

Hamilton R-II School



District Job Descriptions

Table of Contents

Administration	3
Superintendent of Schools	3
Principal	5
Athletics Director	7
Director of Curriculum and Assessment	9
Special Services Director	12
Certified Personnel	15
Teachers	15
Guidance Counselor	18
Librarian	20
Non-Certified Personnel	22
Paraprofessional	22
Bookkeeper	23

Director of Transportation/District Secretary	25
Building Secretary	27
School Nurse	28
Maintenance Supervisor	30
Custodial Staff	32
Bus Mechanic	34
School Bus Driver	36

Administration

SUPERINTENDENT OF SCHOOLS

F.L.S.A.: EXEMPT

QUALIFICATIONS: The superintendent of schools must hold a valid Missouri Superintendent Certificate.

REPORTS TO: The School Board

TERMS OF EMPLOYMENT: 12 months

EVALUATION: Performance will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy CBG)

COMPENSATION: Applicable column and step on the administrative salary schedule

VACATION/PTO: Vacation = 10 Days/PTO = 15 Days

CONTRACT: 12 Months

SUPERVISORY DUTIES: Chief Executive Officer of the Board of Education and the administrative head of all divisions and departments of the Hamilton R-II School District.

JOB SUMMARY: Is responsible to the Board for the execution of its policies and regulations. Shall be the Board's representative and the channel through which all directives from the Board to its employees or students shall be communicated. May also give directives for the management of the school district to employees and students on points not covered by the adopted Board policies and regulations. Such directives shall be valid unless disapproved by the Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The executive officer of the schools, directing and managing all affairs of the schools, in keeping with policies, rules and regulations established by the Board.
- Shall administer the school program to the best of his/her ability reflecting the philosophy of the Board to the citizens of the school district.
- The only authorized purchasing agent of the school district.
- Shall prepare the financial budget for approval with the preliminary report being presented during the June meeting.
- Shall recommend staff members for re-employment annually.
- Will provide the Board advice and counsel of matters relating to the total school operation.
- Shall be responsible for the safety and care of school operations.
- Is to be in attendance at all Board meetings, including executive sessions.
(Exception, when Board discusses re-employment of the superintendent and when excluded from executive session by a majority vote of the members of the Board.)

- Will maintain the annual inventory of equipment and supplies.
- May suspend students (for a period of time not to exceed the next regularly scheduled Board meeting (who repeatedly violates rules of the school.))
- May attend all local and state educational conferences with Board approval.
- The administration of the school system in all its aspects shall be delegated to the superintendent, as chief school administrator, who shall carry out his or her administrative functions in accord with the policies adopted by the board of education.
- The execution of all decisions made by the board of education concerning the internal operation of the school system shall be delegated to the superintendent as chief executive officer of the board of education.
- The superintendent shall perform the functions as identified in the job description designed and approved by the Board.
- The superintendent shall perform such duties as the board may require, and in the absence of specific policies and advice of the board, he shall assume any authority or perform any duty which any particular situation, unforeseen and suddenly arising may demand, subject to later consideration of and action by the board.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

PRINCIPAL**F.L.S.A.: EXEMPT**

QUALIFICATIONS: Masters Degree in Education with an appropriate Missouri Principal's Certificate. Three years satisfactory teaching or administrative experience in the public school system.

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT: 12 months

EVALUATION: Performance of this job will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy CFP-AP(1))

COMPENSATION: Applicable column and step on the administrative salary schedule

VACATION/PTO: Vacation = 10 Days/PTO = 15 Days

CONTRACT: 12 Months

SUPERVISORY DUTIES: As required

JOB SUMMARY: Acting with the approval of the superintendent, each principal or director will be the chief administrator of his or her school, and shall be responsible for and have authority over the actions of students, professional and support staff, visitors, and persons hired to perform special tasks.

ESSENTIAL DUTIES:

- Shall perform all duties assigned by the superintendent which directly relate to the school's progress, including supervision and management of all students and faculty.
- Submit all required reports as scheduled.
- Charge with the development of the educational plan as directed by the superintendent with the approval of the Board.
- Consider the proposal of the faculty and development of overall school programs (example, placement of student in school based on the cumulative record and/or placement test.)
- Responsible for textbooks and supplies, keeping an inventory of the same and assessing reasonable fines commensurate with damage to such property. (Such fines Superintendent shall in turn report the receipt of all money to the Board.)
- Authority to suspend any student who fails to comply with rules and regulations. (A suspended student's parents must be notified on the day of suspension with a written record of contact filed with the Superintendent.)
- Report daily any student and/or faculty injuries to the Superintendent.
- Required to conduct monthly faculty meetings.
- All other duties as required or assigned.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

ATHLETICS DIRECTOR

F.L.S.A: EXEMPT

QUALIFICATIONS: Valid teacher certificate. At least three years' successful experience as a head coach

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT: 12 months

EVALUATION: Performance will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN)

COMPENSATION: 13.50% Stipend

VACATION/PTO:

CONTRACT: One(1) Year Extra Duty Contract

SUPERVISORY DUTIES: Supervise home and away events as scheduled.

JOB SUMMARY: Oversee all aspects of extracurricular athletics, both intramural and interscholastic, associated with Hamilton R-II School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organizes and administers the entire program of extracurricular athletics, both intramural and interscholastic.
- Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
- Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
- Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
- Hires officials, team physicians, and policemen as required, and assumes general responsibility for the proper supervision of home games.
- Attends state and local Athletic Director meetings.
- Assure that all schedules are kept current and posted.
- Ensure that all MSHAA paperwork is turned in on time.
- Ensure that all MSHAA and Hamilton RII policies and guidelines are followed.
- Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
- Schedule the use of athletic facilities, including use by outside groups.
- Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.

- Maintain accurate records and results each year for all activities. Maintains a record file of all award winners, stating the date and type of the award, including athletic scholarships.
- Assure that scores and information are provided to appropriate media outlets.
- Consistent and regular attendance is an essential function of this position.
- All other duties as required or assigned.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

DIRECTOR OF CURRICULUM AND ASSESSMENT

F.L.S.A: EXEMPT

QUALIFICATIONS: Master's Degree or higher preferred and valid Missouri certification. Minimum of three (3) years as a classroom teacher. Background in Curriculum Development or Instruction and Assessment.

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT: 10.5 months

EVALUATION: Performance will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN)

COMPENSATION: Applicable column and step on the certified salary schedule
4.5% Stipend for Testing Coordinator, 2.0% Stipend for Job Shadowing

VACATION/PTO: Vacation = None / PTO 13.5 days

CONTRACT: One (1) Year Contract

JOB SUMMARY: The goal of the Director of Curriculum and Assessment is to provide leadership with the primary responsibility of assisting in the planning, development, implementation and evaluation of the district's curriculum and assessment functions for all content areas within the district. The Director will work collaboratively with administrators and teaching staff to facilitate the use of the best instructional practices in the classroom. The Director will assist and provide leadership in the development, implementation, and analysis of professional development in all content areas for teaching staff. The Director will coordinate benchmark assessing and state assessing for the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for overall building curriculum development and instructional services.
- Serves as the Professional Development Committee Chair and will assume a leadership role in working with the PDC to plan and implement district professional development.
- Serves as the Beginning Mentoring Program Coordinator.
- Coordinates the Project Lead the Way Program.
- Provides input in the development of the budget for the curriculum area.
- Inputs student accounts for online textbooks.
- Works with the Superintendent, Building Principals, Counselors and Instructional Staff in planning district assessments, assessment analysis, and coordinating assessment goals to measure the achievement of all students and to identify instructional goals and provide instructional strategies for targeted areas of growth.

- Works with Building Principals and Instructional Staff to coordinate the subject matter of each department, establish objectives, and assist in curriculum work and development for each content area. The curriculum will meet the core academic standards and content standards while preparing students for mandated testing.
- Provides leadership on best practices and assumes a leadership role in curriculum writing/revision and implementation.
- Assists in the hiring and assigning of instructional personnel as requested by district administrators.
- Attends district leadership team meetings.
- Assists the Superintendent in overseeing all curriculum-related documentation and written summary areas of the MSIP evaluation process.
- Assists and facilitates the implementation, maintenance, and evaluation of the district's standardized testing program.
- Studies and evaluates, and as appropriate, recommends adoption of new textbooks, instructional materials, methods, and programs.
- Recommends the addition of new courses, grade placement of courses, credit allowance for courses, and graduation requirements.
- Coordinates and assists with implementation of state assessments.
- Analyzes and reports results of test data to appropriate personnel.
- Completes assessment data entry for mandated testing and state student information requirements.
- Assists with online assessment technical issues.
- Assists and facilitates the development, implementation, and evaluation of curriculum function for the district.
- Participates in assessment, curriculum, and instruction program evaluation to ensure effectiveness in meeting students' needs.
- Assists with the coordination, adoption, and implementation of curriculum materials and resources.
- Maintains day-to-day operations of the curriculum tool.
- Observes classroom instructional practices and collaborates with teachers to assist with teaching and learning strategies.
- Maintains active participation in state, regional, and national levels.
- Has the ability to communicate effectively, both verbally and in writing, and interact effectively with all aspects of the school community.
- Has the ability to solve conflicts, maintain confidentiality, and remain open to various ideas and viewpoints.
- Has the ability to prioritize and meet deadlines while complying with established policies and procedures of the building and district.
- Communicates with DESE and district leadership to resolve issues when necessary.
- Performs all other duties as dictated by law and/or assigned by the Superintendent.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this

position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

SPECIAL SERVICES DIRECTOR
F.L.S.A.: EXEMPT

QUALIFICATIONS: Missouri Advanced Administrative Certificate or Qualify for Special Education Administrator's endorsement. A minimum of 5 years of successful teaching experience in Special Education is preferred. Successful administrative experience, excellent communication skills, desire to continue career improvement by enhancing skills and job performance preferred.

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT: Teacher contract days plus 20 days.

EVALUATION: Performance will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN).

COMPENSATION: Salary and benefits to be established by the Board of Education.

VACATION/PTO: 13 PTO Days

CONTRACT: One (1) Year Contract

JOB SUMMARY: The Director of Special Services position requires the organization and administration of special education and related services to students with disabilities. The Director ensures that educational services are provided according to local policy, as well as state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for district compliance with Individuals with Disabilities Education Act PL 94-142, Rehabilitation Act of 1973, and Section 504.
- Coordinates the interdisciplinary team meetings in each building to determine eligibility of students.
- Administers the Section 504 Program for students according to federal regulations.
- Keeps informed of all the legal requirements governing special education and shares this information with administration and staff.
- Provides leadership in establishing new services and refining existing services for students with disabilities and special needs.
- Coordinates a continuum of services and educational placements for students with disabilities and special needs.
- Collaborates with building principals to supervise and evaluate special education staff performance and program suitability.
- Plans and coordinates Extended School Year services.

- Participates in the recruitment and employment activities of all special services staff.
- Provides input to the administration team in screening, interviewing, and approval of special education staff.
- Provides orientation programs for new staff concerning special education services and Section 504.
- Prepares and administers the local Compliance Plan for the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.
- Supervises preparation of core data and similar reports necessary for reimbursement of funds, receipt of entitlement grants, and similar fiscal matters.
- Develops budget recommendations and provides expenditure controls on established budgets for special education and support services.
- Assist with Medicaid billing by coordinating with teams and ensuring compliance with state and federal regulations and providing appropriate data for billing.
- Stays informed regarding state and federal financial aid for special education services.
- Prepares the Compliance Plan and the accompanying budget annually.
- District liaison responsible for oversight of homebound services.
- Maintains access to and disseminates information concerning special education and other programs.
- Administers and implements professional development activities designed to enhance staff's ability to educate exceptional children.
- Responsible for developing and implementing the Comprehensive System of Professional Development (CSPD) requirements of DESE and IDEA.
- Conducts an annual needs assessment to determine the needs and priorities for special education professional development activities.
- Responsible for interdisciplinary team management for special education and related services for all categorical programs.
- Consistent and regular attendance is an essential function of this position.

OTHER JOB FUNCTIONS:

- Seeks to mediate and resolve parent complaints regarding special education procedures and services.
- Communicates with parents of eligible students, employs staff, arranges transportation, and ensures organization and compliance.
- Administers and coordinates activities that provide in-service training to regular and special education personnel.
- Cooperates with, assists, and supports other administrators in the analysis and solution of their administrative problems when appropriate.

- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.

PHYSICAL DEMANDS: An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings and sit for an hour or more at a time. An individual who holds this position must have the ability to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. The position requires a moderate amount of travel.

CONDITIONS AND ENVIRONMENT: The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certified Personnel

The Board of Education recognizes that instruction is the most important single activity of the school system. The primary function of all other departments of the school system is to support the instructional program and to maintain a quality program of education for the school system.

Through its personnel policies, the Board wishes to establish conditions that will attract and hold the highest qualified personnel for all positions. Teachers are expected to devote themselves to the education and welfare of the students, to fulfill their job descriptions to the best of their abilities, and implement within the scope of their position, the district's policies.

All instructional personnel shall perform the functions as identified in the job description designed and approved by the Board.

TEACHERS

E.S.L.A: EXEMPT

QUALIFICATIONS: Valid certification from the Missouri Department of Education.

REPORTS TO: Building principal to which they are assigned.

TERMS OF EMPLOYMENT: 9 months

EVALUATION: Performance will be evaluated IAW provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN)

COMPENSATION: Applicable column and step on the certified teacher salary schedule.

VACATION/PTO: Vacation= none / PTO=12 Days

CONTRACT: One (1) Year Contract

SUPERVISORY DUTIES: As assigned.

JOB SUMMARY: To assist students in learning the appropriate subject matter, skills, and/or attitudes that will contribute to their development as responsible citizens.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Abides by Missouri statutes, school board policies, rules, and regulations.
- Report for duty as stated in Board policy.
- See that children have vacated the school building before leaving at the close of the day.

- Considering preference, additional duties will be assigned at the start of the school year, on a rotating basis by the building principal as approved by the Superintendent.
- Sponsors of activities (i.e., athletics, music, drama, etc.) are to remain with their students until they leave the building.
- File with the administrative office a current teachers' certificate and up-dated college transcript no later than the first week of school.
- Conduct classes, handle extra curricular activities and sponsor those classes assigned to them by their principal. They shall receive salary reimbursement for assigned activities.
- Charged with the responsibility of maintaining their classrooms and keeping them uncluttered, properly ventilated and well lighted. At the close of each day, all windows are to be closed and doors locked.
- Attend all educational meetings that are called by the school administration.
- Closely supervise students in the use and care of school equipment and property.
- Report to the principal all student injuries.
- Set an example of standards to follow which reflect the basic ethics.
- Not permitted to date students enrolled in the school district.
- Assigned to supervise activities, if possible in field of specialization.
- Required to supervise playground.
- Women will be granted maternity leave in accordance with Board Policy (GCBDA) .
- Military leave may be granted in accordance with Board Policy (GCBDA).
- Elementary and/or secondary teachers may be assigned supervision of loading and unloading school buses.
- Will not permit students, former students or others to be in the building and/or use school equipment unless they have been granted permission by the superintendent.
- Absenting oneself from school without expressed permission by the building principal will be viewed as vacating his/her teaching position. (A teacher who vacates his/her teaching position will lose salary for such absence and possible probation. The teacher will receive written notification of this action. A repeat unapproved absence will result in an immediate suspension without pay. The teacher will then be provided due process to explain why he/she should not be dismissed from employment.)
- Substitute teachers who continuously serve more than 10 days for one assignment, the board may adjust the salary in accordance with qualifications and duties. Compensation may be retroactive to the first day of substitution.
- All other duties as required or assigned.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

GUIDANCE COUNSELOR**F.S.L.A.: EXEMPT****QUALIFICATIONS:** Valid certificate as a school counselor and a masters degree in school counseling.**REPORTS TO:** Building Principal**TERMS OF EMPLOYMENT:**

Elementary Counselor = 9.5 month

Middle School Counselor = 9.5 month

High School Counselor = 10 month

EVALUATION: Performance will be evaluated in accordance with provision of the Boards's policy on Evaluation of Professional Personnel (Policy GCN)**COMPENSATION:** Applicable column and step on the certified salary schedule.

MS Counselor: Foster Care Stipend \$1,000

HS Counselor: Homeless Stipend \$1,200

Dual Credit Stipend \$1,000

A+ Stipend 2.5%

VACATION/PTO:

Vacation = None

Elementary and Middle School Counselor PTO = 12 days

High School Counselor PTO = 13 days

CONTRACT: One (1) Year Contract**JOB SUMMARY:** To offer the student counseling and comprehensive, developmental guidance services in the areas of personal/social, educational/academic, and career/vocational growth and development which will enable him/her to live successfully and become a contributing member of society.**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Registers and orients students new to the school
- Aids students in course and subject selection
- Teaches required curriculum
- Shall collaborate with the Curriculum Director and Administrative team to evaluate, coordinate and administer group testing programs for the school district.
- Works with individual students on problems related to home and family relations, health, emotional adjustment and academic concerns.
- Assist teachers and principals in making recommendations based upon the students' needs.
- Works to prevent students from dropping out of school.

- Helps students evaluate career interests and choices. (ICAP)
- Directs student applications in obtaining scholarships.
- Confers with parents
- All other duties as required or assigned.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

LIBRARIAN**F.L.S.A.: EXEMPT****QUALIFICATIONS:** Degree in Library Science. Missouri certification through the Department of Elementary and Secondary Education.**REPORTS TO:** Building principal**TERMS OF EMPLOYMENT:** 10 Months**EVALUATION:** Performance will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN)**COMPENSATION:** Applicable column and step on the certified salary schedule**VACATION/PTO:** Vacation = None / PTO = 13 days**CONTRACT:** One (1) Year Contract**JOB SUMMARY:** Assist students in locating and selecting desired or needed books, periodicals, pamphlets, materials, or technology support. Instruct students in library science, appropriate student behavior, and use of technology. Oversee the selection, organization, and distribution of materials and equipment.**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Evaluates, selects, and requisitions new library materials.
- Assists teachers in the selection of books and other instructional materials.
- Informs teachers and other staff members concerning new materials the library acquires.
- Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
- Works with teachers in planning those assignments likely to lead to extended use of library resources.
- Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
- Participates at curriculum meetings.
- Supervises library aides in the performance of their duties.
- Purchases or produces materials within budgeted allotment.
- Catalogs all materials and issues lists of available materials.
- Recommends purchase of and oversees maintenance and distribution of all materials and equipment.
- Maintains an inventory of all equipment.
- All other duties as required or assigned.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this

position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Non-Certified Personnel

PARAPROFESSIONAL

F.L.S.A: NON-EXEMPT

QUALIFICATIONS: 60 hours of college credit OR the ability to pass the Paraprofessional Assessment OR a substitute certificate

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT: Student attendance days

EVALUATION: Performance will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN)

COMPENSATION: Applicable column and step on the classified salary schedule, may use prior school-related experience to determine placement.

VACATION/PTO: Vacation = None, PTO = 12 Days

CONTRACT: One (1) year Letter of Intent

JOB SUMMARY: Under the direction of the certified teacher, assists the teacher in general daily classroom activities, helps students receiving special services, and cares for their physical, emotional health and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain a high level of confidentiality regarding students and family's academic and social needs with regards to Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA)
- Assist students with mobility needs. (May involve lifting, toileting, etc.)
- Assist with appropriate behavioral intervention techniques as directed by the supervising teacher.
- Help with seat work or individual student work.
- Attend meetings/training as requested.
- All other duties as required or assigned.
- Consistent and regular attendance is an essential function of this position.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

BOOKKEEPER/BOARD SECRETARY**F.L.S.A: NON-EXEMPT****QUALIFICATIONS:** High School Diploma or GED. Three years clerical or accounting experience.**REPORTS TO:** Superintendent**TERMS OF EMPLOYMENT:** 12 Months**EVALUATION:** Performance will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN)**COMPENSATION:** May use prior school-related experience to determine placement.**VACATION/PTO:** Vacation = 10 Days, PTO = 15 days**CONTRACT:** One (1) year Letter of Intent

JOB SUMMARY: This job includes a comprehensive range and variety of accounting, clerical, and organizational duties. Performing these duties requires a high level of initiative, independent judgment, assuming responsibility, and making decisions about procedures and processes to be followed, and actions to be taken throughout the school district. Duties frequently require the discreet and tactful handling of highly sensitive and confidential material. Interaction with diverse public must be handled effectively and efficiently. Responsibilities may also involve coordinating and managing the work of other bookkeeping and secretarial staff within the central office, elementary, and high schools. Inefficiency and mistakes in handling these duties often incur major consequences. To assure the smooth and efficient operation of the district office so that the office's maximum impact on the education of children can be realized. Bookkeeper responsibilities are assigned upon employment. Work duties may be assigned verbally or in writing. Bookkeeper work involves ongoing contact with supervisor and other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Keeps record of financial transactions for the district.
- Verifies, allocates, and posts details of business transactions to accounts in journals or computer files from documents such as invoices, receipts, check stubs, and computer printouts.
- Summarizes details in separate ledgers or computer files and transfers data to the general ledger.
- Reconciles and balances accounts.
- Compiles reports to show statistical data such as cash receipts and expenditures, profit and loss, and other items pertinent to the operation of the district.
- Calculates employee wages from time cards or contracts. Prepares direct deposit for the payment of wages.
- Maintains and tracks totals of employee personal, sick, and professional leave days.

- Prepares withholding of Social Security, and other state/federal taxes, insurance and other benefits. Prepares a timely reconciliation and submission of payment for these withholdings.
- Approves all district accounts payable against purchase orders. Prepares payment to vendors in a timely manner.
- Prepares all required materials for annual audit.
- Processes cash receipts and identifies their proper fund placement.
- Prepares Expenditure Reports, makes Budget Amendments, maintains and has a working knowledge of the General Ledger.
- Prepares and files ASBR Reports.
- Initiates contact and transacts business with banks, county, and other outside agencies.
- Manages enrollment, coverage, and payment of all insurance/benefits for the employees of the school district.
- Work closely with the insurance/benefits providers to ensure proper coverage is in effect for all staff.
- Performs all EOY and FEOY reports and procedures including issuing W-2, and 1099 and filing with appropriate state and federal agencies.
- Prepares budget for the new fiscal year.
- Prepares comparative analysis of salary schedules for review and approval by the superintendent and the school board.
- Issues employee contracts and letters of intent.
- Maintain an accurate accounting of petty cash.
- Apply for Title Program money, Special Education, Pre-School & Parents as Teachers each month.
- Perform other duties as directed by the Superintendent.
- Consistent and regular attendance is an essential function of this position.
- Bonded by the Board when required to handle money.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

DIRECTOR OF TRANSPORTATION/DISTRICT SECRETARY
F.L.S.A: NON-EXEMPT

QUALIFICATIONS: High school diploma or GED. Two years clerical experience.

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT: 12 Months

EVALUATION: Performance will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN)

COMPENSATION: May use prior school-related experience to determine placement.

VACATION/PTO: Vacation = 10 Days, PTO = 15 days

CONTRACT: One (1) year Letter of Intent

JOB SUMMARY: To assure the smooth and efficient operation of an office so that the office's maximum positive impact on the education of children can be realized.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A variety of duties and responsibilities involving knowledge and application of district policies and procedures that require considerable independent judgment in the determination of actions to be taken.
- Maintain strict confidentiality
- Adhere to all district rules, regulations, and policies
- Manage MOSIS/Core Data
- Manage TeacherEase (districts student information system)
- Manage Free/Reduced lunch program
- Manage transportation routes and drivers
- Manage district transportation requests for athletic, academic and field trips
- Route all incoming calls
- Maintain monthly transportation records
- Maintain substitute teacher records
- Maintain Vector Solutions (districts annual video training)
- Mail/Postage
- All other duties as required or assigned.
- Consistent and regular attendance is an essential function of this position.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to

follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

BUILDING SECRETARY**F.L.S.A.: NON-EXEMPT****QUALIFICATIONS:** High school diploma or GED, Two years clerical experience**REPORTS TO:** Building Principal**TERMS OF EMPLOYMENT:** 10 Months**EVALUATION:** Performance will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN)**COMPENSATION:** Applicable step on the classified salary schedule, may use prior school-related experience to determine placement.**VACATION/PTO:** Vacation = None, PTO = 13 days**CONTRACT:** One (1) year Letter of Intent**JOB SUMMARY:** To assure the smooth and efficient operation of an office so that the office's maximum positive impact on the education of children can be realized.**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Has a variety of duties and responsibilities involving knowledge and application of district policies and procedures that require considerable independent judgment in the determination of actions to be taken.
- Maintain strict confidentiality.
- Process student enrollment applications
- Maintain student and district records as required.
- Prepare daily announcements for students and teachers.
- Receive and sort mail for retrospective building.
- Serve as building receptionist.
- Route all incoming calls.
- Maintain monthly substitute teacher records.
- All other duties as required or assigned..

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

SCHOOL NURSE

F.L.S.A.: EXEMPT

QUALIFICATIONS: Currently licensed in the State of Missouri as a Licensed Practical Nurse, preferably Registered Nurse. Preferred Bachelor of Science in Nursing, CPR certified, Possession of the knowledge, skills, abilities and physical attributes necessary to perform the essential functions of the position. Such alternatives to the above qualifications as the Board may find appropriate or acceptable.

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT: 9 months

EVALUATION: Performance will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN)

COMPENSATION: May use prior school-related experience to determine placement.

VACATION/PTO: Vacation = None, PTO = 12 days

CONTRACT: One (1) year Letter of Intent

JOB SUMMARY: To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordination and participation in the establishment, review and implementation of school health policies and procedures.
- Ensure policies and procedures adhere to legal and regulatory requirements and ethical standards of nursing practice.
- Assessment, planning, and evaluation of the health services component of the coordinated school health programs as related to the health services contract with the Department of Health and Senior Services/State of Missouri.
- Development and coordination of quality improvement activities for the school health services component of the school health program.
- Provides screening and referral for health conditions
- Screenings and referrals as mandated by Department of Health and Senior
- Services for the State of Missouri, as well as any other screenings
- Promotes a healthy school environment.
- Provides for the physical and emotional safety of the school community, monitors immunizations, and assures appropriate exclusion from and re-entry into school.
- Reports communicable diseases as required by the State of Missouri.
- Implements precautions for blood borne pathogens and other infectious diseases.
- Assesses the physical environment of school and takes action to improve health and safety.

- Provides health education by providing health information to students.
- Provides programs to staff, families, and the community on health topics.
- Serves as liaison between school personnel, family, community, and health care providers.
- Participates as the health care expert on Individual Education Plan and 504 teams.
- Communicates with family through telephone calls, written communication and home visits as needed.
- Communicates with community health providers and community health agencies while ensuring appropriate confidentiality.
- Provide appropriate training and supervision of any health room aides/volunteers.
- Maintains strict confidentiality.
- Adheres to all district rules, regulations and policies.
- Other duties as required or assigned.
- Consistent and regular attendance is an essential function of this position.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

MAINTENANCE SUPERVISOR
F.L.S.A.: NON-EXEMPT

QUALIFICATIONS: High school diploma or GED with 5 years experience preferred in construction or building maintenance. Excellent communication skills. Ability to direct and coordinate. Must be team oriented, and have the ability to read and interpret documents such as safety rules, training manuals and instructions. Must be able to follow a work schedule, but be flexible to changing daily requirements.

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT: 12 Months

EVALUATION: Performance of this job will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN)

COMPENSATION: May use prior school-related experience to determine placement.

VACATION/PTO: Vacation = 10 days, PTO = 15 days

CONTRACT: One (1) Year Letter of Intent

JOB SUMMARY: To maintain the physical plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times. To make the facility safe and secure for all who enter.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervisory responsibility over custodial staff and maintenance personnel and their projects.
- Process repair and maintenance requests, determine which jobs may be performed by maintenance staff and which must be performed by outside contractors and advise the Superintendent accordingly.
- Assume primary responsibility for the safe condition of flooring, door frames, doors, window glass & frames, toilet partitions, staircases, stair treads, wall surfaces, ceilings, hardware and similar structural elements in the facilities owned and operated by the school district.
- Maintain maintenance/custodial supplies and equipment and make recommendations for purchases needed.
- Supervise grounds-keeping activities.
- Conduct routine and periodic inspections of facilities and grounds to help maintain the physical school in a condition of operating excellence so that full educational use of it may be made at all times.
- Provide training to maintenance personnel.
- Develop priority lists for maintenance of building and prepare cost estimates.
- Prepare written reports as requested.

- Ability to interpret a variety of instructions; whether furnished in written, oral, diagram or schedule form.
- Run electrical (wiring conduit, breakers) and other electrical projects and repairs.
- Plumbing
- HVAC repairs and preventative maintenance.
- Schedule inspections (boiler, sprinklers, elevator, fire extinguisher, etc.)
- Minor roof repairs.
- Maintain accurate inventory records of supplies, tools, and equipment.
- Be responsible for timely completion of work orders.
- Adhere to good safety practices.
- Adhere to all district rules, regulations, and policies.
- Performs other duties as required or assigned.
- Consistent and regular attendance is an essential function of this position.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

CUSTODIAL STAFF
F.L.S.A: NON-EXEMPT

QUALIFICATIONS: High school diploma or GED. The ability to perform the essential job functions, to take direction, and maintain positive relationships.

REPORTS TO: Maintenance Director and Building Principal

TERMS OF EMPLOYMENT: 12 Months

EVALUATION: Performance will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN)

COMPENSATION: Applicable step on the classified salary schedule, may use prior school-related experience to determine placement.

VACATION/PTO: Vacation = 10 days, PTO = 15 days

CONTRACT: One (1) Year Letter of Intent

JOB SUMMARY: The custodial staff is responsible for maintaining a clean, sanitized, and attractive learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform major cleaning tasks such as, but not limited, to vacuuming, wet-mopping, sweeping, dusting, emptying trash, and disinfecting drinking fountains and surfaces.
- Clean all indoor facilities including floors, walls, windows and surfaces in all rooms and hallways.
- Clean restrooms, including floors and all fixtures (i.e. urinals, toilets, sinks, mirrors, partitions, and counters) ensure restrooms are hygienic.
- Restock disposable items such as toilet paper, soap, paper towels, etc.
- Use cleaning materials and techniques as directed.
- Dispose of all lunchroom waste.
- Keep grounds free of rubbish and in winter shovel snow from steps and sidewalks and apply ice melt when appropriate.
- Perform ongoing tasks such as replacing light bulbs, filling dispensers, and setting up facilities for student and adult use.
- Make minor building repairs and promptly report major repairs needed to the building administrator.
- Ensure that all doors and windows are appropriately locked.
- Assist in major clean-up in summer, such as washing desks and chairs, washing down walls, stripping and waxing floors, and shampooing carpets.
- Must maintain a positive demeanor, and use appropriate language while maintaining a professional relationship with students, faculty, administration, parents, and patrons.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.

- All other duties as required or assigned.
- Consistent and regular attendance is an essential function of this position.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

BUS MECHANIC

F.L.S.A.: EXEMPT

QUALIFICATIONS: High school diploma or equivalent. Valid Missouri driver's license and CDL (Commercial Driver's License) with school bus and passenger endorsement. ASE (Automotive Service Excellence) Certification or similar certifications in bus or vehicle maintenance. Experience working with diesel-powered vehicles. Proven experience in vehicle maintenance and repair, preferably with school buses or large vehicles. Strong knowledge of mechanical and electrical systems, including diagnostic tools and equipment. Ability to work with minimal supervision and handle multiple tasks in a fast-paced environment. Strong attention to detail and commitment to safety standards. Ability to work in adverse weather conditions and physically demanding environments.

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT: 11 months

EVALUATION: Performance will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN)

COMPENSATION: May use prior school-related experience to determine placement.

VACATION/PTO: Vacation = none, PTO = 14 days

CONTRACT: One (1) Year Letter of Intent

JOB SUMMARY: The Bus Mechanic is responsible for maintaining, repairing, and ensuring the safe operation of all school buses within the district. This includes diagnosing mechanical issues, performing preventive maintenance, and executing necessary repairs to ensure the district's fleet is safe and fully operational for student transportation. In addition, the bus mechanic at Hamilton R-II will drive a dedicated half route and will fill in as a sub bus driver when necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform routine inspections, preventive maintenance, and repairs on school buses, including engine, transmission, brakes, tires, electrical systems, and other mechanical and safety components.
- Diagnose mechanical and electrical issues through troubleshooting and testing.
- Repair and replace faulty parts, such as alternators, starters, brake components, suspension systems, and exhaust systems.
- Ensure compliance with safety and environmental regulations, including proper handling and disposal of hazardous materials (e.g., fluids, tires).
- Maintain accurate records of inspections, maintenance, and repairs performed on each vehicle.

- Respond promptly to breakdowns and mechanical issues, ensuring minimal disruption to transportation schedules.
- Maintain a clean and organized work environment, including the workshop and equipment.
- Collaborate with the transportation director to schedule vehicle downtime for maintenance without impacting transportation services.
- Drive a school bus.
- Perform other related duties as assigned by the Superintendent.
- Ability to lift heavy parts and equipment (up to 50 lbs).
- Ability to crouch, kneel, bend, and stand for extended periods.
- Manual dexterity for handling tools and small parts.
- Indoor and outdoor environments, including exposure to heat, cold, noise, and potential hazards associated with mechanical work.
- Occasional on-call availability may be required for emergency repairs.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

SCHOOL BUS DRIVER**F.L.S.A: EXEMPT**

QUALIFICATIONS: Drivers shall be at least 21 years of age or older. Possess or be able to attain a minimum Class B CDL license with Missouri School Bus and Passenger License Endorsement. Required to complete and pass a background check as designated by the school district in accordance with Missouri State Law.

REPORTS TO: Transportation Director

EVALUATION: Performance will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel (Policy GCN)

COMPENSATION: May use prior school-related experience to determine placement.

VACATION:

CONTRACT: One (1) Year Letter of Intent

JOB SUMMARY: Transport students to and from school in accordance with state and local traffic laws and school district safety regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide transportation for students to/from school and extracurricular events.
- Complete safe loading/unloading techniques and student management to ensure student safety.
- Complete accurate documentation, up to and including pre and post trip bus inspections.
- Know and understand emergency evacuation drills.
- Maintain cleanliness and sanitization of the bus.
- Informs the bus mechanic of any problems or repairs needed to the bus.
- Maintains discipline on buses and reports problems to the Director of Transportation and/or appropriate principal.
- Immediately reports any accidents to the superintendent and Director of Transportation.
- Build connections with students and families to ensure safe transit to and from school.
- Be a part of a school community as a valued team member.
- Serve as a positive adult role model for learners.
- Undergoes pre-employment drug screening and random drug testing throughout the school year.
- Consistent and regular attendance is an essential function of this position.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.