertising, correspondence, participant information, photos, publicity, scheduling, staffing, videotapes, volunteer activities, etc.).· Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.	

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **CHEERLEADING ADVISOR**

File 402

Reports to: Athletic Director

Job Objective: Directs the cheerleading program.

Minimum Qualifications:

- Cheerleading program skills verified by training or relevant work experience.
- Available to work a non-traditional schedule and irregular hours when needed.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

- 1. Organizes and directs program activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.**
 - Develops a mission statement, budget and implementation plan for administrative approval.
 - Collaborates with the athletic and band directors to implement a unified performance program.
 - Oversees the ordering, distribution, collection and refurbishing of program uniforms.
 - Coordinates off-season activities (e.g., practice schedules, training clinics, etc.).
 - Prepares/restores shared activity sites. Maintains orderly work/storage areas.
 - Publicizes program information. Periodically reviews and updates social media/website content.
 - Develops program information sheets for parent/guardian-student meetings.
 - Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.
 - Conducts professionally administered tryouts to select program participants.
 - Provides proactive supervision of students during all sanctioned program activities.
 - Ensures student medical emergency authorization forms are up-to-date and readily available.
 - Implements a training schedule. Communicates clear goals and expectations to all participants.
 - Develops performance routines, visual effects, interpretive movements, props, etc.
 - Coordinates warm-up activities and synchronized movement instruction.
 - Ensures participants receive appropriate instruction, support and opportunities to participate.
 - Verifies equipment is appropriate for the physical development and skill level of participants.
 - Provides opportunities for program participants to critique activities and suggest enhancements.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
 - Preserves reference materials for future programs (e.g., advertising, correspondence, participant information, photos, publicity, scheduling, staffing, videotapes, volunteer activities, etc.).

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.

- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: ASSISTANT COACH

File 403

Reports to: Athletic Director and Head Coach

Job Objective: Coaches assigned student athletic activity as directed.

Minimum Qualifications:

- Sport-specific coaching skills verified by training or relevant work experience. Completion of cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) and National Federation of State High School Associations (NFHS) fundamentals of coaching and concussion awareness/prevention training are prerequisite requirements.
- Available to work a non-traditional schedule and irregular hours when needed.
- Comprehensive knowledge of interscholastic athletic program regulations.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

1. Coaches assigned athletic activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.

- Helps manage program compliance with all OHSAA criteria and other applicable regulations. Ensures athletic fields comply with conference/league and state athletic association regulations.
- Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Assists with the ordering, distribution, collection and refurbishing of program uniforms.
- Helps coordinate off-season activities (e.g., practice schedules, training clinics, etc.).
- Prepares/restores shared activity sites. Maintains orderly work/storage areas.
- Publicizes program information. Periodically reviews and updates social media/website content.
- Develops program information sheets for parent/guardian-student meetings.
- Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.
- Conducts professionally administered tryouts to select program participants.
- Provides proactive supervision of students during all sanctioned program activities.
- Ensures student medical emergency authorization forms are up-to-date and readily available.
- Assists with physical education waiver verification.
- Implements a training schedule. Communicates clear goals and expectations to all participants.
- Identifies strength and conditioning activities best suited for each sport.
- Ensures participants receive appropriate instruction, support and opportunities to participate.
- Verifies equipment is appropriate for the physical development and skill level of participants.
- Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies.
- Provides opportunities for program participants to critique activities and suggest enhancements.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: HEAD COACH

File 404

Reports to: Athletic Director

Job Objective: Coaches assigned student athletic activity.

Minimum Qualifications:

- Sport-specific coaching skills verified by training or relevant work experience. Completion of cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) and National Federation of State High School Associations (NFHS) fundamentals of coaching and concussion awareness/prevention training are prerequisite requirements.
- Available to work a non-traditional schedule and irregular hours when needed.
- Comprehensive knowledge of interscholastic athletic program regulations.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

1. Coaches assigned athletic activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.

- Manages program compliance with all OHSAA criteria and other applicable regulations. Ensures athletic fields comply with conference/league and state athletic association regulations.
- Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Recruits highly qualified coaching staff. Actively supervises assigned employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.
- Prepares end-of-season performance evaluations of all assigned staff and volunteers.
- Oversees the ordering, distribution, collection and refurbishing of program uniforms.
- Coordinates off-season activities (e.g., practice schedules, training clinics, etc.).
- Prepares/restores shared activity sites. Maintains orderly work/storage areas.
- Publicizes program information. Periodically reviews and updates social media/website content.
- Develops program information sheets for parent/guardian-student meetings.
- Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.
- Conducts professionally administered tryouts to select program participants.
- Provides proactive supervision of students during all sanctioned program activities.
- Ensures student medical emergency authorization forms are up-to-date and readily available.
- Assists with physical education waiver verification.
- Implements a training schedule. Communicates clear goals and expectations to all participants.
- Identifies strength and conditioning activities best suited for each sport.
- Ensures participants receive appropriate instruction, support and opportunities to participate.
- Verifies equipment is appropriate for the physical development and skill level of participants.
- Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies. Communicates accurate/timely scores and post-game reports to appropriate media as directed.
- Provides opportunities for program participants to critique activities and suggest enhancements.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations and unforeseen events.

COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	FACILITIES/SITE MANAGER OR FACULTY MANAGER	File 405
Reports to:	Athletic Director	
Job Objective:	Manages assigned athletic programs and school sponsored special events.	
Minimum Qualifications:	<ul style="list-style-type: none">· Holds/maintains required Ohio Department of Education credentials. Athletic program leadership skills verified by training and relevant work experience. Comprehensive knowledge of Ohio High School Athletic Association Constitution, Bylaws and Sports Regulations.· Available to work a non-traditional schedule and irregular hours when needed.· Demonstrates effective leadership skills and a willingness to take on challenging tasks.· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.). <p><i>Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.</i></p>	
Essential Functions:	<p>1. Directs assigned program activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.</p> <ul style="list-style-type: none">· Identifies work priorities to focus on important tasks that require immediate attention.· Addresses issues that arise during the absence of the athletic director.· Manages program compliance with all OHSAA criteria and other applicable regulations. Ensures athletic fields comply with conference/league and state athletic association regulations.· Prepares/restores shared activity sites. Maintains orderly work/storage areas.· Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).· Represents the district at athletic league meetings as directed.· Helps recruit highly qualified athletic department staff. Actively supervises assigned employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.· Oversees the selection of game officials and home game personnel (e.g., security, timers, scorekeepers, announcers, field staff, ticket sellers/takers, etc.) as directed.· Communicates staff responsibilities and work schedules before the start of each program activities.· Acts as a liaison communicating and supporting visiting teams and community groups.· Helps manage advanced and on-site ticket sales.· Oversees the operation of the concession stand. Supervises ticket takers, parking attendants, etc.· Communicates accurate/timely scores and post-game reports to appropriate media.· Assists with non-school use of athletic facilities (e.g., rentals, scheduling, set up, etc.). Ensures community groups are properly registered. Maintains utilization records.· Publicizes program information. Periodically reviews and updates social media/website content.· Develops program information sheets for parent/guardian-student meetings.· Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.· Conducts professionally administered tryouts to select program participants.· Provides proactive supervision of students during all sanctioned program activities.· Assists with medical records, physical education waivers and scholastic eligibility verification.· Implements a training schedule. Communicates clear goals and expectations to all participants.· Ensures participants receive appropriate instruction, support and opportunities to participate.· Verifies equipment is appropriate for the physical development and skill level of participants.· Helps staff deal with discipline issues. Prepares conduct reports/discipline recommendations.· Communicates regulations to participants/spectators. Helps ensure the health, safety and well being of students, staff and visitors. Remains courteous when confronting undesirable behavior.· Arranges student transportation for sanctioned activities.· Provides opportunities for program participants to critique activities and suggest enhancements.· Ensures program activities are self-sustaining except when authorized by the administration.· Encourages donations from businesses, civic groups and individuals that comply with RC 2921.43.· Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.· Preserves reference materials for future programs (e.g., advertising, correspondence, participant information, photos, publicity, scheduling, staffing, videotapes, volunteer activities, etc.).	

- Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **WEIGHT ROOM SUPERVISOR**

File 406

Reports to: Athletic Director

Job Objective: Supervises weight room activities.

Minimum Qualifications:

- Strength and conditioning coaching skills verified by training or relevant work experience.
- Completion of cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) and National Federation of State High School Associations (NFHS) fundamentals of coaching and concussion awareness/prevention training are prerequisite requirements.
- Available to work a non-traditional schedule and irregular hours when needed.
- Comprehensive knowledge of interscholastic athletic program regulations.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

- 1. Provides strength and physical conditioning training to improve athletic performance, reduce injuries and teach fitness/movement skills. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.**
 - Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).
 - Evaluates and updates weight room policies and procedures.
 - Conducts orientation sessions. Monitors all individuals using the weight room.
 - Provides proactive supervision of students during all sanctioned program activities.
 - Ensures student medical emergency authorization forms are up-to-date and readily available.
 - Identifies strength and conditioning activities best suited for each sport.
 - Ensures participants receive appropriate instruction, support and opportunities to participate.
 - Verifies equipment is appropriate for the physical development and skill level of participants.
 - Oversees the sanitization of equipment and cleaning of the weight room.
 - Provides opportunities for program participants to critique activities and suggest enhancements.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

- 6. Performs other specific job-related duties as directed.**
 - Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ACADEMIC COMPETITION ADVISOR	File 407
Reports to:	Assigned administrator/supervisor	
Job Objective:	Prepares students for participation in academic competitions. Expands access and equity among a diverse student body. Recruits/maintains an active network of volunteers.	
Minimum Qualifications:	<ul style="list-style-type: none">· Holds/maintains appropriate Ohio Department of Education credentials. Program development and academic competition skills verified by training and relevant work experience. Comprehensive knowledge of Ohio Academic Competition rules and participation procedures.· Available to work a non-traditional schedule and irregular hours when needed.· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.). <i>Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.</i>	
Essential Functions:	<ol style="list-style-type: none">1. Manages program activities. Prepares students to excel in academic competitions. Promotes school pride and a positive community image.<ul style="list-style-type: none">· Develops a mission statement, budget and implementation plan for administrative approval.· Publicizes program information. Regularly updates social media/website content. Conducts outreach activities to promote student involvement. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.· Prepares/restores shared activity sites. Maintains orderly work/storage areas.· Provides proactive supervision of students during all sanctioned program activities.· Prepares students for competitions. Schedules practice sessions. Ensures participants receive appropriate instruction, support and opportunities to participate. Refines competition strategies.· Ensures all required contest paperwork and participation fees are properly processed.· Hosts local events. Recruits and trains competition judges. Supervises contest volunteers.· Ensures the security of all academic competition materials. Maintains contest statistics. Processes contest records. Makes determinations for awards.· Arranges student transportation, housing and chaperones as needed for sanctioned activities.· Ensures program activities are self-sustaining except when authorized by the administration.· Recruits parent boosters. Coordinates fundraising activities.· Provides opportunities for program participants to critique activities and suggest enhancements.· Takes advantage of opportunities publically recognize staff, student and volunteer achievements.· Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.<ul style="list-style-type: none">· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy. Resolutely maintains the confidentiality of privileged information.· Sustains an acceptable attendance record. Consistently complies with established work schedules.3. Maintains open/effective communications. Serves as a reliable information resource.<ul style="list-style-type: none">· Fosters goodwill and encourages relationships that enhance public support for the district.· Refers administrative procedure and district policy questions to an appropriate administrator.· Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.4. Pursues opportunities to enhance personal performance.<ul style="list-style-type: none">· Keeps current with professional standards associated with work duties.· Updates personal skills as needed to effectively utilize task-appropriate technology.5. Keeps current with emergency preparedness and response procedures.<ul style="list-style-type: none">· Complies with health and safety protocols to mitigate workplace risks.· Protects district property. Takes precautions to prevent the loss of equipment and supplies.	

- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **CHOIR DIRECTOR**

File 408

Reports to: Assigned administrator/supervisor

Job Objective: Directs the choir program.

Minimum Qualifications:

- Performing arts production skills verified by training or relevant work experience.
- Available to work a non-traditional schedule and irregular hours when needed.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

- 1. Organizes and directs program activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.**
 - Develops a mission statement, budget and implementation plan for administrative approval.
 - Selects a challenging performance program that is age-appropriate and attainable for students.
 - Prepares a production calendar. Assembles a production team. Organizes pre-production design ideas (e.g., choreography, costumes, lighting, music, props, sets, sound systems, etc.).
 - Prepares/restores shared activity sites. Maintains orderly work/storage areas.
 - Publicizes program information. Periodically reviews and updates social media/website content.
 - Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.
 - Conducts professionally administered tryouts to select program participants.
 - Provides proactive supervision of students during all sanctioned program activities.
 - Ensures student medical emergency authorization forms are up-to-date and readily available.
 - Implements a rehearsal schedule. Communicates clear goals and expectations to all participants.
 - Guides students in musical interpretation and exploration of performance opportunities.
 - Provides opportunities for program participants to critique activities and suggest enhancements.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Manages advanced and on-site ticket sales. Monitors cash box and ticket accountability forms.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
 - Preserves reference materials for future programs (e.g., advertising, correspondence, participant information, photos, publicity, scheduling, staffing, videotapes, volunteer activities, etc.).
 - Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.

- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **CLASS ADVISOR** **File 409**

Reports to: Assigned administrator/supervisor

Job Objective: Mentors elected class officers and student leaders.

Minimum Qualifications:

- Program leadership skills verified by training or relevant work experience.
- Available to work a non-traditional schedule and irregular hours when needed.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

- 1. Organizes and directs program activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.**
 - Develops a mission statement, budget and implementation plan for administrative approval.
 - Prepares/restores shared activity sites. Maintains orderly work/storage areas.
 - Publicizes program information. Periodically reviews and updates social media/website content.
 - Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.
 - Provides proactive supervision of students during all sanctioned program activities.
 - Provides opportunities for program participants to critique activities and suggest enhancements.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Encourages donations from businesses, civic groups and individuals that comply with RC 2921.43.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

Class Trip -- Additional duties:

 - Manages class trip activities. Secures board approval for over-night and out-of-state trips.

Senior Class Advisor -- Additional duties:

 - Works with the office secretary, guidance staff and principal to process graduation paperwork.
 - Collaborates with class officers and the principal to plan the graduation ceremony.
 - Oversees the voting process for the class motto, flower, colors, song, etc.
- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.
- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.
- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.
- 6. Performs other specific job-related duties as directed.**
 - Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	CLUB (OR STUDENT ACTIVITY) ADVISOR	File 410
Reports to:	Assigned administrator/supervisor	
Job Objective:	Provides program leadership for an assigned student organization or enrichment activity.	
Minimum Qualifications:	<ul style="list-style-type: none">· Program leadership skills verified by training or relevant work experience.· Available to work a non-traditional schedule and irregular hours when needed.· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.). <p><i>Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.</i></p>	
Essential Functions:	<p>1. Organizes and directs program activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.</p> <ul style="list-style-type: none">· Develops a mission statement, budget and implementation plan for administrative approval.· Prepares/restores shared activity sites. Maintains orderly work/storage areas.· Publicizes program information. Periodically reviews and updates social media/website content.· Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.· Provides proactive supervision of students during all sanctioned program activities.· Provides opportunities for program participants to critique activities and suggest enhancements.· Ensures program activities are self-sustaining except when authorized by the administration.· Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies. <p>2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.</p> <ul style="list-style-type: none">· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy. Resolutely maintains the confidentiality of privileged information.· Sustains an acceptable attendance record. Consistently complies with established work schedules. <p>3. Maintains open/effective communications. Serves as a reliable information resource.</p> <ul style="list-style-type: none">· Fosters goodwill and encourages relationships that enhance public support for the district.· Refers administrative procedure and district policy questions to an appropriate administrator.· Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity. <p>4. Pursues opportunities to enhance personal performance.</p> <ul style="list-style-type: none">· Keeps current with professional standards associated with work duties.· Updates personal skills as needed to effectively utilize task-appropriate technology. <p>5. Keeps current with emergency preparedness and response procedures.</p> <ul style="list-style-type: none">· Complies with health and safety protocols to mitigate workplace risks.· Protects district property. Takes precautions to prevent the loss of equipment and supplies.· Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect. <p>6. Performs other specific job-related duties as directed.</p> <ul style="list-style-type: none">· Helps implement district strategies to advance organizational goals.	
Performance Evaluation:	Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.	
Working Conditions:	The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.	

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **DANCE/DRILL TEAM/FLAG/MAJORETTE ADVISOR** **File 411**

Reports to: Assigned administrator/supervisor

Job Objective: Choreographs routines to provide visual aspects to musical performances. Promotes school pride.

Minimum Qualifications:

- Program leadership skills verified by training or relevant work experience.
- Available to work a non-traditional schedule and irregular hours when needed.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

- 1. Organizes and directs program activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.**
 - Develops a mission statement, budget and implementation plan for administrative approval.
 - Collaborates with the athletic and band directors to implement a unified performance program.
 - Oversees the ordering, distribution, collection and refurbishing of program uniforms.
 - Coordinates off-season activities (e.g., practice schedules, training clinics, etc.).
 - Prepares/restores shared activity sites. Maintains orderly work/storage areas.
 - Publicizes program information. Periodically reviews and updates social media/website content.
 - Develops program information sheets for parent/guardian-student meetings.
 - Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.
 - Conducts professionally administered tryouts to select program participants.
 - Provides proactive supervision of students during all sanctioned program activities.
 - Ensures student medical emergency authorization forms are up-to-date and readily available.
 - Develops performance routines, visual effects, interpretive movements, props, etc.
 - Ensures participants receive appropriate instruction, support and opportunities to participate.
 - Verifies equipment is appropriate for the physical development and skill level of participants.
 - Provides opportunities for program participants to critique activities and suggest enhancements.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

This job description is not intended to establish a contract or alter the terms of board authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations and unforeseen events.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: EXTENDED DAY ASSIGNMENT

File 412

Reports to: Principal or Assigned Supervisor

Job Objective: Performs assigned responsibilities outside regular work schedule and/or calendar.

Minimum Qualifications:

- Demonstrates effective leadership skills and a willingness to take on challenging tasks.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Available to work a non-traditional schedule and irregular hours when needed.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Contracts support a variety of district services; consulting positions, department leadership, extended hours, extra/co-curricular assignments, school grants, summer programs, etc. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

- 1. Performs a defined scope of services beyond regular work hours. Contracts are based on the licensure and standard contract status of the recipient (Ohio Revised Code Section (RC) 3319.08). Supplemental contracts do not automatically renew.**
 - Performs all assigned duties contained in the written supplemental contract as prescribed under Ohio law, board rules/regulations and supplemental job description appended to this document.
 - Provides leadership for the advancement of best practices and academic standards. Implements initiatives that support continuous improvement in student participation and achievement.
 - Sustains an effective work environment. Accepts responsibility for the results of delegated duties.
 - Collaborates with stakeholders to establish and implement district-wide program objectives.
 - Manages program compliance with all accreditation, contractual, legal and regulatory requirements.
 - Advocates for students. Promotes access to inclusive educational opportunities for all students.
 - Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.
 - Helps students make good decisions and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical behavior and self-reliance.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
 - Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) **File 413**

Reports to: The committee is self-governing.

Job Objective: Reviews and acts on Individual Professional Development Plans (IPDP) submitted by employees.

Minimum Qualifications:

- Certificated and administrative staff representatives as outlined in LPDC bylaws.
- **Teachers:** under contract with three years tenure selected by the association
- **Administrators:** appointed by the superintendent.
- Available to work a non-traditional schedule and irregular hours when needed.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Essential Functions:

1. Establishes standards for professional development. Ensures educational activities build on past experience and improve future performance. Maintains the integrity of the staff development process.

- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

Chairperson:

- Presides at committee meetings. Directs collaborative planning of agendas, meeting schedules reviews of issues/concern, etc. Serves as a committee spokesperson.
- Ensures committee members comply with negotiated agreements, board policies and administrative guidelines/procedures.
- Keeps the superintendent and association membership informed about emerging issues.
- Keeps committee members informed about licensure and professional development issues.
- Acts as a liaison communicating and supporting appeals process activities.
- Signs off on applications through the Ohio Department of Education website.

Recorder/Secretary:

- Records committee meeting minutes. Maintains a filing system that ensures the safe retention of committee documents. Maintains a record of committee activities.
- Updates the membership directory and mailing lists as needed.
- Prepares correspondence and other documents as directed.
- Notifies the superintendent's office about the status of each professional growth plan and/or credit requests (e.g., approval, resubmission, denial, etc.).

Committee Member:

- Keeps current with state licensing regulations and endorsements. Monitors exemplary instructional practices/innovations. Attends training sessions as directed.
- Maintains a thorough knowledge of the district's programs and strategic plans.
- Facilitates communications between staff and committee members. Helps staff understand personal responsibility and accountability for the proper preparation and timely submission of professional growth plan documents.
- Evaluates professional growth plans. Approves, denies, or requests plan modifications.
- Prepares licensing credit recommendations.
- Reviews and acts on applicant appeals.
- Reviews written suggestions from staff concerning procedural amendments.
- Periodically reviews committee by-laws and votes on recommended modifications.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: MARCHING BAND DIRECTOR

File 414

Reports to: Assigned administrator/supervisor

Job Objective: Directs the marching, jazz and pep band programs. Promotes school pride.

Minimum Qualifications:

- Marching band leadership skills verified by training or relevant work experience.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Available to work a non-traditional schedule and irregular hours when needed.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

1. Organizes and directs program activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.

- Develops a mission statement, budget and implementation plan for administrative approval.
- Collaborates with the athletic and band directors to implement a unified performance program.
- Develops halftime shows, spirit day activities, parades/civic event performances, etc.
- Selects challenging performance programs that are age-appropriate and attainable for students.
- Oversees the ordering, distribution, collection and refurbishing of program uniforms.
- Coordinates off-season activities (e.g., practice schedules, training clinics, etc.).
- Prepares/restores shared activity sites. Maintains orderly work/storage areas.
- Publicizes program information. Periodically reviews and updates social media/website content.
- Develops program information sheets for parent/guardian-student meetings.
- Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.
- Conducts professionally administered tryouts to select program participants.
- Provides proactive supervision of students during all sanctioned program activities.
- Ensures student medical emergency authorization forms are up-to-date and readily available.
- Assists with physical education waiver verification.
- Implements a rehearsal schedule. Communicates clear goals and expectations to all participants.
- Develops performance routines, visual effects, interpretive movements, props, etc.
- Ensures participants receive appropriate instruction, support and opportunities to participate.
- Verifies equipment is appropriate for the physical development and skill level of participants.
- Coordinates warm-up activities and synchronized movement instruction.
- Provides opportunities for program participants to critique activities and suggest enhancements.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Encourages donations from businesses, civic groups and individuals that comply with RC 2921.43.
- Attends meetings, provides direction and facilitates athletic booster association activities.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Preserves reference materials for future programs (e.g., advertising, correspondence, participant information, photos, publicity, scheduling, staffing, videotapes, volunteer activities, etc.).
- Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MUSIC (CONCERT) PROGRAM DIRECTOR**

File 415

Reports to: Assigned administrator/supervisor

Job Objective: Directs the assigned music program.

Minimum · Performing arts production skills verified by training or relevant work experience.
Qualifications: · Available to work a non-traditional schedule and irregular hours when needed.
· Documents/maintains a record free of criminal violations that prohibit public school employment.
· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential **1. Organizes and directs musical program activities. Provides opportunities for students to**
Functions: **pursue special interests, advance skills and build positive peer relationships.**
· Develops a mission statement, budget and implementation plan for administrative approval.
· Prepares a music curriculum (e.g., education, improvisation, literature, theory, etc.).
· Selects a challenging performance program that is age-appropriate and attainable for students.
· Prepares/restores shared activity sites. Maintains orderly work/storage areas.
· Publicizes program information. Periodically reviews and updates social media/website content.
· Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.
· Provides proactive supervision of students during all sanctioned program activities.
· Ensures student medical emergency authorization forms are up-to-date and readily available.
· Implements a rehearsal schedule. Communicates clear goals and expectations to all participants.
· Guides students in musical interpretation and exploration of performance opportunities.
· Provides opportunities for program participants to critique activities and suggest enhancements.
· Ensures program activities are self-sustaining except when authorized by the administration.
· Manages advanced and on-site ticket sales. Monitors cash box and ticket accountability forms.
· Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
· Preserves reference materials for future programs (e.g., advertising, correspondence, participant information, photos, publicity, scheduling, staffing, videotapes, volunteer activities, etc.).
· Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.
· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
· Maintains a professional appearance. Wears work attire appropriate for the position.
· Respects privacy. Resolutely maintains the confidentiality of privileged information.
· Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.
· Fosters goodwill and encourages relationships that enhance public support for the district.
· Refers administrative procedure and district policy questions to an appropriate administrator.
· Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.
· Keeps current with professional standards associated with work duties.
· Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.
· Complies with health and safety protocols to mitigate workplace risks.
· Protects district property. Takes precautions to prevent the loss of equipment and supplies.
· Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: NATIONAL HONOR SOCIETY ADVISOR

File 416

Reports to: Assigned administrator/supervisor

Job Objective: Coordinates student participation in the National Honor Society.

Minimum · Program leadership skills verified by training or relevant work experience.

Qualifications: · Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
· Available to work a non-traditional schedule and irregular hours when needed.
· Documents/maintains a record free of criminal violations that prohibit public school employment.
· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria.

**Essential
Functions:**

1. Organizes and directs program activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.

- Develops a mission statement, budget and implementation plan for administrative approval.
- Organizes a committee to implement the National Honor Society mission.
- Prepares/restores shared activity sites. Maintains orderly work/storage areas.
- Publicizes program information. Periodically reviews and updates social media/website content.
- Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.
- Ensures nominated students meet all membership criteria. Maintains the integrity of the selection process. Coordinates the induction ceremony (e.g., date, time, location, speakers, etc.).
- Provides proactive supervision of students during all sanctioned program activities.
- Oversees the election and installation of National Honor Society school officers.
- Monitors academic records. Sends letters to students and parents/guardians regarding membership requirements, probation status and termination in conformity with chapter by-laws.
- Provides opportunities for program participants to critique activities and suggest enhancements.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MENTOR PROGRAM COORDINATOR** **File 417**

Reports to: Assigned administrator/supervisor

Job Objective: Provides district leadership for the Resident Educator Program.

- Minimum Qualifications:**
- Holds/maintains a valid Ohio Department of Education five-year professional or permanent teaching license. The employee selected by the district or school is assigned the “Coordinator – Resident Educator Role” in the Ohio Educational Directory System (ODES). Selected candidates must successfully complete the state-certified mentor training program.
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Available to work a non-traditional schedule and irregular hours when needed.
 - Comprehensive knowledge of current issues in education and best teaching practices.
 - Demonstrates effective leadership skills and a willingness to take on challenging tasks.
 - Documents/maintains a record free of criminal violations that prohibit public school employment.
 - Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

- Essential Functions:**
- 1. Plans and implements the district Resident Educator Program. Builds coalitions and aligns staff support for program priorities. Evaluates and documents program outcomes.**
 - Provides leadership for the advancement of best practices and academic standards. Implements initiatives that support continuous improvement in student participation and achievement.
 - Sustains an effective work environment. Accepts responsibility for the results of delegated duties.
 - Keeps informed about Ohio Department of Education Resident Educator Program updates. Shares information with all stakeholders to ensure compliance with all current practices.
 - Works with the Local Professional Development Committee (LPDC) or authorized committee to review policies and procedures for program standards and participation criteria.
 - Collaborates with district administrators to develop annual program goals and objectives.
 - Provides high quality professional development and program support services. Coordinates on-site mentor training programs. Provides information about off-site training.
 - Determines Resident Educator Program eligibility. Registers participants in CORE. Works with administrators to select and assign mentors. Prepares information about mentoring resources.
 - Meets with resident educators and new teachers to review program objectives. Provides information about the district, policies/procedures and the formative assessment process.
 - Monitors and supports the advancement of mentor/resident educator relationships and compliance with program requirements. Provides practical feedback and support to address emerging issues.
 - Works with mentors to track resident educators (Years 1- 4) completion of program requirements.
 - Provides oversight assistance for resident educators (Year 3) candidates preparing for the Resident Educator Summative Assessment (RESA). Helps coordinate the transition to LPDC for resident educators (Year 3 & 4) after successful completion of the RESA process.
 - Completes required forms (e.g., checklists, surveys, etc.).
 - Provides opportunities for participants to critique mentoring activities. Implements improvements.
 - Collects and analyzes program data. Completes year-end reporting requirements.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
 - 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.
 - 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.
 - 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.

- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **NEW TEACHER MENTOR PROGRAM** **File 418**

Reports to: Assigned administrator/supervisor

Job Objective: Provides high quality support and guidance to help teachers enhance professional skills.

Minimum Qualifications:

- Holds/maintains a valid Ohio Department of Education five-year professional or permanent teaching license. Completes the district mentor application process. Selected candidates must successfully complete the state-certified mentor training program.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Available to work a non-traditional schedule and irregular hours when needed.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Essential Functions:

- 1. Implements a structured program of support including mentoring, standardized assessment tools and protocols to help teachers expand professional competency.**
 - Keeps informed about exemplary instructional practices and innovations.
 - Maintains a thorough knowledge of district policies/procedures, programs and strategic plans.
 - Meets with the assigned resident educator to review mentoring objectives. Provides information about the district, policies, procedures and the formative assessment process.
 - Initiates mentoring activities. Schedules meetings. Collaborates with administrators as needed.
 - Keeps the program coordinator informed about current activities and emerging issues.
 - Helps the program coordinator develop annual goals and document accomplished objectives.
 - Promotes the social integration of the resident educator into the work/learning environment.
 - Facilitates reflective thinking to help the resident educator engage in self-directed learning.
 - Helps the resident educator develop classroom management and curriculum implementation skills.
 - Performs classroom observations of resident educators. Provides practical feedback and support.
 - Demonstrates effective instructional strategies that exemplify best practice.
 - Guides the resident educator in the development of effective lesson plans (e.g., preparation, implementation, reflection, modification, etc.). Helps the resident educator improve pupil management, organizational/recordkeeping skills, student assessment techniques, etc.
 - Helps resident educators refine classroom skills in preparation for licensure determination.
 - Facilitates opportunities for the new teacher to observe other experienced classroom teachers.
 - Shows an active interest in the resident educator progress. Provides meaningful advice, completes collaborative logs to record progress and keeps records of reflective practices.
 - Helps resident educators adjust to videotaping, teaching analysis and assessment practices.
 - Ensures resident educators complete and submit all required documents in a timely manner.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.

- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **PERFORMING ARTS DIRECTOR (CHOIR, CONCERT, OR DRAMA)** **File 419**

Reports to: Assigned administrator/supervisor

Job Objective: Directs the assigned school performance program.

Minimum Qualifications:

- Performing arts production skills verified by training or relevant work experience.
- Available to work a non-traditional schedule and irregular hours when needed.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

- 1. Organizes and directs program activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.**
 - Develops a mission statement, budget and implementation plan for administrative approval.
 - Selects a challenging performance program that is age-appropriate and attainable for students.
 - Prepares a production calendar. Assembles a production team. Organizes pre-production design ideas (e.g., choreography, costumes, lighting, music, props, sets, sound systems, etc.).
 - Prepares/restores shared activity sites. Maintains orderly work/storage areas.
 - Publicizes program information. Periodically reviews and updates social media/website content.
 - Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.
 - Conducts professionally administered tryouts to select program participants.
 - Provides proactive supervision of students during all sanctioned program activities.
 - Ensures student medical emergency authorization forms are up-to-date and readily available.
 - Implements a rehearsal schedule. Communicates clear goals and expectations to all participants.
 - Provides opportunities for program participants to critique activities and suggest enhancements.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Manages advanced and on-site ticket sales. Monitors cash box and ticket accountability forms.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
 - Preserves reference materials for future programs (e.g., advertising, correspondence, participant information, photos, publicity, scheduling, staffing, videotapes, volunteer activities, etc.).
 - Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **PROM ADVISOR** **File 420**

Reports to: Assigned administrator/supervisor

Job Objective: Coordinates prom activities.

Minimum Qualifications:

- Special events organizational skills verified by training or relevant work experience.
- Available to work a non-traditional schedule and irregular hours when needed.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

- 1. Organizes and directs program activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.**
 - Develops a mission statement, budget and implementation plan for administrative approval.
 - Sustains an effective work environment. Accepts responsibility for the results of delegated duties.
 - Prepares/restores shared activity sites. Maintains orderly work/storage areas.
 - Organizes a prom/after-prom committee. Recruit volunteers. Established work assignments and objectives (e.g., budget/fundraising, chaperones, decoration, entertainment, favor/prize, prom court, publicity, tickets/invitations, venue/food, etc.). Confirms prom date and time.
 - Publicizes prom information. Encourages student participation.
 - Ensures students are appropriately supervised during all sanctioned prom activities.
 - Provides opportunities for program participants to critique activities and suggest enhancements.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Encourages donations from businesses, civic groups and individuals that comply with RC 2921.43.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

- 6. Performs other specific job-related duties as directed.**
 - Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

**Working
Conditions:**

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **STUDENT COUNCIL ADVISOR**

File 421

Reports to: Assigned administrator/supervisor

Job Objective: Helps student council representatives fulfill leadership responsibilities.

Minimum Qualifications:

- Program leadership skills verified by training or relevant work experience.
- Available to work a non-traditional schedule and irregular hours when needed.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

- 1. Organizes and directs program activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.**
 - Develops a mission statement, budget and implementation plan for administrative approval.
 - Prepares/restores shared activity sites. Maintains orderly work/storage areas.
 - Publicizes program information. Periodically reviews and updates social media/website content.
 - Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.
 - Provides proactive supervision of students during all sanctioned program activities.
 - Oversees the election and installation of student council representatives.
 - Schedules student council meetings. Provides training in parliamentary procedures.
 - Helps maintain the general functioning of the elected body. Mediates impasses.
 - Promotes participation council activities (e.g., spirit days, assemblies, social events, etc.).
 - Coordinates homecoming activities (e.g., election of the queen/king and court, coronation ceremony, dance preparations - guest lists, ticket sales, decorations, musicians, cleanup, etc.).
 - Recruits, trains and supervises homecoming volunteers.
 - Provides opportunities for program participants to critique activities and suggest enhancements.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

- 6. Performs other specific job-related duties as directed.**
 - Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	YEARBOOK ADVISOR	File 422
Reports to:	Assigned administrator/supervisor	
Job Objective:	Coordinates the production, sale and distribution of the school yearbook.	
Minimum Qualifications:	<ul style="list-style-type: none">· Program leadership skills verified by training or relevant work experience.· Available to work a non-traditional schedule and irregular hours when needed.· Available during the summer to fulfill necessary yearbook obligations.· Demonstrates desktop publishing, graphic design, photography and a variety of writing style skills.· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.). <p><i>Note: Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.</i></p>	
Essential Functions:	<p>1. Organizes and directs program activities. Provides opportunities for students to pursue special interests, advance skills and build positive peer relationships.</p> <ul style="list-style-type: none">· Develops a mission statement, budget and implementation plan for administrative approval.· Prepares/restores shared activity sites. Maintains orderly work/storage areas.· Publicizes program information. Periodically reviews and updates social media/website content.· Encourages student participation. Communicates information about eligibility criteria, participant responsibilities, program fees, scheduling, etc.· Provides proactive supervision of students during all sanctioned program activities.· Assigns student job duties. Helps with organizational functions (e.g., yearbook staff supervision, sales, financial management, recordkeeping, etc.). Manages program communications.· Promotes journalistic integrity. Guides students in the development of job assignments. Helps students describe subject matters accurately.· Encourages all students to submit creative writing, photographs and artwork for publication.· Helps students develop a distinctive publication format. Offers guidance with layout, picture/artwork selection, writing styles, etc. Helps students with proofreading/editing functions.· Manages production timelines. Ensures yearbook content is accurate and appropriate. Provides stakeholders an opportunity to review proof materials before publication.· Coordinates print technology activities (e.g., software updates, data security, maintenance, etc.).· Selects a yearbook vendor and/or photographer when outsourced. Monitors production quality and publication deadlines. Oversees the timely coordination of photography sessions. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.).· Manages the collection, storage and safe return of student manuscripts, artwork, photos, etc.· Oversees yearbook security and distribution procedures.· Supervises the sale of advertising. Ensures contractual obligations are fulfilled.· Provides opportunities for program participants to critique activities and suggest enhancements.· Ensures program activities are self-sustaining except when authorized by the administration.· Encourages donations from businesses, civic groups and individuals that comply with RC 2921.43.· Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies. <p>2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.</p> <ul style="list-style-type: none">· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy. Resolutely maintains the confidentiality of privileged information.· Sustains an acceptable attendance record. Consistently complies with established work schedules. <p>3. Maintains open/effective communications. Serves as a reliable information resource.</p> <ul style="list-style-type: none">· Fosters goodwill and encourages relationships that enhance public support for the district.· Refers administrative procedure and district policy questions to an appropriate administrator.· Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.	

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	AIDE (FLEXIBLE ASSIGNMENT/SCHEDULE)	File 501
Reports to:	Assigned administrator/supervisor	
Job Objective:	Provides program support services aligned with student learning objectives.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio Department of Education license/permit as determined at the time of appointment.· Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.). <p><i>Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).</i></p> <p><i>Some employment contracts require an Ohio School Van Driver Certificate.</i></p> <p>Physical Demands: Duties may involve moderate physical exertion. Examples: driving a vehicle, managing students with special needs, moving work materials, performing repetitive fine motor tasks and traveling to multiple work sites.</p>	
Essential Functions:	<p>1. Performs non-teaching support services as an active member of the educational team.</p> <ul style="list-style-type: none">· Communicates rules to students (i.e., behavioral expectations and noncompliance consequences).· Assumes responsibility for controlling student conduct. Reports concerns to administrators.· Prepares records as directed. Complies with district records retention and disposal policies. <p><i>Job assignments may involve one or more of the following responsibilities:</i></p> <p>Cafeteria/Recess: Maintains visibility and monitors students. Takes appropriate action to promptly resolve student concerns. Promotes positive social interactions among students.</p> <p>Classroom: Assists individuals and small groups of students with remedial and/or enrichment activities. Reinforces instructional objectives initiated by the teacher or intervention specialist.</p> <p>Computer Lab: Sets up equipment as directed. Provides technology support services aligned with student learning objectives. Resolves equipment performance problems.</p> <p>Copy Services: Performs imaging/printing services. Controls costs and reduces waste through careful planning. Checks for printing errors.</p> <p>Crossing Guard: Monitors students to ensure a safe/orderly environment at school crosswalks.</p> <p>Hall Monitor: Ensures proper conduct is maintained for a safe/orderly school environment. Verifies individuals have permission to be in the building.</p> <p>Health Clinic: Helps maintain student health records. Processes parent/guardian consent forms. Monitors the security of stored medicines. Assists with health screening activities.</p> <p>Library/Media: Keeps books, periodicals and other materials properly shelved/stored. Processes loans/returns. Keeps program areas orderly.</p> <p>Office: Assists office visitors. Answers/directs phone calls. Prepares documents. Duplicates and collates materials. Sorts and distributes mail. Prepares photocopies. Organizes and stores office supplies. Locates students as directed. Processes homework requests for absent students.</p> <p>Student Assistance: Supports an inclusive educational environment. Helps implement student intervention strategies and classroom accommodations as directed. Provides mobility assistance. Helps students access program activities, use technology tools and/or media resources, etc.</p> <p>Study Hall, Detention or In-School Restriction: Records attendance. Checks to ensure students are working on classroom assignments. Keeps school staff informed about behavior concerns.</p>	

Transportation Assistance: Monitors bus and parking areas during the arrival/departure of students. Ensures clear routes are maintained for bus loading/unloading.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **EARLY CHILDHOOD OR PRESCHOOL PROGRAM AIDE** **File 502**

Reports to: Assigned administrator/supervisor

Job Objective: Provides program support services aligned with student learning objectives.

Minimum Qualifications:

- Valid Ohio Department of Education license/permit as determined at the time of appointment.
- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Some employment contracts require an Ohio School Van Driver Certificate.

Physical Demands: Duties may involve moderate physical exertion. Examples: managing students with special needs, moving work materials, performing repetitive fine motor tasks and traveling to multiple work sites.

Essential Functions:

- 1. Performs non-teaching support services as an active member of the educational team.**
 - Respects the educational environment. Avoids disrupting building activities.
 - Reinforces instructional objectives initiated by the teacher or intervention specialist.
 - Assists individuals and small groups of students with remedial and/or enrichment activities.
 - Encourages student creativity using music, art and play activities.
 - Works with staff to identify student intervention strategies most likely to be effective.
 - Communicates rules to students (i.e., behavioral expectations and noncompliance consequences).
 - Uses positive behavioral support techniques to address disruptive student behavior.
 - Supports an inclusive educational environment. Helps students assimilate into the school environment. Helps implement academic accommodations as directed by the teacher.
 - Attends to personal care needs of students consistent with legal, health and safety requirements.
 - Sets up equipment as directed. Distributes classroom materials. Keeps program areas orderly.
 - Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, use of instructional/media resources, etc.).
 - Provides student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc., as directed.
 - Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
 - Prepares classroom snacks. Complies with district specifications and health/safety regulations.
 - Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).
 - Prepares records as directed. Complies with district records retention and disposal policies.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **LIBRARY/MEDIA AIDE** **File 503**

Reports to: Assigned administrator/supervisor

Job Objective: Provides guidance to staff and students in the effective use of library/media services.

Minimum Qualifications:

- Valid Ohio Department of Education license/permit as determined at the time of appointment.
- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Physical Demands: Duties may involve moderate physical exertion. Examples: managing students with special needs, moving work materials, performing repetitive fine motor tasks and traveling to multiple work sites.

Essential Functions:

- 1. Performs non-teaching support services as an active member of the educational team.**
 - Maintains an orderly media center. Keeps books, periodicals and other materials properly shelved.
 - Maintains information sheets, user guides and reference manuals. Provides technical support to help students/staff use computers, software programs, printers and other peripherals effectively.
 - Reinforces instructional objectives initiated by the teacher or intervention specialist.
 - Helps teachers/students locate information and use library/media resources effectively.
 - Helps staff and students understand copyright and intellectual property laws.
 - Uses a variety of strategies to introduce new media center resources to students (e.g., E-mails, websites, displays, etc.). Helps stimulate student interest in life-long learning.
 - Helps staff and students use program resources (e.g., computers, peripherals, videos, CD-ROMs, audio tapes, etc.). Helps students use Internet/Web-related technologies (e.g., digital tools, online catalogs, classroom blogs, compilation sites, WebQuests, etc.).
 - Responds to technical support requests. Helps students access software programs, communication tools, e-learning resources, stored work, track progress, etc.
 - Processes loans/returns. Prepares overdue notices. Reserves teacher requested materials.
 - Helps manage program equipment. Tags fixed assets as directed. Keeps equipment repair logs and inventory records. Helps schedule repairs by outside vendors.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.
- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.
- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **ONE-ON-ONE AIDE** **File 504**

Reports to: Assigned administrator/supervisor

Job Objective: Provides individualized program support services aligned with student learning objectives.

Minimum Qualifications:

- Valid Ohio Department of Education license/permit as determined at the time of appointment.
- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Physical Demands: Duties may involve moderate physical exertion. Examples: managing students with special needs, moving work materials, performing repetitive fine motor tasks and traveling to multiple work sites.

Essential Functions:

1. Performs non-teaching support services as an active member of the educational team.

- Respects the educational environment. Avoids disrupting building activities.
- Reinforces instructional objectives initiated by the teacher or intervention specialist.
- Provides one-on-one support to increase program access and independent student participation.
- Works with staff to identify student intervention strategies most likely to be effective.
- Communicates rules to students (i.e., behavioral expectations and noncompliance consequences).
- Uses positive behavioral support techniques to address disruptive student behavior.
- Supports an inclusive educational environment. Helps students assimilate into the school environment. Helps implement academic accommodations as directed by the teacher.
- Attends to personal care needs of students consistent with legal, health and safety requirements.
- Sets up equipment as directed. Distributes classroom materials. Keeps program areas orderly.
- Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, use of instructional/media resources, etc.).
- Provides student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc., as directed.
- Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
- Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).
- Prepares records as directed. Complies with district records retention and disposal policies.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **PARAPROFESSIONAL** **File 505**

Reports to: Assigned administrator/supervisor

Job Objective: Provides program support services aligned with student learning objectives.

Minimum Qualifications:

- Valid Ohio Department of Education license/permit as determined at the time of appointment.
- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Some employment contracts require an Ohio School Van Driver Certificate.

Physical Demands: Duties may involve moderate physical exertion. Examples: managing students with special needs, moving work materials, performing repetitive fine motor tasks and traveling to multiple work sites.

Essential Functions:

- 1. Performs non-teaching support services as an active member of the educational team.**
 - Respects the educational environment. Avoids disrupting building activities.
 - Reinforces instructional objectives initiated by the teacher or intervention specialist.
 - Assists individuals and small groups of students with remedial and/or enrichment activities.
 - Works with staff to identify student intervention strategies most likely to be effective.
 - Communicates rules to students (i.e., behavioral expectations and noncompliance consequences).
 - Uses positive behavioral support techniques to address disruptive student behavior.
 - Supports an inclusive educational environment. Helps students assimilate into the school environment. Helps implement academic accommodations as directed by the teacher.
 - Attends to personal care needs of students consistent with legal, health and safety requirements.
 - Sets up equipment as directed. Distributes classroom materials. Keeps program areas orderly.
 - Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, use of instructional/media resources, etc.).
 - Provides student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc., as directed.
 - Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
 - Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).
 - Prepares records as directed. Complies with district records retention and disposal policies.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	SATURDAY SCHOOL MONITOR	File 506
Reports to:	Assigned administrator/supervisor	
Job Objective:	Monitors students assigned to the Saturday School Program.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio Department of Education license/permit as determined at the time of appointment.· Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.). <p><i>Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).</i></p> <p><i>Physical Demands: Duties may involve moderate physical exertion. Examples: managing students with special needs, moving work materials and traveling to multiple work sites.</i></p>	
Essential Functions:	<ol style="list-style-type: none">1. Supervises assigned students in a highly structured learning environment.<ul style="list-style-type: none">· Supervises student arrivals. Assigns seats. Records attendance.· Communicates rules to students (i.e., behavioral expectations and noncompliance consequences).· Assumes responsibility for controlling student conduct. Follows established procedures to address student absenteeism, tardiness, failure to bring classroom materials, inappropriate behavior, use of prohibited items, etc. Prepares conduct reports/discipline recommendations.· Checks to ensure students are working on classroom assignments.· Ensures qualifying students receive access to authorized educational accommodations.· Controls student access to lockers, toilet rooms, etc. Prohibits loitering near the room entrance.· Authenticates student permission to leave the room. Tracks the location of each assigned student.· Prepares records as directed. Complies with district records retention and disposal policies. 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.<ul style="list-style-type: none">· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy. Resolutely maintains the confidentiality of privileged information.· Sustains an acceptable attendance record. Consistently complies with established work schedules. 3. Maintains open/effective communications. Serves as a reliable information resource.<ul style="list-style-type: none">· Fosters goodwill and encourages relationships that enhance public support for the district.· Refers administrative procedure and district policy questions to an appropriate administrator.· Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity. 4. Pursues opportunities to enhance personal performance.<ul style="list-style-type: none">· Keeps current with professional standards associated with work duties.· Updates personal skills as needed to effectively utilize task-appropriate technology. 5. Keeps current with emergency preparedness and response procedures.<ul style="list-style-type: none">· Complies with health and safety protocols to mitigate workplace risks.· Protects district property. Takes precautions to prevent the loss of equipment and supplies.· Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect. 6. Performs other specific job-related duties as directed.<ul style="list-style-type: none">· Helps implement district strategies to advance organizational goals.	
Performance Evaluation:	Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.	
Working Conditions:	The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.	

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: SCHOOL RESOURCE OFFICER

File 507

Reports to: Assigned administrator/supervisor

Job Objective: Maintains a safe/orderly school environment.

Minimum Qualifications:

- Completion of School Resource Officer Certification. Patrol Officer work experience is required.
- Relevant work experience with school-aged children is preferred.
- Available to work a non-traditional schedule and irregular hours when needed.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
- Satisfactory drug screening, physical fitness and psychological assessment profile.
- Valid Ohio driver's license. Eligible to be covered by the district's vehicle insurance policy. Demonstrates a steadfast committed to defensive driving practices. CDL is advantageous.

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Physical Demands: Duties may involve moderate physical exertion. Examples: driving a vehicle, managing students with special needs, moving work materials and traveling to multiple work sites.

Essential Functions:

1. Identifies and deal with problems that may have a negative impact on the safety and well-being of staff, students and visitors.

- Organizes community outreach efforts to understand and address neighborhood concerns.
- Works with staff and the community to address student attendance and behavior problems.
- Helps families/students understand the consequences of persistent truancy and/or misconduct.
- Participates in a periodic review process to keep the emergency management plan up to date.
- Helps evaluate security improvements (e.g., cameras, alarms, lighting, fences, gates, locks, etc.).
- Checks the daily schedule to ensure suitable security coverage for school and community activities.
- Maintains a conspicuous presence. Actively interacts with staff, students and visitors.
- Ensures an effective and timely response to requests for assistance and emergencies.
- Helps staff to identify risk factors (e.g., anti-social behavior, crime, fear of retribution, harassment, physical aggression, racism, sexism, etc.).
- Communicates rules to students (i.e., behavioral expectations and noncompliance consequences).
- Assumes responsibility for controlling student conduct. Documents and reports behavior that violates the student code of conduct, district administrative rules or other legal infractions.
- Monitors students during bus loading/unloading procedures. Monitors parking lots. Upholds school policies governing driving privileges. Directs private vehicles to student drop-off/pickup zones.
- Directs visitors to the office. Assists with crowd control during public events.
- Verifies individuals have permission to be in the building.
- Prohibits loitering. Enforces identification badge and student hall pass rules.
- Immediately notifies an administrator regarding the suspected presence of drugs and/or weapons.
- Exercises extreme caution when confrontation and/or physical restraint is required.
- Follows district protocols to request assistance from community law enforcement/safety personnel.
- Works with maintenance staff to ensure that security systems are operating properly (e.g., alarm systems, emergency lights, exit signs, panic bars, etc.). Keeps the main office informed about building concerns (e.g., damaged equipment, leaks, structural defects, unusual noises/odors, etc.).
- Monitors public areas to ensure clear routes are maintained for emergency egress. Assists with review of emergency building evacuation plans and practice drills.
- Assists with community service projects, safety/crime prevention presentations, special classes, and student clubs as directed. Shares information about the criminal justice system. Assists with anti-bullying, drug prevention and conflict resolution skill building activities as directed.
- Prepares records as directed. Complies with district records retention and disposal policies.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: SPECIAL EDUCATION AIDE

File 508

Reports to: Assigned administrator/supervisor

Job Objective: Provides program support services aligned with student learning objectives.

Minimum Qualifications:

- Valid Ohio Department of Education license/permit as determined at the time of appointment.
- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Some employment contracts require an Ohio School Van Driver Certificate.

Physical Demands: Duties may involve moderate physical exertion. Examples: managing students with special needs, moving work materials, performing repetitive fine motor tasks and traveling to multiple work sites.

Essential Functions:

1. Performs non-teaching support services as an active member of the educational team.

- Respects the educational environment. Avoids disrupting building activities.
- Reinforces instructional objectives initiated by the teacher or intervention specialist.
- Assists individuals and small groups of students with remedial and/or enrichment activities.
- Works with staff to identify student intervention strategies most likely to be effective.
- Communicates rules to students (i.e., behavioral expectations and noncompliance consequences).
- Uses positive behavioral support techniques to address disruptive student behavior.
- Supports an inclusive educational environment. Helps students assimilate into the school environment. Helps implement academic accommodations as directed by the teacher.
- Attends to personal care needs of students consistent with legal, health and safety requirements.
- Sets up equipment as directed. Distributes classroom materials. Keeps program areas orderly.
- Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, use of instructional/media resources, etc.).
- Provides student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc., as directed.
- Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
- Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).
- Prepares records as directed. Complies with district records retention and disposal policies.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	VOLUNTEER	File 509
Reports to:	Assigned administrator/supervisor	
Job Objective:	Performs predetermined volunteer duties approved by the district. <i>Note:</i> Assignments are non-binding. Activities must comply with federal/state guidelines, board policies and contractual agreements. Duties may be modified or discontinued without notice.	
Minimum Qualifications:	<ul style="list-style-type: none">· Congenial disposition and ability to learn required skills for the assignment.· Ability to consistently comply with prearranged schedules.· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.). <i>Note: Volunteers may be required to obtain specific training as a condition of program participation.</i> <i>Physical Demands: Duties may involve moderate physical exertion. Examples: moving work materials, performing repetitive fine motor tasks and traveling to multiple work sites.</i>	
Essential Functions:	<ol style="list-style-type: none">1. Performs non-teaching volunteer services.<ul style="list-style-type: none">· Confirms assignments. Seeks guidance when directives are unclear.· Respects the educational environment. Avoids disrupting building activities.· Represents the school in public only as directed by a district administrator.· Informs the supervisor when leaving the program site during scheduled volunteer hours.· Provides advance notice when scheduling problems cannot be avoided.· Stores materials/equipment properly. Requests timely replacement of depleted supplies.· Prepares records as directed. Complies with district records retention and disposal policies. 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.<ul style="list-style-type: none">· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy. Resolutely maintains the confidentiality of privileged information.· Sustains an acceptable attendance record. Consistently complies with established work schedules. 3. Maintains open/effective communications. Serves as a reliable information resource.<ul style="list-style-type: none">· Fosters goodwill and encourages relationships that enhance public support for the district.· Refers administrative procedure and district policy questions to an appropriate administrator.· Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity. 4. Pursues opportunities to enhance personal performance.<ul style="list-style-type: none">· Attends volunteer orientation programs and training programs as directed. 5. Keeps current with emergency preparedness and response procedures.<ul style="list-style-type: none">· Complies with health and safety protocols to mitigate workplace risks.· Protects district property. Takes precautions to prevent the loss of equipment and supplies.· Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect. 6. Performs other specific volunteer duties as directed.	
Performance Evaluation:	Volunteer performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.	
Working Conditions:	Safety is essential to job performance. The district is an alcohol and drug free work environment. Volunteers must comply with district policies, workplace safety regulations and health laws. This job description is not intended to establish a contract or alter the terms of board authorized agreements. This summary document describes typical volunteer functions and does not represent an exhaustive list of all possible volunteer responsibilities. Volunteer assignments and/or duties may be altered or terminated without advanced notice.	

COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: MAINTENCE SUPERVISOR **File 601**

Reports to: Assigned administrator/supervisor

Job Objective: Supervises building and grounds services to maintain facilities to code, enhance function, improve interior/exterior aesthetics and plan new construction.

Minimum Qualifications:

- High school diploma or GED. Job-specific skills verified by training or relevant work experience.
- Building operator certification (BOC). Specialized equipment operator certification may be required.
- Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast committed to defensive driving practices.
- A Commercial Drivers License (CDL) may be required as a condition of employment.
- Available to work a non-traditional schedule and irregular hours when needed.
- Basic computer proficiency or commitment to promptly acquire job-related technology skills.
- Demonstrates effective leadership skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Physical Demands: *Duties may involve moderate to vigorous physical exertion. Examples: driving a vehicle, moving work materials, performing repetitive fine motor tasks, traveling to multiple work sites, using hand tools/power equipment and working from a ladder, scaffold or mechanical lift.*

Essential Functions:

- 1. Supervises operations to maintain clean, safe and accessible buildings and grounds.**
 - Serves as an active member of the administrative team and adviser to the superintendent.
 - Manages program compliance with all certifications, contractual, legal and regulatory requirements.
 - Recruits highly qualified building and grounds staff. Actively supervises assigned employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.
 - Instructs department personnel in equipment, materials and methods for proficient job performance.
 - Performs building safety assessments. Distributes materials to emergency response providers (e.g., blueprints, chemical storage locations, electric/gas/water line shutoffs, emergency doors, fire suppression equipment, first aid supplies, staff directory, room numbering diagrams, etc.).
 - Ensures clear routes are maintained for emergency egress. Ensures security systems are operating properly (e.g., audio/visual alarms, emergency lights, exit signs, locks, panic bars, etc.).
 - Maintains Material Safety Data Sheet (MSDS) information for all chemicals used/stored in district facilities. Trains staff in health and safety regulations/procedures (e.g., cleaning up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.).
 - Inspects buildings, grounds and equipment. Develops a corrective action plan to resolve problems.
 - Uses technical and manual skill to perform a wide range of maintenance tasks (e.g., building codes, electrical, equipment failures, local ordinances, plumbing, structural integrity, vandalism, etc.).
 - Monitors work provided by outside vendors to ensure compliance with district specifications.
 - Manages facility planning, building/site renovations and new construction projects.
 - Directs the care of landscaped areas/athletic fields. Manages snow removal operations.
 - Provides a safe/orderly environment for district events. Oversees traffic/crowd control activities.
 - Assists with special event preparation and cleanup activities as directed.
 - Requisitions program supplies. Evaluates products, services and costs (e.g., on-time delivery, order fulfillment accuracy, quality standards, technical support, etc.). Prepares competitive bid specifications. Negotiates volume discounts/long-term contracts. Maintains procurement records.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
 - Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

This job description is not intended to establish a contract or alter the terms of board authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations and unforeseen events.

**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: CUSTODIAN

File 602

Reports to: Assigned administrator/supervisor

Job Objective: Performs general custodial duties.

Minimum Qualifications:

- High school diploma or GED. Custodial skills verified by training or relevant work experience.
- Available to work a non-traditional schedule and irregular hours when needed.
- Basic computer proficiency or commitment to promptly acquire job-related technology skills.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

***Physical Demands:** Duties may involve moderate to vigorous physical exertion. Examples: moving work materials, performing repetitive fine motor tasks, traveling to multiple work sites, using hand tools/power equipment and working from a ladder, scaffold or mechanical lift.*

Essential Functions:

- 1. Uses technical and manual skill to clean and maintain designated areas or buildings.**
 - Identifies work priorities to focus on important tasks that require immediate attention.
 - Respects the educational environment. Avoids disrupting building activities.
 - Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
 - Notifies the maintenance supervisor when building and grounds problems are noticed (i.e., electrical systems, HVAC equipment, plumbing, structural components, water leaks, etc.).
 - Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Cleans, sanitizes and re-supplies toilet rooms. Cleans glass, display cases, etc. Cleans/sanitizes handrails, drinking fountains, etc. Vacuums carpets. Spot cleans stains. Cleans carpets, floor mats and runners. Strips, waxes and buffs tile floors.
 - Monitors work provided by outside vendors to ensure compliance with district specifications.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Assists with special event preparation and cleanup activities as directed.
 - Clears snow/ice from walkways and entrances. Assists with snow removal operations as directed.
 - Assists with the receipt of building deliveries. Delivers/picks up materials as directed.
 - Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded.
- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.
- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.
- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.
- 6. Performs other specific job-related duties as directed.**
 - Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: TEMPORARY OR SEASONAL WORKER

File 603

Reports to: Assigned administrator/supervisor

Job Objective: Performs duties as assigned.

Minimum Qualifications:

- High school diploma or GED. Diploma requirement may be waived for student training positions.
- Specific job assignment skills (e.g., custodial, grounds keeping, maintenance, etc.).
- Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast commitment to defensive driving practices.
- A Commercial Drivers License (CDL) may be required as a condition of employment.
- Available to work a non-traditional schedule and irregular hours when needed.
- Basic computer proficiency or commitment to promptly acquire job-related technology skills.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Physical Demands: *Duties may involve moderate to vigorous physical exertion. Examples: driving a vehicle, moving work materials, performing repetitive fine motor tasks, traveling to multiple work sites, using hand tools/power equipment and working from a ladder, scaffold or mechanical lift.*

Essential Functions:

- 1. Confirms assignments with the supervisor. Seeks guidance when directives are unclear**
 - Informs the assigned supervisor when leaving the job site during scheduled working hours.
 - Respects the educational environment. Avoids disrupting building activities.
 - Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
 - Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Cleans, sanitizes and re-supplies toilet rooms. Cleans glass, display cases, etc. Cleans/sanitizes handrails, drinking fountains, etc. Vacuums carpets. Spot cleans stains. Cleans carpets, floor mats and runners. Strips, waxes and buffs tile floors.
 - Makes minor repairs when qualified by appropriate training or relevant work experience.
 - Performs grounds keeping activities (e.g., mows grass, maintains trees/gardens, etc.).
 - Applies paint, stain, varnish, or other surface treatments as directed.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Assists with the receipt of building deliveries. Delivers/picks up materials as directed.
 - Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **TRANSPORTATION SUPERVISOR** **File 701**

Reports to: Assigned administrator/supervisor

Job Objective: Supervises district transportation services. *Note: Driving duties may be assigned. See "bus driver" job description for additional information.*

Minimum Qualifications:

- Meets all transportation director/supervisor personnel qualifications and training program requirements described the Ohio Administrative Code 3301-83-06 and 3301-83-10.
- Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast committed to defensive driving practices.
- Available to work a non-traditional schedule and irregular hours when needed.
- Demonstrates effective leadership skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Physical Demands: Duties may involve moderate physical exertion. Examples: driving a vehicle, moving work materials and traveling to multiple work sites.

Essential Functions:

- 1. Supervises district transportation operations. Ensures compliance with all Ohio Pupil Transportation Operations and Safety Rules.**
 - Serves as an active member of the administrative team and adviser to the superintendent.
 - Manages program compliance with all certifications, contractual, legal and regulatory requirements.
 - Recruits highly qualified transportation department staff. Actively supervises assigned employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.
 - Verifies drivers are qualified and correctly licensed. Monitors employee compliance with all continuing education requirements. Promotes defensive driving. Implements bus safety programs.
 - Prepares bus routes. Assigns drivers. Determines the most appropriate approach to transport each student. Works with the staff to address special needs of students with disabilities.
 - Publicizes program information. Periodically reviews and updates social media/website content.
 - Directs the dissemination of routing information, student rosters, transportation schedules, etc.
 - Monitors road and weather conditions. Recommends the need to delay or cancel services.
 - Coordinates non-routine use of buses (e.g., field trips, athletic contests, etc.).
 - Oversees ongoing vehicle maintenance. Implements procedures to deal with emergency repairs.
 - Monitors work provided by outside vendors to ensure compliance with district specifications.
 - Coordinates Ohio State Highway Patrol annual bus inspections.
 - Requisitions program supplies. Evaluates products, services and costs (e.g., on-time delivery, order fulfillment accuracy, quality standards, technical support, etc.). Prepares competitive bid specifications. Negotiates volume discounts/long-term contracts. Maintains procurement records.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
 - Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.
- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Helps stakeholders understand district policy objectives and administrative procedures.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.
- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.

- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations and unforeseen events.

COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUS DRIVER** **File 702**

Reports to: Transportation Supervisor

Job Objective: Provides authorized transportation services. Safety is the top priority (even when delays disrupt the schedule). The driver and bus aide/monitor work as a team.

Minimum Qualifications:

- Meets all school bus driver personnel qualifications and training program requirements described in the Ohio Administrative Code 3301-83-06 and 3301-83-10.
- Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast commitment to defensive driving practices.
- Ability to deal with stressful traffic, weather conditions and passenger distractions.
- Available to work a non-traditional schedule and irregular hours when needed.
- Basic computer proficiency or commitment to promptly acquire job-related technology skills.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
- Satisfactory pre-employment and ongoing random drug/alcohol test results.
Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).
Physical Demands: Duties may involve moderate physical exertion. Examples: managing students with special needs, moving work materials, operating a wheelchair lift, prolonged sitting while driving and traveling to multiple work sites.

Essential Functions:

- **Provides timely and dependable transportation services. Complies with all Ohio Pupil Transportation Operations and Safety Rules as found in Ohio Administrative Code 3301-83.**
- Identifies work priorities to focus on important tasks that require immediate attention.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.).
- Performs pre- and post-trip safety inspections. Checks fire, first aid and safety equipment.
- Immediately reports equipment concerns and/or malfunctions in writing.
- Assumes responsibility for the interior and exterior cleanliness of the vehicle.
- Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Maintains established routes and time schedules. Transports only authorized passengers.
- Reports in writing, hazardous road conditions that may impede district services.
- Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). Reports traffic citations, accidents, or property damage to the supervisor.
- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
- Loads/unloads passengers at assigned stops. Ensures riders are seated before the vehicle moves.
- Communicates rules to students (i.e., behavioral expectations and noncompliance consequences).
- Assumes responsibility for controlling student conduct. Reports concerns to administrators.
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Follows district field trip procedures. Remains available to passengers during trips as instructed.
- Conducts emergency evacuation drills that comply with state standards.
- Participates in the district's bus safety program as directed.
- Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations and unforeseen events.

**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **BUS DRIVER TRAINER/ON-THE-BUS INSTRUCTOR** **File 703**

Reports to: Transportation Supervisor

Job Objective: Manages the delivery of a standardized bus driver training curriculum.

Minimum Qualifications:

- Meets all on-the-bus instructors personnel qualifications and training program requirements described the Ohio Administrative Code 3301-83-06 and 3301-83-10.
- Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast committed to defensive driving practices.
- Ability to deal with stressful traffic, weather conditions and passenger distractions.
- Available to work a non-traditional schedule and irregular hours when needed.
- Basic computer proficiency or commitment to promptly acquire job-related technology skills.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
- Satisfactory pre-employment and ongoing random drug/alcohol test results.

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Physical Demands: Duties may involve moderate physical exertion. Examples: driving a vehicle, moving work materials and traveling to multiple work sites.

Essential Functions:

- 1. Delivers bus/van driver training programs. Establishes/sustains a culture of high performance and accountability for training activities.**
 - Manages program compliance with all certifications, contractual, legal and regulatory requirements.
 - Identifies work priorities to focus on important tasks that require immediate attention.
 - Certifies training activities meet all Ohio Pupil Transportation Operations and Safety Rules.
 - Helps applicants obtain training packets and for the Commercial Driver's License (CDL) test.
 - Aligns instructional strategies with the learning styles of adult participants. Updates instructional materials as needed. Provides classroom and on-the-road training.
 - Implements bus safety programs. Supervises evacuation drills. Promotes defensive driving.
 - Instructs drivers in methods to assist students with disabilities (e.g., mobility assistance, transferring, wheelchair lifts, safety equipment, evacuation procedures, etc.).
 - Evaluates knowledge and driving skills of applicants. Ensures drivers are familiar with all types of district vehicles. Helps verify drivers are qualified and correctly licensed for assigned vehicles.
 - Monitors driver compliance with all continuing education requirements.
 - Organizes events to recognize transportation staff achievements.
 - Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.

- 2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.

- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	BUS MECHANIC	File 704
Reports to:	Transportation Supervisor	
Job Objective:	Performs vehicle maintenance and repair services. <i>Note: Driving duties may be assigned. See "bus driver" job description for additional information.</i>	
Minimum Qualifications:	<ul style="list-style-type: none">· Meets all maintenance personnel qualifications and training program requirements described the Ohio Administrative Code 3301-83-06 and 3301-83-10.· Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast committed to defensive driving practices.· Ability to deal with stressful traffic, weather conditions and passenger distractions.· Available to work a non-traditional schedule and irregular hours when needed.· Basic computer proficiency or commitment to promptly acquire job-related technology skills.· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).· Satisfactory pre-employment and ongoing random drug/alcohol test results. <p><i>Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).</i></p> <p>Physical Demands: <i>Duties may involve moderate to vigorous physical exertion. Examples: driving heavy duty motor vehicles, moving work materials, operating power equipment, performing repetitive fine motor tasks, traveling to multiple work sites, using hand tools and working from a ladder, scaffold or mechanical lift.</i></p>	
Essential Functions:	<ol style="list-style-type: none">1. Uses technical and manual skill to inspect, repair and maintain district vehicles. Implements a preventive maintenance program. Effectively deals with emergency repairs.<ul style="list-style-type: none">· Identifies work priorities to focus on important tasks that require immediate attention.· Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.· Inspects, services and tests equipment. Identifies and documents irregularities/equipment abuse.· Performs routine maintenance services (e.g., adjusts/replaces belts, changes oil, lubricates fittings, maintains fluid levels, replaces filters, etc.). Repairs mechanical systems (e.g., air/hydraulic lines, brakes, electrical, engine, transmission, etc.). Installs bearings, bushings, gears, pistons, rods, valves, etc. Performs chassis and frame repairs. Replaces heaters, mirrors, radios, wipers, etc.· Performs equipment reliability assessments. Encourages drivers to report problems quickly.· Responds promptly when vehicles become disabled on the road.· Keeps equipment repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle.· Monitors work provided by outside vendors to ensure compliance with district specifications.· Helps coordinate Ohio State Highway Patrol annual bus inspections.· Tracks maintenance supply levels to ensure reliable transportation services. Prepares purchase requisitions. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.).· Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded.2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.<ul style="list-style-type: none">· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy. Resolutely maintains the confidentiality of privileged information.· Sustains an acceptable attendance record. Consistently complies with established work schedules.3. Maintains open/effective communications. Serves as a reliable information resource.<ul style="list-style-type: none">· Fosters goodwill and encourages relationships that enhance public support for the district.· Refers administrative procedure and district policy questions to an appropriate administrator.· Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.4. Pursues opportunities to enhance personal performance.<ul style="list-style-type: none">· Keeps current with professional standards associated with work duties.· Updates personal skills as needed to effectively utilize task-appropriate technology.	

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: SUPERVISOR OF FOOD SERVICES

File 801

Reports to: Superintendent

Job Objective: Manages food service operations.

Minimum Qualifications:

- Meets all education/training requirements described in the USDA Professional Standards Rule for School Nutrition Employees. Complies with annual continuing education requirements. State registered/licensed dietitian (RD, LD) or a bachelor's degree with School Nutrition Specialist (SNS) certification is advantageous. ServSafe® Certification is required.
- Available to work a non-traditional schedule and irregular hours when needed.
- Demonstrates effective leadership skills and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Physical Demands: Duties may involve moderate physical exertion. Examples: moving bulk food supplies, operating commercial kitchen equipment, performing repetitive fine motor tasks using cooking utensils, standing for prolonged periods and traveling to multiple work sites.

Essential Functions:

1. Supervises food service operations. Complies with all federal school nutrition standards.

- Serves as an active member of the administrative team and adviser to the superintendent.
- Manages program compliance with all certifications, contractual, legal and regulatory requirements.
- Recruits highly qualified food service staff. Actively supervises assigned employees. Cultivates staff leadership skills. Accepts responsibility for the results of delegated duties.
- Monitors food service employee compliance with all continuing education requirements.
- Publicizes program information. Periodically reviews and updates social media/website content.
- Processes applications for the free and reduced-price lunch program.
- Complies with USDA child nutrition guidelines. Provides appealing consumer-orientated food options. Monitors customer satisfaction. Attends to the needs of students with dietary restrictions.
- Uses standardized recipes to maintain quality control. Monitors production sheets.
- Ensures compliance with all health and food safety regulations (e.g., hazard analysis critical control point principals, portion size, sanitation procedures, temperature controls, etc.).
- Manages the set up of the serving line and attractive presentation of food.
- Oversees the sanitization of equipment and the storage or disposal of leftover food.
- Manages daily accounting activities (i.e., receipts, meals served, bank deposits, etc.).
- Prepares revenue/expense projections and audit documentation as requested.
- Requisitions program supplies. Evaluates products, services and costs (e.g., on-time delivery, order fulfillment accuracy, quality standards, technical support, etc.). Prepares competitive bid specifications. Negotiates volume discounts/long-term contracts. Maintains procurement records.
- Receives food/supplies. Follows approved food safety procedures. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock.
- Maintains effective document and records management systems. Prepares accurate, timely files. Monitors compliance reporting deadlines. Ensures the integrity and security of confidential materials. Complies with district records retention and disposal policies.
- Analyzes key program performance indicators. Uses a data-driven planning process to align budget recommendations with strategic district goals.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district
- Helps stakeholders understand district policy objectives and administrative procedures.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

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**COLONEL CRAWFORD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **FOOD SERVICE WORKER**

File 802

Reports to: Assigned administrator/supervisor

Job Objective: Prepares and serves meals. Performs additional food service duties as directed.

Minimum Qualifications:

- Meets all education/training requirements described in the USDA Professional Standards Rule for School Nutrition Employees. Complies with annual continuing education requirements.
- Available to work a non-traditional schedule and irregular hours when needed.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embraces high performance standards (e.g., discipline, engagement, proficiency, resilience, etc.).
- Performs consistently accurate math and measurement calculations.

Note: Additional training may be required (e.g., blood borne pathogen, child abuse/neglect, communicable disease, CPR, first aid/injury prevention, nonviolent crisis intervention, etc.).

Physical Demands: Duties may involve moderate physical exertion. Examples: moving bulk food supplies, operating commercial kitchen equipment, performing repetitive fine motor tasks using cooking utensils, standing for prolonged periods and traveling to multiple work sites.

Essential Functions:

1. Prepares/serves food. Helps maintain an orderly/sanitary kitchen. Performs ancillary duties that support the effective delivery of quality food services.

- Follows published menus. Uses standardized recipes to maintain quality control. Complies with USDA child nutrition guidelines. Uses products carefully to reduce waste. Records food usage on production records. Works with staff to address the needs of students with dietary restrictions.
- Complies with health and food safety regulations (e.g., hazard analysis critical control point principals, portion size, sanitation procedures, temperature controls, etc.).
- Sets up serving lines. Gives attention to the attractive presentation of food. Replenishes food to maintain an orderly flow of customers. Provides alternate menu items as needed.
- Operates the cash register and/or point-of-sale (POS) system. Follows district guidelines for personal checks/charges. Ensures money is exchanged correctly and cash is not left unattended.
- Protects the privacy of free and reduced-price meal information.
- Accounts for all meals served. Prepares a daily record of receipts and unpaid charges. Resolves discrepancies. Counts money. Prepares deposits. Submits records as directed.
- Operates the dishwasher. Verifies sanitization cycles are completed properly.
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.
- Follows established sanitization procedures to properly clean items that require hand washing.
- Ensures leftover food, supplies and equipment are stored properly.
- Helps with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock as directed.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Resolutely maintains the confidentiality of privileged information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to effectively utilize task-appropriate technology.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

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