

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

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| JOB TITLE | SUPERINTENDENT |
| MINIMUM QUALIFICATIONS | MS IN ADMINISTRATION FOUR YEARS TEACHING EXP. |
| REPORTS TO | SCHOOL BOARD |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 240 DAYS |

Specific Responsibilities:

1. Adheres to all district, state, and federal guidelines and policies.
2. Adheres to duties outlined in MS Code.
3. Complies with SDE mandates.
4. Demonstrates proper interpersonal skills.
5. Shall be a positive role model for all staff and students.
6. Participates in self-initiated professional development.
7. Conducts annual administrator evaluations.
8. Represents district through public relations.
9. Develops and oversees proper budgetary tasks.
10. Sees to plant and facility needs.
11. Oversees transportation needs of district.
12. Directly responsible for all programs and projects within the district.
13. Carries out requests of School Board as required by MS Code.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

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|------------------------|--|
| JOB TITLE | ASSISTANT SUPERINTENDENT |
| MINIMUM QUALIFICATIONS | MS in SCHOOL ADMINISTRATION MINIMUM OF 5 YEARS IN PUBLIC SCHOOL ADMINISTRATION |
| REPORTS TO | SUPERINTENDENT |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 240 DAYS |

Specific Responsibilities:

1. Directs federal programs including Titles I, II, IV, VI.
2. Maintain necessary records/documentation of federal projects.
3. Conduct annual and on-going needs assessments for federal projects.
4. Coordinates district staff development.
5. Chair the district wide Alternative School Committee.
6. Manage other special projects/activities for curriculum improvement.
7. Prepare and submit for approval district's federal projects consolidated application.
8. Revise as appropriate the district's five year plan.
9. Assist Superintendent with development/revision of district policy and procedures as required by state statute and accreditation standards.
10. Oversee the implementation of policy and procedures after Board approval.
11. Responsible for the articulation of policy changes as they occur within district.
12. Assist Superintendent with site visits to the schools.
13. Assist Superintendent with other duties as appropriate.
14. Shall be a positive model for students in all settings.
15. Participates in self-initiated professional development.
16. Demonstrates appropriate interpersonal skills.

PERRY COUNTY SCHOOLS

JOB DESCRIPTION

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|------------------------|------------------------------------|
| JOB TITLE | BUILDING PRINCIPAL/DIRECTOR |
| MINIMUM QUALIFICATIONS | MS DEGREE IN ADMINISTRATION |
| REPORTS TO | SUPERINTENDENT |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 237 DAYS |

Specific Responsibilities:

1. Demonstrates appropriate interpersonal skills.
2. Participates in self-initiated professional development.
3. Will be a positive model for students and staff at all settings.
4. Supervises classified and non-classified personnel.
5. Is the instructional leader of a school plant.
6. Organizes and maintains committees to work for the betterment of the school.
7. Promotes high expectations of students.
8. Demonstrates skill in planning.
9. Delegates as appropriate to carry out organizational goals.
10. Identifies policy needs.
11. Demonstrates personal commitment to establish policy.
12. Demonstrates skill in decision-making.
13. Demonstrates skill in evaluating.
14. Demonstrates skill in solving problems.
15. Demonstrates skill in managing finances.
16. Demonstrates skill in communicating.
17. Promotes enthusiasm through verbal and non-verbal communication.
18. Promotes positive relationships.
19. Respects the opinion of others.
20. Demonstrates ability to manage conflicts.
21. Conveys a vision of the importance of the instructional program.
22. Maximizes human resources to meet the instructional goals.
23. Allocates time to meet the instructional goals.
24. Allocates material resources to meet instructional goals.
25. Implements an instructional data management system.
26. Monitors student achievement and program success.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

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|------------------------|--|
| JOB TITLE | ASSISTANT PRINCIPAL, PERRY CENTRAL |
| MINIMUM QUALIFICATIONS | BS DEGREE IN ADMINISTRATION VALID LICENSURE |
| REPORTS TO | BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 210 DAYS |

Specific Responsibilities:

1. Responsible for local and MHSAA security plan.
2. Provide athletic supervision of school activities.
3. Will do weekly evaluations of custodial staff and student workers.
4. Oversee assignments and duties for student workers and custodians.
5. Purchase custodial supplies.
6. Administers student discipline.
7. Conducts parent conferences when needed.
8. Coordinate with and make recommendations to Principal for staff development (plans for improvement) for teachers having discipline problems.
9. Coordinate Alternative school referrals.
10. Oversee In-school suspension program.
11. Reviews attendance reports and makes proper notification.
12. Assist with hall monitoring.
13. Coordinates and supervises custodial assignments.
14. Assigns and supervises teacher duty posts.
15. Provides teacher supervision in conjunction with building Principal.
16. Conducts teacher evaluations in conjunction with building Principal.
17. Attends and/or conducts faculty meetings.
18. Shall be a positive role model for students in all settings.
19. Participates in self-initiated professional development.
20. Shall participate in school and district activities as designated.

PERRY COUNTY SCHOOLS
JOB DESCRIPTION

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|------------------------|-----------------------------|
| JOB TITLE | ELEMENTARY COUNSELOR |
| MINIMUM QUALIFICATIONS | MS IN COUNSLING |
| REPORTS TO | ELEMENTARY PRINCIPALS |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

1. Provide individual and group counseling for students referred for intervention.
2. Organize training for and implementation of district wide prevention programs such as “Peer Ears” and student conflict mediators.
3. Provide Character Education instruction for grades K-8 at all elementary schools.
4. Work with other community agencies to organize and provide parent training sessions.
5. Oversee the district’s Parent Education Center.
6. Assist with parent involvement activities at each school.
7. Organize the Drug Free Schools Advisory Committee meetings.
8. Work with other school district personnel, i.e. school psychologist in making referrals to appropriate outside agencies for students when needed.
9. Participate when requested on the district Alternative Referral Committee.
10. Coordinate all referral information for elementary students being considered for placement in the district’s Alternative Program.
11. Participate as a member of the district’s federal program planning committee at each elementary school.
12. Assist Federal Programs Director with overseeing the Drug Free Schools Project, which includes program compliance monitoring and expenditure of funds.

PERRY COUNTY SCHOOLS

JOB DESCRIPTION

| | |
|-------------------------------|------------------------------|
| JOB TITLE | HIGH SCHOOL COUNSELOR |
| MINIMUM QUALIFICATIONS | MS IN COUNSELING |
| REPORTS TO | HS PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 220 DAYS |

Specific Responsibilities:

- 1.** Plans a balanced comprehensive developmental guidance and counseling program that includes Guidance Curriculum, Responsive Services, Individual Planning, and System Support components.
- 2.** Implements a balanced comprehensive developmental guidance and counseling program that includes Guidance Curriculum, Responsive Services, Individual Planning, and System Support components.
- 3.** Evaluates and promotes continuous improvement of a balanced comprehensive developmental guidance and counseling program that includes Guidance Curriculum, Responsive Services, Individual Planning, and System Support components.
- 4.** Promotes that balanced provision of program content areas (self-confidence development; motivation to achieve; decision-making, goal setting, planning, and problem-solving skills; interpersonal effectiveness, communication skills, cross-cultural effectiveness; and responsible behavior).
- 5.** Manages program personnel and/or other program resources.
- 6.** Collaborates with school personnel, students, parents, and the community to plan, implement, evaluate, and promote continuous improvement of a developmental guidance and counseling program.
- 7.** Advocates the school developmental guidance and counseling program and counselors' ethical and professional standards with school personnel, parents, students, and the community.
- 8.** Plans structured group lessons to deliver the Guidance Curriculum effectively and in accordance with students' developmental needs.
- 9.** Conducts structured group lessons to deliver the Guidance Curriculum effectively.
- 10.** Involves students, teachers, parents and others to promote effective implementation of the Guidance Curriculum.
- 11.** Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage the student's own educational development including provision of information regarding post-secondary opportunities.
- 12.** Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage the student's own career development.
- 13.** Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage a student's own personal and social development.

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PERRY COUNTY SCHOOLS

JOB DESCRIPTION

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|------------------------|------------------------------|
| JOB TITLE | HIGH SCHOOL COUNSELOR |
| MINIMUM QUALIFICATIONS | MS IN COUNSELING |
| REPORTS TO | H S PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 220 DAYS |

Specific Responsibilities:

14. Uses accepted theories and effective techniques of developmental guidance to promote the career, educational, personal, and social development of students.
15. Uses accepted theories and effective techniques to provide individual developmental, preventive, remedial, and/or crisis counseling.
16. Uses accepted theories and effective techniques to provide group developmental, preventive, remedial, and/or crisis counseling.
17. Consults with parents, school personnel, and other community members to help them increase the effectiveness of student education and promote student success.
18. Consults with school personnel, parents, and other community members to promote understanding of student development, individual behavior, the student's environment, and human relationships.
19. Collaboratively provides professional expertise to advocate for individual students and specific groups of students.
20. Coordinates people and other resources in the school, home and community to promote student success.
21. Uses an effective process when referring students, parents, and/or others to special programs and services.
22. Adheres to legal, ethical, and professional standards related to assessment.
23. With the assistance of school personnel, interprets standardized test results and other assessments data to guide students in individual goal setting and planning.
24. Enhances the work of school personnel and parents in guiding student goal setting and planning by promoting understanding of standardized test results and other assessment data.
25. Demonstrates professionalism, including a commitment to professional development.
26. Advocates for a school environment that acknowledges and respects diversity.
27. Establishes and maintains professional relationships with administrators, teachers, other school personnel, parents, and community members.
28. Adheres to legal standards including school board policies.
29. Adheres to state, district, and campus standards, regulations, and procedures.
30. Is committed to current professional standards of competence and practice.
31. Promotes and follows ethical standards for school counselors.
32. Demonstrates professional and responsible work habits.
33. Uses professional written and oral communication and interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

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|------------------------|-----------------------------|
| JOB TITLE | VOCATIONAL COUNSELOR |
| MINIMUM QUALIFICATIONS | MS DEGREE IN GUIDANCE |
| REPORTS TO | VOCATIONAL DIRECTOR |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 200 DAYS |

Specific Responsibilities:

1. Disseminate information regarding vocational education and career opportunities.
2. Remain up-to-date on changing job-entry skill requirements and changing technologies in business and industry.
3. Inform local business and industry of vocational education programs in the schools, and seek information regarding their job requirements.
4. Arrange for business and industrial representatives to interview graduates/completers as prospective employees.
5. Select, administer, and interpret aptitude tests to assist students in making appropriate career choices.
6. Provide a placement program for students completing vocational and technical programs.
7. Assist in the individual vocational counseling of students.
8. Gather and publicize information from the community regarding jobs available to all students.
9. Prepare follow-up studies of students completing vocational programs for the purpose of improving services and evaluating the effectiveness of vocational education.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

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|------------------------|---|
| JOB TITLE | LEAD TEACHER |
| MINIMUM QUALIFICATIONS | CERTIFIED TEACHER ON STAFF APPOINTED BY BUILDING PRINCIPAL |
| REPORTS TO | BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

1. Serves as Person-in-Charge in Building Administrator's absence.
2. Attends to assignments as given by Building Administrator.
3. Shall be a positive role model for students in all settings.
4. Participates in self-initiated professional development.
5. Shall participate in school and district activities as designated.
6. Shall enforce all rules and procedures as set in Board Policy.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|-------------------------------|
| JOB TITLE | SECONDARY TEACHER |
| MINIMUM QUALIFICATIONS | BS DEGREE and VALID LICENSURE |
| REPORTS TO | BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

1. Assesses student abilities as related to desired educational goals, objectives, and outcomes.
2. Plans appropriate instructional/learning strategies and activities including determination of appropriate kind and level of materials.
3. Implements an instructional program which provides appropriate learning experiences.
4. Manages the behavior of learners in instructional settings to ensure environment is conducive to the learning process, and assists and participates in management of student behavior in other parts of the school and grounds.
5. Coordinates instructional activities with other professional staff, both school and non-school as required to maximize learning opportunities.
6. Utilizes a variety of instructional materials and available multimedia and computer technology to enhance learning.
7. Requests assistance of and works with resource personnel as needed.
8. Works in a self-contained, team, departmental, itinerant capacity, or at fieldwork site as assigned.
9. Participates in in-service and staff development activities and staff meetings as required or assigned.
10. Continually assesses student achievement and maintains appropriate assessment and evaluation documentation for institutional and individual reporting purposes.
11. Ensures continuous communications with parents, both written and oral, to keep them informed of their progress in meeting those expectations.
12. Continually communicates with students on instructional expectations and keeps them informed of their progress in meeting those expectations.
13. Manages allotted learning time to maximize student achievement.
14. Assigns work to and supervises instructional assistants, parents, and student volunteers as required.
15. Ensures classroom and/or instructional environment is attractive, healthful, safe, and conducive to learning and that materials are in good condition and assessable to students.
16. Supports or participates in school-wide student activities and social events and approved fund-raising activities.
17. Monitors student behavior in non-instructional areas as assigned or required, and intervenes to control and modify disruptive behavior. Reporting to appropriate administrator as needed.
18. Collaborates with other professionals (guidance counselors, librarians) to carry out school-wide instructional or related activities.
19. Will integrate values and character building activities into existing curriculum structure.
20. Will be a positive model for students in all settings.
21. Expected to participate in school and/or District wide activities as designated.
22. Participates in self-initiated professional development activities to keep abreast of current educational techniques and strategies.

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**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|-------------------------------|
| JOB TITLE | SECONDARY TEACHER |
| MINIMUM QUALIFICATIONS | BS DEGREE and VALID LICENSURE |
| REPORTS TO | BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Good knowledge of content, curriculum, methods, materials, and equipment of instructional specialty to which assigned; good knowledge of adolescent growth and development; good knowledge of school's program of studies related to assignments and mission, goals, and organization; ability to apply knowledge of current research and theory to instructional programs; ability to plan and implement lessons based on objectives and the needs and abilities of students to whom assigned; ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communications; excellent human relations skills. If teaching foreign language, proficiency in oral and written communication in that language; if teaching choral music, ability to demonstrate proper techniques (singing) is highly desirable; if teaching instrumental music classes, proficiency in one or more instruments; for both choral and instrumental music teachers, excellent hearing and ability to determine pitch and tone variations; if teaching in a vocational trade, including business trades, journey-level proficiency in that trade is required with on-the-job journey lead, or supervisory experience highly desirable; if teaching chemistry or certain science classes, ability to use appropriate masks and filters or protective clothing as protection from harmful liquids or fumes.

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**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|--------------------------------|
| JOB TITLE | ELEMENTARY TEACHER |
| MINIMUM QUALIFICATIONS | B.S. DEGREE VALID LICENSURE |
| REPORTS TO | BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

1. Assesses student ability as related to desired educational goal, objectives, and outcomes.
2. Plans appropriate instructional/learning strategies and activities, including determination of appropriate principles of learning, classroom organizational structures, and kind and level of materials.
3. Implements an instructional program which provides appropriate learning experiences for each student.
4. Manages the behavior of learners in instructional setting to ensure environment is conducive to the learning process and assists and participates in management of student behavior in other parts of the school and school grounds.
5. Coordinates instructional activities and collaborates with other professional staff on both school and non-school basis, as required to maximize learning opportunities.
6. Utilizes a variety of instructional materials and available multimedia and computer technology to enhance learning.
7. Requests assistance of and works with resource personnel as needed.
8. Works well in a self-contained, team, departmental or itinerant capacity, as assigned.
9. Participates in in-service and staff development activities and staff meetings as required or assigned.
10. Continually assesses student achievement and maintains appropriate assessment and evaluation documentation for institutional and individual reporting purposes.
11. Ensures continuous communication with parents, both written and oral, to keep them informed of student progress.
12. Provides age-appropriate communication with students on instructional expectations and keeps them informed of their progress in meeting their expectations.
13. Manages allotted learning time to maximize student achievement.
14. Assigns work to and supervises instructional assistants and parent and student volunteers if applicable.
15. Ensures classroom and/or instructional environment is attractive, healthful, safe, and conducive to learning and that materials are in good condition and assessable to students.
16. Supports or participates in school-wide student activities, social events, and approved fund raising activities.
17. Monitors student behavior in non-instructional areas as assigned or required and intervenes to control and modify disruptive behavior, reporting to administrator as appropriate.
18. Collaborates with other professional (guidance counselor, librarian, etc.) to carry out school-wide instructional or related activities.

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**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|--------------------------------|
| JOB TITLE | ELEMENTARY TEACHER |
| MINIMUM QUALIFICATIONS | B.S. DEGREE VALID LICENSURE |
| REPORTS TO | BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

19. Teacher will integrate appropriate value and moral character building activities into existing curriculum structure.
20. Participates in self-initiated professional development activities to keep abreast of current educational techniques and strategies.
21. Shall be a positive model for students in all settings.
22. Expected to participate in school and/or district wide activities as designated.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Good knowledge of content, curriculum, methods, materials, and equipment of grade levels of instructional specialties to which assigned; good knowledge of child growth and development; good knowledge of school's program of studies related to assignments and public school mission, goals, and organization. Ability to apply knowledge of current research and theory to instructional programs; ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned; ability to utilize multimedia and computer technology as appropriate; ability to move about in room to monitor students and check work in classrooms with a variety of seating and desk organization; ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

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|------------------------|---|
| JOB TITLE | ASSISTANT TEACHER |
| MINIMUM QUALIFICATIONS | 46 COLLEGE HOURS/ PASS WORK KEYS MINIMUM CRITERIA OF STATE MANDATED TESTS |
| REPORT TO | SUPERVISING TEACHER BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

1. Assists assigned classroom teacher in conducting instructional programs, directing games and fine or performing arts activities, physical exercise programs, activities for a general education class of students.
2. Distributes and collects materials, sets up classroom for instructional projects, and sets up and operates audio-visual equipment.
3. Supervises playground activities, monitors students in cafeteria, during rest periods, coming on and off buses, or as they go to and from classes. Monitor students while on buses as required.
4. Monitor students engaged in drawing, independent study, or similar work while teacher is otherwise occupied.
5. Oversees small student groups away from classroom or whole class while teacher is temporarily away from classroom as needed.
6. Performs other classroom or school-wide clerical tasks, such as preparing, compiling, or making copies of instructional materials and reports, typing and filing classroom or student records, or distributing and inventorying textbooks and other instructional materials as assigned.
7. Assistant teachers shall be included and participate in the district staff development program.
8. Shall have a minimum of 30 minutes weekly to plan with supervising teacher.
9. Assistant teachers will be supervised by the certified teacher to whom he/she is assigned.
10. Shall comply with district policies and procedures.
11. Should model good reading, writing, and speaking skills for students.
12. Shall work directly with students reinforcing skills taught by a certified teacher.
13. Shall monitor written assignments as students work.
14. May work with large group when reading to group and/or playing vocabulary games.
15. Will work with individual or small groups to reinforce basic language, reading, mathematics and social skills.
16. May be used in lieu of a substitute for the teacher to which he/she is assigned. Teacher assistant may assume sole responsibility of the classroom for no more than three consecutive days.
17. The Teacher Assistant, once assigned to the substitute role, will assume all duties required of a substitute teacher (Example: instruction of subjects, lunchroom, and playground duties).
18. Participates in self-initiated professional development.
19. Shall be a positive model for students in all settings.
20. Maintain effective interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

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|------------------------|---|
| JOB TITLE | EARLY CHILDHOOD INSTRUCTOR |
| MINIMUM QUALIFICATIONS | BS DEGREE IN EARLY CHILDHOOD OR ELEM. ED. OR SPECIAL ED. |
| REPORTS TO | PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

1. Establish and maintain a daily schedule of developmentally appropriate activities.
2. Develop lesson plans which provide for the varying developmental levels of young children.
3. Interprets program goals and teaching strategies to parents in a positive manner.
4. Maintains effective ethical standards for relationships with parents, teachers, administrators, and the public.
5. Work cooperatively with other agencies serving young children, i.e., Dept. Of Health and Dept. Of Human Services.
6. Coordinate training for parents with other agencies, i.e., Dept. Of Health and Dept. of Human Services.
7. Attend all staff development sessions required by district.
8. Plans for, trains, and supervises instructional assistant.
9. Produces literate, accurate reports and correspondence for parents and other agencies.
10. Prepares purchase requisitions for appropriate supplies and equipment for program.
11. Oversee the learning activities for the program.
12. Attends workshops and conferences as required to stay abreast of current research in early childhood education.
13. Utilizes appropriate assessment instruments as required by program.
14. Shall be a positive model to students in all settings.
15. Participates in self-initiated professional development.
16. Demonstrates appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---|
| JOB TITLE | SPECIAL EDUCATION PROGRAM DEVELOPER |
| MINIMUM QUALIFICATIONS | VALID LICENSURE IN SPECIAL EDUCATION AND ADMINISTRATION |
| REPORTS TO | SUPERINTENDENT |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 237 DAYS |

Specific Responsibilities:

1. Responsible for Special Education program.
2. Operates program under Federal guidelines.
3. Provides staff development for district in regards to special education students.
4. Complies with all federal and local guidelines.
5. Instructs special education teachers in proper procedures and guidelines.
6. Maintains up-to-date and accurate student files.
7. Maintains current IEP's on all special education students.
8. Shall be a positive role model for students in all settings.
9. Participates in self-initiated professional development.
10. Shall participate in school and district activities as designated.
11. Attends and/or conducts faculty meetings.
12. Conducts LSC meetings on a scheduled basis.
13. Provides teacher supervision of special education teachers in conjunction with building principals.
14. Conducts teacher evaluations of special education teachers in conjunction with building principals.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|----------------------------------|
| JOB TITLE | SPECIAL EDUCATION TEACHER |
| MINIMUM QUALIFICATIONS | BS DEGREE/PROPER LICENSURE |
| REPORTS TO | PROGRAM DEVELOPER |
| SALARY | DISTRICT SALARY SCALE |
| JOB YEAR | 187 DAYS |

Specific Responsibilities:

1. Participates in eligibility process, as assigned, and after student is determined eligible for special education program, participates in the in-take process.
2. Assesses student abilities as related to desired educational goals, objectives, outcomes, and disability or impairment.
3. Collaborates with other staff and parents to develop Individual Educational Program (IEP) for each student assigned.
4. Plans appropriate instructional/learning strategies and activities including determination of appropriate kind and level of materials and equipment.
5. Participates in and/or chairs IEP meetings.
6. Implements an instructional, therapeutic, or skill development program which provides appropriate experiences.
7. Manages the behavior of learners in instructional setting to ensure environment is conducive to the learning process, and assists and participates in management of student behavior in other parts of the school, grounds, and/or work site.
8. Coordinates educational activities with other professional staff, both school and non-school based, as required to maximize learning opportunities.
9. Continually assesses student achievement through use of formal and informal testing maintaining appropriate assessment and evaluation documentation for institutional and individual reporting purposes.
10. Utilizes a variety of instructional materials and available multimedia and technology to enhance learning.
11. Requests assistance of and works with resource personnel both school and non-school based as needed.
12. Works in a self-contained, team, departmental, or itinerant capacity as assigned (may work off-site as an extension of any of the above).
13. Participates in in-service and staff development activities and staff meetings as required or assigned.
14. Ensures continuous communication with parents, both written and oral, to keep progress in meeting those expectations as appropriate.
15. Communicates with students on expectations and keeps them informed of their progress in meeting those expectations as appropriate.
16. Manages allotted learning time to maximize student achievement.

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**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|-------------------------------|-----------------------------------|
| JOB TITLE | SPECIAL EDUCATION TEACHER |
| MINIMUM QUALIFICATIONS | BS DEGREE/PROPER LICENSURE |
| REPORTS TO | PROGRAM DEVELOPER |
| SALARY | DISTRICT SALARY SCALE |
| JOB YEAR | 187 DAYS |

Specific Responsibilities:

17. Assigns work to and supervises teaching assistants, attendants, parent and student volunteers as needed.
18. Ensures classroom and/or instructional environment is attractive, healthful, safe, and conducive to learning, and that materials are assessable to students and in good condition.
19. Serves as home resource teacher and works with preschool impaired/disabled students and parents as needed.
20. Provides or supervises care and feeding of students who, because of age or disability, do not have feeding and self-help skills or abilities.
21. Participates in self-initiated professional development.
22. Shall be a positive model for students in all settings.
23. Demonstrates appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|--|
| JOB TITLE | SPECIAL EDUCATION ASSISTANT |
| MINIMUM QUALIFICATIONS | 46 COLLEGE HOURS/ PASS WORK KEYS |
| REPORTS TO | SUPERVISING TEACHER PROGRAM DEVELOPER BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

1. Works with individual and small groups of students to develop fine and gross motor skills.
2. Assists the teacher in planning and conducting classroom activities and in evaluation of the learning process and behavior management programs.
3. Participates in the assessment of individual student needs and progress and assists the teacher in developing appropriate individualized programs.
4. Supervises and monitors pupils in off-site vocational training and community travel settings assigned.
5. Continues instructional and work activities during teacher's absence from the classroom.
6. Helps maintain order and discipline and assists in managing the behavior of students, including crisis intervention.
7. Supervises students in halls and classrooms, during lunch period, and students' breaks.
8. Eats lunch with students and provides physical and instructional assistance as needed.
9. Instructs disabled students in proper toilet training and assists in bathroom needs.
10. Performs certain medical procedures or gives medication under supervision and with appropriate instructions as necessary .
11. Provides assistance to ill students and those with physical disabilities involving transferring to and from wheelchairs to floor, table, or therapy devices.
12. Participates in restraining disruptive or dangerous physical behavior as needed.
13. Assists in the loading and unloading of buses.
14. Performs clerical and non-instructional duties, such as keeping daily attendance, distribution of lunch tickets, supervision of money, and recording of pay rate and work hours of students in a vocational program as required.
15. Performs related duties as required as assigned.
16. Shall be a positive model for students in all settings.
17. Participates in self-initiated professional development.
18. Demonstrates appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

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|------------------------|-----------------------------|
| JOB TITLE | ALTERNATIVE DIRECTOR |
| MINIMUM QUALIFICATIONS | MS IN ADMINISTRATION |
| REPORTS TO | SUPERINTENDENT |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 237 DAYS |

Specific Responsibilities:

1. Participate as a member of the Alternative Referral Committee.
2. Supervise the teaching activities of certified personnel teaching alternative students.
3. Coordinate lesson plans, textbooks, and other teaching materials between students' teachers at respective schools and teachers at the Alternative School.
4. Maintain all records for students who are placed in Alternative this includes, Referral information, Individual Instructional Plans, Attendance records, Discipline referrals etc.
5. Oversee the maintenance of the Alternative facility, prepare work orders for repairs as needed.
6. Participate in the development of the program budget for Alternative Education.
7. Manage the program budget by submitting requisitions for materials and equipment as the budget allows and maintaining up-to-date information of line item balances.
8. Provide leadership for the Alternative Education Program, through curriculum and instructional methodologies which address the needs of students through an Individual Instructional Plan emphasizing academic performance, behavior modification, conflict resolution, functional skills, and career orientation.
9. Oversee the Alternative education of each student placed so that students maintain credits earned toward graduation and/or work toward preparation for the GED. Work with the Special Education Department in implementing the IEP's of students with disabilities placed in the Alternative Program. Provide a rigorous workload with minimal non-instructional time.
10. Provide recommendations to the Superintendent and the Alternative Committee regarding disposition of students placed (Recommendation to return to their regular school).
11. Demonstrate effectiveness in dealing with the special needs of children.
12. Will provide instruction in areas for which certified.
13. Provides a positive role model for students in all settings.
14. Participates in self-initiated professional development.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|----------------------------|
| JOB TITLE | ALTERNATIVE TEACHER |
| MINIMUM QUALIFICATIONS | SECONDARY TEACHING CERT. |
| REPORTS TO | ASST. SUPERINTENDENT |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 200 DAYS |

Specific Responsibilities:

1. Participate as a member of the Alternative Referral Committee.
2. Provide meaningful activities for students to improve social interaction skills.
3. Coordinate lesson plans, textbooks, and other teaching materials between students' teachers at respective schools and the Alternative School.
4. Maintain all records for students who are placed in Alternative this includes, Referral information, Individual Instructional Plans, Attendance records, Discipline referrals, and documentation of student behavior etc.
5. Oversee the maintenance of the Alternative facility; prepare work order for repairs as needed.
6. Participate in the development of the program budget for Alternative Education.
7. Manage the program budget by submitting requisitions for materials and equipment as the budget allows and maintaining up-to-date information of line item balances.
8. Provide leadership for the Alternative Education Program, through curriculum and instructional methodologies which address the needs of students through an Individual Instructional Plan emphasizing academic performance, behavior modification, conflict resolution, social skills training, and career orientation.
9. Oversee the Alternative education of each student placed so that students maintain credits earned toward graduation and/or work toward preparation for the GED. Work with the Special Education Department in implementing the IEP's of students with disabilities placed in the Alternative Program. Provide a rigorous workload with minimal non-instructional time.
10. Provide the program structure needed for students to improve their social interaction skills and return to their respective schools.
11. Demonstrate effectiveness in dealing with the special needs of at-risk students.
12. Make recommendations to the Asst. Supt. and the Alternative Committee when students have demonstrated that they are ready to return to the general education program.
13. Provides a positive role model for students in all settings.
14. Participates in self-initiated professional development.
15. Demonstrates appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|------------------------------|
| JOB TITLE | ALTERNATIVE ASSISTANT |
| MINIMUM QUALIFICATIONS | VALID LICENSURE |
| REPORTS TO | ALTERNATIVE DIRECTOR |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

1. Under the direction of the Alternative Director.
2. Will assist Alternative Director with student lessons.
3. Will maintain proper behavior from students.
4. Work with Director to see that all rules and procedures are followed.
5. Must hold valid bus driver's card.
6. Shall be a positive role model for students in all settings.
7. Participates in self-initiated professional development.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|--------------------------------|--|
| JOB TITLE: | ACADEMIC COACH/INTERVENTIONIST |
| MINIMUM QUALIFICATIONS: | VALID LICENSE AND 5 YEARS TEACHING EXPERIENCE |
| REPORTS TO: | BUILDING PRINCIPAL |
| WORK YEAR : | 200 DAYS |

SPECIFIC RESPONSIBILITIES

1. Be responsible for planning, organizing, and implementing remedial instruction for tier two and three students at the four schools in the Perry County School District.
2. Assist teachers with planning and implementation of classroom level tier two instructional interventions
3. Monitor and track progress of students in the tier process
4. Organize student data files for Academic Interventions and convene school level TST teams when necessary to make referrals for special services.
5. Serve on the district advisory team
6. Work with curriculum coordinator to help organize and deliver professional learning opportunities to teachers and other staff
7. Assist with the organization and implementation of local school level professional learning communities
8. Assist with state testing
9. Coordinates the TST process at the building level
10. Provides training and technical assistance
11. Schedules and Convenes team meetings
12. Ensures that parents are notified as part of the process
13. Coordinates instructional services
14. Gathers information
15. Delegates other responsibilities to intervention assistant
16. Organizes presentation of data
17. Develops timeframes and schedules meetings
18. Documents the meeting and maintains the TST record keeping process
19. Manages process monitoring data to ascertain intervention effectiveness
20. "Other duties as assigned by the principal"

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES;

1. Master's degree
2. LETRS trained for literacy
3. Dyslexia certified is a plus
4. Experience teaching multiple grade levels
5. Common core trained in ELA and or Math
6. Must be willing to travel between all four schools
7. Experience presenting professional development trainings
8. Experience creating interventions for students
9. Knowledge of special education
10. Experience working with state testing
11. RTI trained and have knowledge of the response to intervention process

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|--------------------------------|--|
| JOB TITLE: | BEHAVIORAL SPECIALIST / INTERVENTIONIST |
| MINIMUM QUALIFICATIONS: | VALID LICENSE AND 5 YEAR TEACHING EXPERIENCE |
| REPORTS TO: | BUILDING PRINCIPAL |
| WORK YEAR: | 200 DAYS |

SPECIFIC RESPONSIBILITIES

1. Behavioral interventionists observe and interact with individuals, groups and communities to assist with the healthy functioning of the people in the school setting.
2. Behavior interventionist modifies negative behaviors of students through treatment plans developed according to the functional behavior assessment and the behavior intervention plan.
3. Behavioral Interventionists help to support the comprehensive developmental counseling program for students who are experiencing significant barriers to learning.
4. Behavioral Interventionists structures activities to meet the needs of students; collaborates with teachers, staff and parents to enhance their effectiveness in helping students; works in harmony with the school staff to promote the total school program and student achievement.
5. Coordinate the PBIS efforts of the district to ensure that each school has positive behavior reinforcement programs in place.
6. Behavior Interventionists organize student data files for behavior interventions and convene school level TST teams when necessary to make referrals for special services.
7. Behavior interventionists also serve on the district advisory team.
8. Conducts Functional Behavioral Assessments
9. Consults with teachers/parents/administrators
10. Conducts student observations
11. Conducts curriculum based assessments
12. Assists in designing and implementing interventions for tier 2 and tier 3 students involved in the tier process
13. Provides training in various areas
14. "Other duties as assigned by the principal"

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES;

1. Master's degree preferred
2. Knowledge of, and ability to implement, de-escalation techniques. Knowledge of, and ability to implement, behavior management techniques.
3. Knowledge of intensive behavior intervention techniques
4. Knowledge of child guidance principles and practices, especially as they relate to students with learning disabilities, development delays and autistic behavior.

CONT.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|--------------------------------|--|
| JOB TITLE: | BEHAVIORAL SPECIALIST / INTERVENTIONIST |
| MINIMUM QUALIFICATIONS: | VALID LICENSE AND 5 YEARS TEACHING EXPERIENCE |
| REPORTS TO: | BUILDING PRINCIPAL |
| WORK YEAR | 200 DAYS |

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5. Knowledge of basic subjects taught in district schools including arithmetic, grammar, spelling, language and reading, including punctuation and vocabulary and ability to assist with instructional and related activities in a learning environment.
 6. Knowledge of safe practices in classroom and playground activities and health regulations. Knowledge of basic instructional methods and techniques. Ability to monitor and observe student behavior according to approved policies and procedures.
 7. Knowledge of district policies, rules and regulations. Basic recordkeeping skills. Ability to develop rapport and interact effectively with students.
 8. Ability to communicate effectively orally and in writing.
 9. Ability to handle emotionally charged situations.
 10. Ability to interact and collaborate with staff, students and families in a professional manner.
 11. Ability to maintain confidentiality.
 12. Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|------------------------------|
| JOB TITLE | SCHOOL PSYCHOMETRIST |
| MINIMUM QUALIFICATIONS | MS DEGREE VALID LICENSURE |
| REPORTS TO | SUPERINTENDENT |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 220 DAYS |

Specific Responsibilities:

1. Demonstrates appropriate interpersonal skills.
2. Participates in self-initiated professional development.
3. Will be a positive model for students in all settings.
4. Will adhere to all rules and regulations regarding testing of children.
5. Will adhere to all district policies regarding testing of children.
6. Will adhere to all time lines regarding testing of children.
7. Will make reports in a timely fashion.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE
MINIMUM QUALIFICATIONS
REPORTS TO
SALARY
WORK YEAR

SCHOOL NURSE
REGISTERED NURSE (RN)
SUPERINTENDENT
BOARD SET
187 DAYS

Specific Responsibilities:

1. Assists teachers, principals, and administrators in developing school health program.
2. Conducts school health programs of physical examinations, hearing screens, and vision screenings.
3. Observes students on a regular basis to detect health needs.
4. Instructs teachers on screening students for health defects.
5. Reports to parents, school personnel, physicians, clinics, and other agencies on student health matters.
6. Makes home visits when necessary.
7. Administers first aid in accordance with established first aid procedures.
8. Makes recommendations/referrals on health needs of individual students.
9. Implements policy on exclusion and readmission of students in connection with infectious and contagious diseases.
10. Participates in staff development programs.
11. Assists school personnel in maintaining sanitary standards in schools.
12. Teach health topics as outlined in the Mississippi Comprehensive Health Framework which will include but not limited to tobacco, alcohol, and substance abuse prevention.
13. Completes other duties and assignments as requested by principals and/or Superintendent.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---|
| JOB TITLE | SCHOOL BUS DRIVER |
| MINIMUM QUALIFICATIONS | COMMERCIAL DRIVER LICENSE DOT PHYSICAL COMPLETION OF BUS SCHOOL |
| REPORTS TO | IMMEDIATE SUPERVISOR |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 180 DAYS |

Specific Responsibilities:

1. Inspects bus and checks fuel, oil, water, lights, brakes, steering and ensures bus can be operated before driving.
2. Operates vehicle safely over an assigned route according to a definite time schedule which may require driving during pre-daylight and dusk periods.
3. Transports students to and from school.
4. Transports students on field trips, outings, athletic events, and other extracurricular events, often in evenings and at night as assigned.
5. Maintains safety precautions when students are boarding and departing.
6. Maintains order among students aboard school bus and reports cases of misbehavior to school administrators.
7. Operates vehicle in compliance with all traffic and safety laws and regulations, including defensive driving habits and posted speed limits.
8. Prepares for and implements emergency evacuations as required.
9. In an emergency may be required to assist students in evacuating bus and to transport safety-first-aid equipment to care for injuries.
10. Reports all accidents immediately to transportation office/Superintendent's office.
11. Attends periodic safety meetings.
12. Keeps records of bus mileage, gas and oil consumption, and the number of passengers transported.
13. Identifies needs and arranges for necessary repairs and maintenance work.
14. Keeps bus clean and orderly.
15. Shall be a positive model for students in all settings.
16. Operates, maintains and secures communication equipment.
17. Secures substitute drivers when needed and reports to transportation supervisor and building principal.
18. Continuously monitors student activity on bus.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|----------------------|
| JOB TITLE | BAND DIRECTOR |
| MINIMUM QUALIFICATIONS | VALID LICENSURE |
| REPORTS TO | BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 200 DAYS |

Specific Responsibilities:

1. Coordinate and direct the district band program.
2. Facilitate all practices with building principals.
3. Coordinate scheduling with building principals.
4. Must hold valid bus driving card to transport students to and from events.
5. All equipment will be inventoried each year at the end of the season.
6. You are responsible for the action of your students at all times.
7. Students must be supervised at all times.
8. You must remain until the last student has gone home from events.
9. There will be no sagging pants during practice, during events, or at school.
10. There will be no hats worn backwards or tilted to one side.
11. No profanity used by students or director.
12. No tobacco used by students or director.
13. Enforce all school and district policies.
14. Notify immediate supervisor of any problems.
15. You must attend school the day of the event, in order to direct.
16. Shall be a positive model for students in all settings.
17. Participates in self-initiated professional development.
18. Demonstrates appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---|
| JOB TITLE | SCHOOL RESOURCE OFFICER |
| MINIMUM QUALIFICATIONS | 3 YEARS EXPERIENCE AS A CERTIFIED POLICE OFFICER |
| REPORTS TO | SUPERINTENDENT OF ED |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 250 DAYS |

Specific Responsibilities:

1. Assists and provides guidance to principals and staff in the maintenance of a safe school environment.
2. Patrols and monitors all areas of the school campus to prevent criminal activity, unauthorized vehicles and illegal parking.
3. Interrogates and detains unauthorized personnel.
4. Provides the faculty with technical assistance regarding school safety planning, crisis training, occupational safety, and overall school security.
5. Enforces state codes, ordinances, regulations, policies, and procedures on school property.
6. Conducts criminal investigations, and collects information, intelligence, and evidence regarding criminal violations on campus, presents investigative results to the Court and assists in prosecution.
7. Primarily responsible for all criminal investigations on campus.
8. Assists in filing criminal charges for crimes committed on campus.
9. Keeps reports and provides documentation of activities.
10. Maintains good rapport and liaison with faculty, law enforcement, judiciary, and community service agencies.
11. Conducts classes related to crime prevention, drug education, law, ethics, and other related areas.
12. Provides counseling and referral services within areas of expertise.
13. Provides security for after school events.
14. Other duties as specified.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---|
| JOB TITLE | FOOD SERVICE DIRECTOR |
| MINIMUM QUALIFICATIONS | HIGH SCHOOL DIPLOMA MINIMUM OF THREE YEARS SIMILAR WORK |
| REPORTS TO | SUPERINTENDENT |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 237 DAYS |

Specific Responsibilities:

1. Supervise all cafeteria workers.
2. Complies with all federal and state guidelines.
3. Maintains proper record keeping and management.
4. Conducts in-service for cafeteria workers.
5. Attends all mandated workshops and conferences.
6. Shall be a positive role model for employees and students.
7. Demonstrates appropriate interpersonal skills.
8. Sees to all requests for repairs.
9. Operates under budgetary guidelines.
10. Enforce all school and district policies.
11. Supervises proper cooking methods.
12. Provides menus that are appealing and nutritious.
13. Seeks to involve staff and students in ways to improve food program.
14. Communications with building principals regarding food service policies.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---|
| JOB TITLE | FOOD SERVICE MANAGER |
| MINIMUM QUALIFICATIONS | DIPLOMA or GED MANAGER CERTIFICATION |
| REPORTS TO | DIRECTOR OF FOOD SERVICES |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 183 DAYS |

Specific Responsibilities:

1. Strives for good public relations with customers, co-workers, supervisors and community.
2. Cooperates with principal, faculty, students, and staff to make the food service program integral part of the total school program.
3. Endeavors to increase participation in school food service.
4. Strives to improve the food service programs.
5. Arranges plans, prepares, and serves meals for special functions following prescribed guidelines.
6. Provided leadership and direction of goals for the staff.
7. Designates and instructs a specific staff employee to function in the absence of the manager and/or assistant manager.
8. Trains the assistant managers who go to the satellites when managing a production kitchen.
9. Refers prospective employees to the Food Service Director.
10. Provides orientation and training to new employees.
11. Provides on-going on-the-job training to staff in efficient operational practices.
12. Prepares and reviews with each employee the job description.
13. Prepares and posts a master daily production schedule.
14. Informs staff of policy and procedural changes when received from the Office of Food Service.
15. Establishes and enforces standards for personal appearance and cleanliness and reviews them periodically with the staff.
16. Strives to resolve staff grievances.
17. Evaluates employees' performance and disciplines employees.
18. Attains substitute workers for absent employees.
19. Supervises and assists in food preparation and serving, ensuring that food is tasty, served attractively and at the correct temperatures, prepared economically, and portioned properly in the production kitchen.
20. Uses correct quantity cookery techniques.
21. Enforces time management.
22. Demonstrates use and care of all equipment.
23. Practices and instructs staff in safety precautions in all phases of food service operation.
24. Uses recommended sanitation and safety measures.
25. Issues, extends, and uses only recommended test recipes.
26. Supervises proper handling, storing, and use of leftover food.
27. Receives and verifies deliveries and designates area for proper storage.

CONT.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|-------------------------------|---|
| JOB TITLE | FOOD SERVICE MANAGER |
| MINIMUM QUALIFICATIONS | DIPLOMA or GED MANAGER CERTIFICATION |
| REPORTS TO | DIRECTOR OF FOOD SERVICES |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 183 DAYS |

Specific Responsibilities:

28. Inspects all areas of the kitchen before dismissing the staff.
29. Prepares orders (foods, supplies, equipment) according to schedule and submits to Office of Food Service.
30. Operates the food service program with the budget, taking necessary steps to ensure that the program maintains a positive balance.
31. Supervises the counting, rolling, and depositing of all monies.
32. Read, reacts, informs staff, and takes appropriate action regarding pertinent information before filing all notices, memorandums, and other official information.
33. Prepares accurate records and submits them to the proper authorities at the designated times.
34. Maintains current free and reduced-price meal eligibility list. Maintains current roster.
35. Maintains employee time and attendance records.
36. Notifies Director if absent.
37. Requests approval from director when proposing deviation from policy.
38. Participates in all in-service meetings.
39. Performs related work as required by the Office of Foods Service.
40. Shall be a positive model for students at all times.
41. Participates in self-initiated professional development.
42. Demonstrates appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|--|
| JOB TITLE | FOOD SERVICE EMPLOYEE |
| MINIMUM QUALIFICATIONS | ABILITY TO FOLLOW INSTRUCTIONS WRITTEN OR ORAL |
| REPORTS TO | FOOD SERVICE MANAGER |
| SALARY | DISTRICT SALARY SCALE |
| WORK YEAR | 183 DAYS |

Specific Responsibilities:

1. Performs efficiently and to the best of his or her ability the duties assigned in relation to preparation of food, cleaning all areas of the kitchen, or other assigned duties in the time allotted.
2. Attends training meetings as required.
3. Reports to work at designated time, signs the posted time sheet, and remains on the job until dismissed by manager.
4. Notifies manager at the earliest possible time when unable to work.
5. Maintains pleasant working relations with fellow employees by showing consideration for others, patience, respect, self-control, and other desirable character traits.
6. Maintains desirable relations between school and community.
7. Follows all policies of the School Board and instructions of the manager relating to safety measures, sanitation practices, personal standards, work techniques, and methods of performing duties.
8. Performs duties in the safe preparation and handling of food, cleaning and sanitizing of equipment and facilities, serving of food, cashiering, and record-keeping.
9. Performs other duties as assigned.
10. Shall be a positive model to students in all settings.
11. Participates in self-initiated professional development.
12. Demonstrates appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---------------------------------|
| JOB TITLE | CAREER CENTER TECHNICIAN |
| MINIMUM QUALIFICATIONS | DIPLOMA |
| REPORTS TO | GUIDANCE COUNSELOR |
| SALARY | District Scale |
| WORK YEAR | 200 DAYS |

General Responsibilities:

1. Career Center- Implement and monitor center, supplies, equipment, software.
2. Computers- Research, group/individual sessions.
3. SAMS- Includes i.e. scheduling, attendance, data entry, grade reporting, etc.
4. Parent Center- Information, group/individual sessions.
5. Other- As assigned by Supervising Guidance Counselor, Administration, and School Business Manager.

Specific Responsibilities:

1. Be familiar with computer technology.
2. Demonstrate appropriate communication and interpersonal skills.
3. Exhibit high level of organizational abilities.
4. Conduct student orientation to the center.
5. Collect and organize materials for the center.
6. Help students locate and use materials.
7. Help students use career audio-visual materials.
8. Help students use computer-based systems.
9. Catalogue and maintain career materials in the center.
10. Work with career counselor to help clients develop and implement individual career plans.
11. Review materials and make recommendations for acquisitions.
12. Maintain displays and bulletin boards in the center.
13. Keep career records on students.
14. Keep records for the center.
15. Maintain files on all administrative materials.
16. Maintain files of catalogues, brochures, and other career materials.
17. Handle incoming and outgoing correspondence.
18. Schedule the center's use.
19. Type and print newsletters and other materials.
20. Answer the phone, give information to callers.
21. Order and track orders for supplies, materials, equipment, etc.
22. Perform other clerical duties with the efficient maintenance and operation of the center.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---------------------------------|
| JOB TITLE | LIBRARY MEDIA SPECIALIST |
| MINIMUM QUALIFICATIONS | BS DEGREE VALID LICENSURE |
| REPORTS TO | BUILDING SUPERVISOR |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

1. Maintains and operates libraries and/or media center according to Bulletin 171.
2. Provides direction for students and staff in the location of resources within the library.
3. Sees to the purchase of necessary media and print according to Bulletin 171.
4. Directs activities appropriate to age and grade within the library.
5. Provides leadership and direction to library aide.
6. Coordinates library activities with educational philosophy of teachers and administrators.
7. Seeks input of teachers when selecting library activities that will correspond to objectives being taught.
8. Seeks to promote reading throughout the school.
9. Maintains lesson plans for each period and class.
10. Keeps record of check-out material.
11. Maintains valid inventory of all materials and equipment.
12. Makes libraries attractive in appearance and suitable to age appropriateness.
13. Shall be a positive model for students in all settings.
14. Participates in self-initiated professional development.
15. Expected to participate in school and/or district wide activities as designated.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|--------------------------|
| JOB TITLE | LIBRARY ASSISTANT |
| MINIMUM QUALIFICATIONS | DIPLOMA OR GED |
| REPORTS TO | MEDIA SPECIALIST |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

1. Participates in library in service training relevant to performance of job duties.
2. Prepare and distribute lists of new materials available to staff and students.
3. Preparation and distribution of needed materials for use by students and staff.
4. Locate needed materials for use by students in classroom.
5. Shelves and/or circulate materials.
6. Records, distributes, and returns in an efficient manner materials coming to the school.
7. Conducts inventories and prepares inventory records at the end of each school year.
8. Assists school staff in the use of audiovisual equipment and the use of other materials.
9. Performs secretary duties in the absence of the full-time building secretary.
10. Presents presentations for students in the library.
11. Agrees to fulfill performance personalities in location assigned.
12. Keeps records of all activities associated with the library, media-center, i.e. book fines, lost books, etc.
13. Complies with local, state, and federal regulations.
14. Performs other relevant tasks as may be assigned.
15. Shall be a positive model to students in all settings.
16. Participates in self-initiated professional development.
17. Demonstrates appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|--|
| JOB TITLE | SECRETARY (ELEM.) |
| MINIMUM QUALIFICATIONS | DIPLOMA 1 YEAR SECRETARIAL EXPERIENCE |
| REPORTS TO | IMMEDIATE SUPERVISOR |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 237 DAYS |

Specific Responsibilities:

1. Plans, initiates, and carries to completion clerical and secretarial activities in school office.
2. Maintains logs on incoming correspondence and action documents and follows up on work in progress to ensure timely response or action.
3. Maintains supervisor's calendar.
4. Formats and types confidential and general correspondence, reports of financial data.
5. Makes travel arrangements for supervisors and/or teachers.
6. Screens supervisor's telephone calls and mail and personally responds to those that can be handled at the secretarial level and forwards the remaining calls to supervisor with pertinent background material.
7. Operates a personal computer and related equipment to produce correspondence, reports, charts, and other materials using numerous data management techniques to enter, edit, print, and file data.
8. Shall be a positive model for students in all settings.
9. Participates in self-initiated professional development.
10. Demonstrates appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---|
| JOB TITLE | CHEERLEADER SPONSOR |
| MINIMUM QUALIFICATIONS | AN EMPLOYEE OF DISTRICT APPOINTED BY PRINCIPAL |
| REPORTS TO | BUILDING PRINCIPAL/ATHLETIC DIRECTOR |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

1. Will be responsible for Cheerleader squad.
2. Will abide by the MHSAA rules and regulations.
3. All requisitions must be approved by AD. You must stay within the budget. If you buy equipment without AD approval, **you will pay for equipment and/or supplies yourself.**
4. All equipment will be inventoried each year at the end of the season. Make three copies; AD, Principal, yourself. It is responsibility to issue equipment and take up equipment if applicable.
5. All equipment bids will be handled by the AD. Turn in what items you need with specifications after you take inventory. You must have the information in by May 15.
6. You are responsible for making sure your athletes in your dressing room and the dressing room at other schools.
7. You are responsible for making sure your athletes are eligible. Provide a list to AD.
8. All athletes must have passed a physical and have provided proof of insurance before issuing any equipment.
9. Athletes must be supervised at all times.
10. See that all members have left before leaving field or gym.
11. There will be no jewelry worn during practice or events.
12. No profanity used by coaches or students.
13. No tobacco used by coaches or students.
14. Any sponsor evicted from events will pay the appropriate fine.
15. Enforce all school and district policies.
16. Notify immediate supervisor of any problems.
17. A sponsor must attend school the day of an event, in order to coach the team.
18. Shall be a positive model for all students in any setting.
19. Demonstrates appropriate interpersonal development.
20. Participates in self-initiated professional development.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---|
| JOB TITLE | HEAD BASEBALL COACH |
| MINIMUM QUALIFICATIONS | BS DEGREE VALID LICENSURE |
| REPORTS TO | ATHLETIC DIRECTOR BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 205 DAYS |

Specific Responsibilities:

1. Responsible for coaching baseball, JV baseball, Asst. Football, Head Junior High Football.
2. Will abide by MHSAA rules and guidelines.
3. Must hold valid bus driving card to transport athletes to and from event.
4. All schedules must be approved by the AD. There will be no scheduling of games during holidays or during another sport season (unless playoffs). Provide a monthly schedule of practices with changes approved by AD.
5. Requisitions must be signed by AD. You must stay within your budget. If you purchase equipment without the AD approval, **you will pay for equipment yourself.**
6. All equipment will be inventoried each year at the end of the season. Make three copies; AD, Principal, yourself. It is your responsibility to issue equipment and take up equipment. Any items not returned by athletes must be paid for.
7. All equipment bids will be handled by AD. Turn in what items you need, along with specifications after you take inventory. You must have this information in by May 15.
8. You are responsible for cutting and maintaining the baseball field. The field must be cut at least one time a week.
9. You are responsible for the action of your athletes in your dressing room and the dressing room at other schools.
10. You are responsible for completing work orders when repairs are needed. Make three copies; AD, Principal, and yourself.
11. You are responsible for making sure your athletes are eligible. Provide a list to AD.
12. All athletes must have passed a physical and have provided proof of insurance before being issued any equipment.
13. Athletes must be supervised at all times.
14. Must remain until all athletes have left from practice or game.
15. There will be no sagging pants while at practice, during game, or at school.
16. There will be no hats worn backwards or tilted to one side.
17. There will be no jewelry worn while practicing or during game.
18. There will be no profanity used by coaches or students.
19. There will be no tobacco used by coaches or students.
20. Any coach thrown out of ball game will pay the appropriate fine.
21. Enforce all school and district policies.
22. A coach must attend school the day of game, in order to coach the team.
23. Shall be a positive model for students at all settings.
24. Demonstrates appropriate interpersonal skills.
25. Participates in self-initiated professional development.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|--|
| JOB TITLE | ASSISTANT BASEBALL COACH |
| MINIMUM QUALIFICATIONS | BOARD APPROVAL |
| REPORTS TO | HEAD BASEBALL COACH ATHLETIC DIRECTOR |
| SALARY | DISTRICT SCALE |
| WORK YEAR | BASEBALL SEASON |

Specific Responsibilities:

1. Works directly under supervision of Head Baseball Coach.
2. Will abide by MHSAA rules and guidelines.
3. Must hold a valid bus driving card to transport Athletes to and from events.
4. All schedules will be approved by Athletic Director. There will be no scheduling of games during holidays or during other sports season (unless play-off).
5. Will provide a monthly printed practice schedule (changes to be approved through AD).
6. All requisition forms must be signed by AD. You must stay within your budget. If you buy equipment without AD approval, **you will pay for equipment yourself.**
7. All equipment will be inventoried each year at the end of the season. Make three copies; AD, Principal, yourself. It is your responsibility to issue equipment and take up equipment. Any item not returned by athletes must be paid for.
8. All equipment bids will be handled by the AD. Turn in what items you need with specifications after you take inventory. You must turn this information in by May 15.
9. You are responsible for cutting and maintaining the baseball field. The field must be cut at least one time a week.
10. You are responsible for the action of your athletes in your dressing room and dressing room at other schools.
11. When something needs fixing, it is your responsibility to fill out a work order and make three copies; AD, Principal, and one for yourself.
12. You are responsible for making sure your athletes are eligible. Provide AD with list of eligible athletes.
13. All athletes must have passed a physical and have provided proof of insurance before issuing equipment.
14. Athletes must be supervised at all times.
15. Coaches will remain until all athletes have left from practice and/or games.
16. There will be no sagging pants while practicing, during games, nor at school.
17. There will be no hats worn backwards or tilted to one side.
18. There will be no jewelry while practicing or during games.
19. There will be no profanity used by coaches or students.
20. There will be no tobacco used by coaches or students.
21. Any coach thrown out of ball game will pay the appropriate fine.
22. Must enforce all school and district policies.
23. Notify immediate supervisor of any problems.
24. Must attend school the day of a game, in order to coach the team.
25. Shall be a positive model for students in all settings.
26. Participate in self-initiated professional development.
27. Demonstrate appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

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|------------------------|---|
| JOB TITLE | HEAD SOFTBALL COACH (ASSISTANT SOFTBALL COACH) |
| MINIMUM QUALIFICATIONS | BS DEGREE VALID LICENSURE |
| REPORTS TO | ATHLETIC DIRECTOR BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 205 DAYS |

Specific Responsibilities:

1. Responsible for coaching varsity and JV softball.
2. Will adhere to MHSAA rules and guidelines.
3. Must hold a valid bus driving card to transport athletes to and from events.
4. All schedules must be approved by AD. There will be no scheduling of games during holidays and during another sports season (unless playoffs). Will provide a monthly printed practice schedule with changes approved by AD.
5. Requisitions must be signed by AD. You must stay within your budget. If you buy equipment without the Athletic Director's approval, **you will pay for the equipment yourself.**
6. All equipment will be inventoried each year at the end of the season. Make three copies; AD, Principal, yourself. Any item not returned by the athlete must be paid for.
7. All equipment bids will be handled by the AD. Turn in what items you need with specifications after you take inventory. You must have this information by May 15.
8. You are responsible for cutting and maintaining the softball field. The softball field must be cut at least one time a week.
9. You are responsible for the action of your athletes in your dressing room and the dressing room at other schools.
10. When something needs repairing, it is your responsibility to fill out a work order and make three copies; AD, Principal, and one for yourself.
11. You are responsible for making sure your athletes are eligible. Provide a list to AD.
12. All athletes must have passed a physical and have provided proof of insurance before issuing any equipment.
13. Athletes must be supervised at all times.
14. Must remain until all athletes have left from practice or game.
15. There will be no sagging pants during practice, game, or at school.
16. There will be no hats worn backwards or tilted to one side.
17. There will be no jewelry worn while practicing or during games.
18. No profanity used by coaches or athletes.
19. No tobacco used by coaches or athletes.
20. Any coach thrown out of ball game will pay the appropriate fine.
21. Enforce all school and district policies.
22. Notify immediate supervisor or any problems.
23. A coach must attend school the day of the game, in order to coach the game.
24. Shall be a positive model for students in all settings.
25. Participate in self-initiated professional development.
26. Demonstrates appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---|
| JOB TITLE | HEAD FOOTBALL COACH |
| MINIMUM QUALIFICATIONS | BS DEGREE VALID LICENSURE |
| REPORTS TO | ATHLETIC DIRECTOR BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 237 DAYS |

Specific Responsibilities:

1. Will abide by MHSAA rules and guidelines.
2. Must hold valid bus driving card to transport athletes to and from events.
3. All schedules must be approved by AD. There will be no scheduling of games during holidays or during another sport season (unless playoffs). Provide AD with monthly printed schedule of practices--changes approved by AD.
4. Requisitions must be signed by AD. You must stay within your budget. If you buy equipment without the approval of AD, **you will pay for the equipment yourself.**
5. All equipment will be inventoried each year at the end of the season. Make three copies; one for AD, principal, and yourself. Any item not returned by athletes must be paid for.
6. All equipment bids will be handled by AD. Turn in what items you need with specifications after you take the inventory. You must have the information in by May 15.
7. You are responsible for cutting and maintaining the football field.
8. Establish summer weight room schedule
9. Clean field house, coach's office, restrooms, and weight room once a week.
10. Maintain clean water system on field.
11. Maintain and operate lawnmower by greasing, changing oil, checking air filters and belts, and keeping blades sharpened.
12. You are responsible for the action of athletes in your dressing room and the dressing rooms at other schools.
13. When something needs repairing, it is your responsibility to fill out a work order and make three copies; one for AD, principal, and yourself.
14. You are responsible for making sure your athletes are eligible. Provide AD with list.
15. All athletes must have passed physical and have provided proof of insurance before issuing any equipment.
16. Athletes must be supervised at all times.
17. Remain until last athlete has left from practice and/or game.
18. There will be no sagging pants while practicing, during games, or at school.
19. There will be no hats worn backwards or tilted to one side.
20. There will be no jewelry while practicing or during games.
21. No profanity used by coaches or players.
22. No tobacco used by coaches or players.
23. Any coach thrown out of game will pay the appropriate fine.
24. Enforce all school and district policies.
25. Notify immediate supervisor of any problems.
26. A coach must attend school the day of the game, in order to coach the team.
27. Shall be a positive model for students in all settings.
28. Participates in self-initiated professional development.
29. Demonstrates appropriate interpersonal skills

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

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|------------------------|--|
| JOB TITLE | ASSISTANT FOOTBALL COACH |
| MINIMUM QUALIFICATIONS | BOARD APPROVAL |
| REPORTS TO | HEAD FOOTBALL COACH ATHLETIC DIRECTOR |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 205 DAYS |

Specific Responsibilities:

1. Works directly under supervision of Head Football Coach.
2. Will abide by MHSAA rules and guidelines.
3. Must hold a valid bus driving card to transport Athletes to and from events.
4. All schedules will be approved by Athletic Director. There will be no scheduling of games during holidays or during other sports season (unless play-off).
5. Will provide a monthly printed practice schedule (changes to be approved through AD).
6. All requisition forms must be signed by AD. You must stay within your budget. If you buy equipment without AD approval, **you will pay for equipment yourself.**
7. All equipment will be inventoried each year at the end of the season. Make three copies; AD, Principal, yourself. It is your responsibility to issue equipment and take up equipment. Any item not returned by athletes must be paid for.
8. All equipment bids will be handled by the AD. Turn in what items you need with specifications after you take inventory. You must turn this information in by May 15.
9. You are responsible for cutting and maintaining the baseball field. The field must be cut at least one time a week.
10. You are responsible for the action of your athletes in your dressing room and dressing room at other schools.
11. When something needs fixing, it is your responsibility to fill out a work order and make three copies; AD, Principal, and one for yourself.
12. You are responsible for making sure your athletes are eligible. Provide AD with list of eligible athletes.
13. All athletes must have passed a physical and have provided proof of insurance before issuing equipment.
14. Athletes must be supervised at all times.
15. Coaches will remain until all athletes have left from practice and/or games.
16. There will be no sagging pants while practicing, during games, nor at school.
17. There will be no hats worn backwards or tilted to one side.
18. There will be no jewelry while practicing or during games.
19. There will be no profanity used by coaches or students.
20. There will be no tobacco used by coaches or students.
21. Any coach thrown out of ball game will pay the appropriate fine.
22. Must enforce all school and district policies.
23. Notify immediate supervisor of any problems.
24. Must attend school the day of a game, in order to coach the team.
25. Shall be a positive model for students in all settings.
26. Participate in self-initiated professional development.
27. Demonstrate appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---|
| JOB TITLE | BOY'S BASKETBALL COACH |
| MINIMUM QUALIFICATIONS | BS DEGREE VALID LICENSURE |
| REPORTS TO | ATHLETIC DIRECTOR BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 205 DAYS |

Specific Responsibilities:

1. Will coach high school basketball, JV basketball, assistant football.
2. Will abide by the MHSAA rules and guidelines.
3. Must hold a valid bus driving card to transport athletes to and from events.
4. All schedules must be approved by the AD. There will be no scheduling during holidays and during another sport season (unless playoffs). Provide a monthly printed practice schedule with changes approved by AD.
5. All requisition forms must be signed by AD. You must stay within your budget. If you buy equipment without AD approval, **you will pay for equipment yourself.**
6. All equipment will be inventoried each year at the end of the season. Make three copies; AD, Principal, and yourself. It will be your responsibility to issue equipment and take up equipment. Any item not returned by athletes must be paid for.
7. All equipment bids will be handled by the AD. Turn in what items you need with specifications after you take inventory. You must have this information in by May 15.
8. You are responsible for cleaning your dressing room, restrooms, showers, gym floor, lobby and your coaching office at least once a week.
9. You are responsible for the action of your athletes in your dressing room and the dressing room at other schools.
10. When something needs to be fixed, it is your responsibility to fill out a work order and make three copies; one to AD, Principal, and yourself.
11. You are responsible for making sure your athletes are eligible. Provide the AD with a list.
12. All athletes must have passed a physical and have provided proof of insurance before issuing any equipment.
13. Athletes must be supervised at all times.
14. Must remain until all athletes have left from practice or game.
15. There will be no sagging pants during practice, games, or school.
16. There will be no jewelry while practicing or during games.
17. No profanity used by coaches or players.
18. No tobacco used by coaches or players.
19. Any coach thrown out of game will pay the appropriate fine.
20. Notify immediate supervisor of any problem.
21. Enforce all school and district policies.
22. A coach must attend school the day of a game, in order to coach the team.
23. Shall be a positive model for students in all settings.
24. Participate in self-initiated professional development.
25. Demonstrate appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---|
| JOB TITLE | GIRL'S BASKETBALL COACH |
| MINIMUM QUALIFICATIONS | BS DEGREE VALID LICENSURE |
| REPORTS TO | ATHLETIC DIRECTOR BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 205 DAYS |

Specific Responsibilities:

1. Responsible for coaching girls' basketball, B-team girls' basketball.
2. Will abide by the MHSAA rules and guidelines.
3. Must hold valid bus driving card to transport athletes to and from events.
4. Will schedule games according to district policy. All schedules must meet with approval of Athletic Director. There will be no scheduling of games during Holidays or during another sports season (unless playoffs). Will provide a monthly printed practice schedule with changes approved through AD.
5. All purchases will be submitted to Athletic Director. You must stay with your budget. If you purchase equipment without the approval of the AD, **you will pay for equipment yourself.**
6. All equipment will be inventoried each year at the end of the season. Make three copies: AD, Principal, and yourself. You will issue equipment and take up equipment. Any item not returned by athletes must be paid for.
7. All equipment bids will be handled by the AD. Turn in what items you need with specifications after you take inventory. You must have this information by May 15.
8. You are responsible for cleaning your dressing room, restrooms, showers, gym floor, lobby, and coaching office at least once a week.
9. You are responsible for the action your athletes in your dressing room and the dressing room at other schools.
10. It is your responsibility to fill out a work order when something is in need of repair. Make three copies; AD, Principal, and yourself.
11. You are responsible for making sure your athletes are eligible. Provide list to AD.
12. All athletes must have passed a physical and provided proof of insurance prior to issuing equipment.
13. Athletes must be supervised at all times.
14. Remain after practice or game until **ALL** athletes have a ride home.
15. You will not allow athletes to wear sagging pants while practicing, during games, or at school.
16. You will not allow athletes to wear hats worn backwards or tilted to one side.
17. There will be no jewelry worn during practice or during games.
18. There will be no profanity used by coaches or athletes.
19. There will be no tobacco used by coaches or athletes.
20. Any coach thrown out of ball game will pay the appropriate fine.
21. You are required to enforce all school and district policies.
22. Notify immediate supervisor of any problems.
23. A coach must attend school the day of a game, in order to coach the team.
24. Shall be a positive model for students in all settings.
25. Participate in self-initiated professional development.

JOB DESCRIPTION

| | |
|------------------------|---|
| JOB TITLE | GOLF COACH |
| MINIMUM QUALIFICATIONS | BS DEGREE VALID LICENSURE |
| REPORTS TO | ATHLETIC DIRECTOR BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

1. Will be responsible for golf team.
2. Will abide by the MHSAA rules and guidelines.
3. Must hold valid bus driving card to transport athletes to and from events.
4. All schedules must be approved by AD. There will be no scheduling of events during holidays and during another sport season (unless playoffs). Provide a monthly printed practice schedule with changes approved by AD.
5. All requisitions must be signed by AD. You must stay within your budget. If you pay for equipment without AD approval, **you must pay for equipment yourself.**
6. All equipment will be inventoried each year at the end of the season. Make three copies; AD, Principal, yourself. It is your responsibility to issue equipment and take up equipment. Any item not returned by athletes must be paid for.
7. All equipment bids will be handled by the AD. Turn in what items you need with specifications after you take inventory. You must have the information in by May 15.
8. You are responsible for cleaning your dressing room, restrooms, showers, and coaching office at least once a week.
9. You are responsible for the action of your athletes in your dressing room and the dressing room at other schools, if applicable.
10. When something needs repairs, it is your responsibility to fill out a work order and make three copies; AD, Principal, and yourself.
11. You are responsible for making sure your athletes are eligible. Provide a list to AD.
12. All athletes must have passed a physical and provided proof of insurance before issuing any equipment.
13. Athletes must be supervised at all times.
14. See that all athletes have left before leaving field.
15. There will be no sagging pants while practicing, during games, or at school.
16. There will be no hats worn backwards or tilted to one side.
17. There will be no jewelry worn during practice or game.
18. No profanity used by coaches or students.
19. No tobacco used by coaches or students.
20. Any coach thrown out of events will pay the appropriate fine.
21. Enforce all school and district policies.
22. Notify immediate supervisor of any problems.
23. A coach must attend school the day of a game, in order to coach the team.
24. Shall be a positive model for all students in any setting.
25. Demonstrates appropriate interpersonal skills.
26. Participates in self-initiated professional development.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---|
| JOB TITLE | TRACK COACH |
| MINIMUM QUALIFICATIONS | BS DEGREE VALID LICENSURE |
| REPORTS TO | ATHLETIC DIRECTOR BUILDING PRINCIPAL |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 187 DAYS |

Specific Responsibilities:

1. Will be responsible for boy's and girl's track teams, asst. football coach, junior high coach.
2. Will abide by the MHSAA rules and guidelines.
3. Must hold valid bus driving card to transport athletes to and from events.
4. All schedules must be approved by AD. There will be no scheduling of events during holidays and during another sport season (unless playoffs). Provide a monthly printed practice schedule with changes approved by AD.
5. All requisitions must be signed by AD. You must stay within your budget. If you buy equipment without AD approval, **you must pay for equipment yourself.**
6. All equipment will be inventoried each year at the end of the season. Make three copies; AD, Principal, yourself. It is your responsibility to issue equipment and take up equipment. Any item not returned by athletes must be paid for.
7. All equipment bids will be handled by the AD. Turn in what items you need with specifications after you take inventory. You must have the information in by May 15.
8. You are responsible for cleaning your dressing room, restrooms, showers, and coaching office at least once a week.
9. You are responsible for the action of your athletes in your dressing room and the dressing room at other schools, if applicable.
10. When something needs repaired, it is your responsibility to fill out a work order and make three copies; AD, Principal, and yourself.
11. You are responsible for making sure your athletes are eligible. Provide a list to AD.
12. All athletes must have passed a physical and provided proof of insurance before issuing any equipment.
13. Athletes must be supervised at all times.
14. See that all athletes have left before leaving field.
15. There will be no sagging pants while practicing, during games, or at school.
16. There will be no hats worn backwards or tilted to one side.
17. There will be no jewelry worn during practice or game.
18. No profanity used by coaches or students.
19. No tobacco used by coaches or students.
20. Any coach thrown out of events will pay the appropriate fine.
21. Enforce all school and district policies.
22. Notify immediate supervisor of any problems.
23. A coach must attend school the day of a game, in order to coach the team.
24. Shall be a positive model for all students in any setting.
25. Demonstrates appropriate interpersonal skills.
26. Participates in self-initiated professional development.
27. Demonstrate appropriate interpersonal skills.

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|---|
| JOB TITLE | CUSTODIAN |
| MINIMUM QUALIFICATIONS | APTITUDE AND COMPETENCY FOR ASSIGNED RESPONSIBILITIES VALID MISSISSIPPI DRIVER'S LICENCE PREFERRED |
| REPORTS TO | PRINCIPAL OR DESIGNEE |
| SALARY | DISTRICT SCALE |
| WORK YEAR | 237 DAYS |

Specific Responsibilities:

1. Keeps building and premises, including sidewalks, driveways, and always play areas neat and clean
2. Sweeps classrooms daily and dust furniture and windowsills
3. Empty all office and classroom trash cans daily
4. Mops classrooms, hallways and other common spaces once a week
5. Cleans corridors after school day/during the day when their condition requires it
6. Scrubs, hoses down, disinfect toilet floors, and clean all sanitary fixtures and drinking fountains daily
7. Cleans windows and other glass areas on the inside and outside on a regular basis
8. Keeps the grounds free of rubbish
9. Performs such chores as necessary to maintain the school grounds in a safe and attractive condition
10. Protect and maintain tools and equipment
11. Follow safety codes and regulations
12. Demonstrates prompt and regular attendance
13. Supports the Perry County School District Mission, Vision, and Strategic Plan
14. Performs other duties as assigned

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

| | |
|----------------|---|
| JOB TITLE | SCHOOL RESOURCE OFFICER |
| QUALIFICATIONS | SEE BELOW |
| REPORTS TO | SHERIFF OF PERRY COUNTY SUPERINTENDENT OF ED |
| SALARY | DEPUTY SHERIFF (PERRY COUNTY) |
| WORK YEAR | 365 DAYS |

Qualifications:

1. Must be 24 years of age
2. Must have 3 years of FULL-TIME Police experience by commissioned Law Enforcement Agency.
3. Must have a FULL-TIME MS Law Enforcement Certificate.
4. Must have completed FEMA-ICS 100/200/700/800 (May be taken online).
5. Must have completed ALERRT Level #1 within the last 3 years.
6. Must attend Mississippi Department of Education School Resource or National Association of School Resource Officer Basic Course with Mississippi Department of Education 8-Hour Legal Course.
7. Mississippi Department of Education School Resource Officer Basic Course or National Association of School Resource Officer Basic Course must be completed within 2 years of being assigned to School District.

Maintain School Resource Officer Certification:

1. Must attend ALERRT Course every third year.
2. Must attend 40 hours of Mississippi Department of Education approved In-Service training each year (MASRO Conference may count towards the hours).
3. Must qualify with firearms every six months.

Specific Responsibilities:

1. Assists and provides guidance to principals and staff in the maintenance of a safe school environment.
2. Patrols and monitors all areas of the school campus to prevent criminal activity, unauthorized vehicles and illegal parking.
3. Interrogates and detains unauthorized personnel.
4. Provides the faculty with technical assistance regarding school safety planning, crisis training, occupational safety, and overall school security.
5. Enforces state codes, ordinances, regulations, policies, and procedures on school property.
6. Conducts criminal investigations, and collects information, intelligence, and evidence regarding criminal violations on campus, presents investigative results to the Court and assists in prosecution.
7. Primarily responsible for all criminal investigations on campus.
8. Assists in filing criminal charges for crimes committed on campus.
9. Keeps reports and provides documentation of activities.
10. Maintains good rapport and liaison with faculty, law enforcement, judiciary, and community service agencies.
11. Conducts classes related to crime prevention, drug education, law, ethics, and other related areas.
12. Provides counseling and referral services within areas of expertise.
13. Provides security for after school events.
14. Other duties as specified.

PERRY COUNTY SCHOOLS
JOB DESCRIPTION

JOB TITLE SCHOOL RESOURCE OFFICER
QUALIFICATIONS SEE BELOW
REPORTS TO SHERIFF OF PERRY COUNTY
SUPERINTENDENT OF ED

SALARY DEPUTY SHERIFF (PERRY COUNTY)
WORK YEAR 365 DAYS

Qualifications:

1. Must be 24 years of age
2. Must have 3 years of FULL-TIME Police experience by commissioned Law Enforcement Agency.
3. Must have a FULL-TIME MS Law Enforcement Certificate.
4. Must have completed FEMA-ICS 100/200/700/800 (May be taken online).
5. Must have completed ALERRT Level #1 within the last 3 years.
6. Must attend Mississippi Department of Education School Resource or National Association of School Resource Officer Basic Course with Mississippi Department of Education 8-Hour Legal Course.
7. Mississippi Department of Education School Resource Officer Basic Course or National Association of School Resource Officer Basic Course must be completed within 2 years of being assigned to School District.

Maintain School Resource Officer Certification:

1. Must attend ALERRT Course every third year.
2. Must attend 40 hours of Mississippi Department of Education approved In-Service training each year (MASRO Conference may count towards the hours).
3. Must qualify with firearms every six months.

Specific Responsibilities:

1. Assists and provides guidance to principals and staff in the maintenance of a safe school environment.
2. Patrols and monitors all areas of the school campus to prevent criminal activity, unauthorized vehicles and illegal parking.
3. Interrogates and detains unauthorized personnel.
4. Provides the faculty with technical assistance regarding school safety planning, crisis training, occupational safety, and overall school security.
5. Enforces state codes, ordinances, regulations, policies, and procedures on school property.
6. Conducts criminal investigations, and collects information, intelligence, and evidence regarding criminal violations on campus, presents investigative results to the Court and assists in prosecution.
7. Primarily responsible for all criminal investigations on campus.
8. Assists in filing criminal charges for crimes committed on campus.
9. Keeps reports and provides documentation of activities.
10. Maintains good rapport and liaison with faculty, law enforcement, judiciary, and community service agencies.
11. Conducts classes related to crime prevention, drug education, law, ethics, and other related areas.
12. Provides counseling and referral services within areas of expertise.
13. Provides security for after school events.
14. Other duties as specified.