

# WHITEPINE JOINT SCHOOL DISTRICT #288

## Job Descriptions / Assignment Specifications

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### 1 – Administrative

- Superintendent / Building Principal
- Building Principal
- Director of Special Education
- Title 1 / Federal Programs Coordinator
- Dean of Students
- Lead Teacher

### 2 – Instructional & Paraprofessional

- Elementary Teacher
- 6-12 Subject Area Teacher
- Special Education Teacher
- Health and Physical Education Teacher
- IDLA Site Supervisor / Media Generalist
- RTI Coordinator
- Paraprofessional - Level 2
- Paraprofessional - Level 1

### 3 – Pupil Services

- School Guidance Counselor

### 4 – Clerical

- Clerk of the Board / Business Manager
- Payroll / HR Manger
- District Administrative Assistant
- Bovill Elementary School Secretary
- Deary School Secretary / Office Assistant

### 5 – Maintenance & Transportation

- Transportation Supervisor
- School Bus Driver
- Maintenance and Grounds Supervisor
- Bovill Custodian
- Deary Lead Custodian
- Deary Assistant Custodian
- Assistant Maintenance/Grounds/Custodial

### 6 – Technology

- Information Technology Director

### 7 – Food Services

- Food Service Supervisor
- Assistant Cook
- Bovill Lead Cook

### 8 – Extra-Curricular / Misc

- Athletics Director
- Head Coach
- Assistant Coach
- Cheer Coach

RESERVED – Inactive

# 1 – Administrative

## TITLE: SUPERINTENDENT / BUILDING PRINCIPAL

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### QUALIFICATIONS:

1. Idaho Administrator Certificate endorsed for principal and superintendent
2. Central office, school administration, and teaching experience as determined by the Board of Trustees, previous successful superintendent experience preferred
3. Strong background in curriculum, supervision, discipline, human relations skills, team building, and technology
4. Demonstrated ability in personnel management, strategic planning, business practices, budgeting, school law, and research-based educational programs
5. Demonstrated leadership and communication ability in working with students, staff, parents, and the public
6. Capacity for maintaining the respect of the community and educational leaders in Idaho
7. Excellent public relations and organizational skills
8. Able to work under pressure and deadlines
9. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO:

Board of Trustees

### JOB SUMMARY

To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence. To provide leadership and managerial oversight to the instructional program and school operations. To oversee and administer the use of all district facilities, property, and funds so that each student enrolled in the district may be provided with an appropriate and effective education.

### MAJOR DUTIES AND RESPONSIBILITIES:

#### Instructional Leadership

1. Assume responsibility for the management of the school in accordance with federal and state law, administrative rules, and Board policy
2. Ensure that a system of thorough and efficient education, as defined in federal and state law, administrative rules, and Board policy is available to all students.
3. Ensure that the goals of the school system are reflected in its educational program and operations
4. Be responsible for recommending to the Board of Trustees, for its adoption, all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools
5. Ensure implementation and evaluation of all Board-approved written curriculum for all subjects and inclusion of mandated programs and Idaho Core Standards
6. Provide leadership and guidance in the processes of curriculum planning, coordination, and evaluation
7. Provide for curriculum articulation among grades and schools in the district
8. Exercise leadership in school-level planning for improvement of instruction
9. Initiate, design, and implement programs to meet the specific needs of the school
10. Encourage staffs to develop programs, services, and projects that provide instructional alternatives and flexibility while assuring a consistent education for all students

## **TITLE: SUPERINTENDENT / BUILDING PRINCIPAL**

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11. Ensure the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiate program changes as necessary
12. Review with staff all curriculum guides and courses of study as directed by the Board
13. Seek out available sources for grant funding to support programs and projects
14. Implement a Board-approved program of guidance and counseling services
15. Establish and maintain an effective learning climate in the school

### Personnel Administration

1. Nominate for employment the best qualified and most competent personnel, and ensure that the operation of the schools is conducted in accordance with district policy
2. Develop recruitment and retention procedures to assure qualified applicants for certificated and non-certificated positions
3. Direct and supervise the administrative staff and through them all district staff
4. Recommend to the Board the contract renewal, promotion, assignment, transfer, demotion, or discharge of all school employees
5. Supervise all professional, paraprofessional, administrative, and non-professional personnel employed at the school
6. Mentor staff and demand high performance from staff
7. Ensure that teacher trainees are provided with direct assistance, including assistance regarding the purpose, expectations, procedures involved in the evaluation process, and close clinical supervision
8. Evaluate and counsel all staff members regarding their individual and group performance in accordance with district policy
9. Prepare written comments and offer suggestions for improvement when appropriate
10. Represent the district as an active member of the negotiating team if requested by the Board of Trustees
11. Supervise the administration of collective bargaining agreements if requested by the Board of Trustees
12. Recommend and implement district staff professional development
13. Ensure that all teaching staff members fulfill continuing professional development requirements and receive in-service training required by state and federal laws
14. Act as a liaison between the Board and the school employees and transmit communications between the two
15. Delegate responsible personnel for the supervision of the school in his or her absence
16. Conduct staff meetings as necessary for the proper functioning of the school

### Curriculum, Instruction, and Contact with Students

1. Supervise the school's educational program and teaching process. Monitor delivery of the instructional program
2. Be responsible for overseeing the scheduling of students into classes, establishing the schedule of class offerings, and maintaining a balance of student loads in each class
3. Plan, organize, supervise, and evaluate all curricular and extracurricular activities
4. Develop and maintain a master schedule for the academic and extracurricular programs, and work cooperatively with the business manager to schedule community use of the school building and grounds
5. Assume responsibility for the attendance, conduct, and health of the students

## **TITLE: SUPERINTENDENT / BUILDING PRINCIPAL**

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6. Greet students in a friendly and dependable manner during their morning arrival whenever possible
7. Supervise the dismissal of students at the end of the school day
8. Interact appropriately with students during the school day
9. Maintain high standards of student conduct and enforces the district's discipline policy in accordance with Board policy and the students' rights to due process
10. Keep records of any disciplinary action and perform follow-up communication with students' parents, teachers, and other administrators as needed
11. Develop and implement student handbooks and procedures for proper student conduct
12. Develop and oversee the delivery of the district's intervention services for pupils who are experiencing difficulties in their classes
13. Provide guidance to individual students and resolve individual behavioral problems
14. Attend special events held to recognize student achievement and other school-sponsored activities and functions and speak with clarity, authority, and appropriate earnestness at such events
15. Plan and supervise regularly scheduled parent/teacher conferences, and make arrangements for special conferences as necessary
16. Maintain an active relationship with students and parents based on respect and understanding
17. Actively pursue all cases of truancy, excessive absences, and tardiness

### **Financial and Facilities Management**

1. Ensure that the budget implements the district's goals
2. Oversee the financial planning of the district
3. Initiate and supervise development of the annual budget, providing opportunity for staff input
4. Recommend a budget for Board approval and communicate the educational and monetary impact of the budget to the community
5. Oversee the implementation of the Board-approved budget
6. Ensure the proper collection, safekeeping, and accounting of all instructional funds and school activity funds
7. Ensure implementation of Board financial policies and district procedures. Provide direction to, and supervision, of school business functions
8. Encourage the development and implementation of sound business practices
9. Continually assess business management practices to achieve efficiency
10. Ensure funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources
11. Ensure the maintenance of adequate records for the schools including financial records, business and property records, personnel records, and scholastic records
12. Establish and maintain an efficient office system to support the administrative functions of the school
13. Supervise the safekeeping of accurate student and personnel files and other confidential records and documents, including records on the progress and attendance of students
14. Ensure the destruction of public records in accordance with federal and state law, administrative rules, and Board policy

## **TITLE: SUPERINTENDENT / BUILDING PRINCIPAL**

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15. Supervise the preparation of all school reports, records, and other paperwork for the district office, and other reports required or appropriate to the school's administration
16. Participate in administrative, Board, and other meetings as required or appropriate
17. Keep appropriate personnel informed of the school's activities, problems, and needs
18. Oversee school facility management to provide safe, efficient, and attractive buildings with strong emphasis on preventative maintenance and custodial care
19. Ensure annual inspections of all school buildings for adherence to health and safety codes
20. Plan and supervise fire and other emergency drills as required by federal and state law, administrative rules, and Board policy
21. Be responsible for buildings, grounds, custodial, inventory, food service, transportation, insurance, and driver education, and be responsible for the supervision of supervisors in these areas

### School/Community Relations

1. Develop strategies to promote parental involvement in students' education and provide opportunities for parent-teacher interaction
2. Greet and interact with parents and visitors, as appropriate
3. Communicate information to parents and the community that is required by federal and state law, administrative rules, and Board policy
4. Act as a liaison between the school and the community (including all ethnic groups), interpreting policies of the school and encouraging community participation in school life
5. Promote community support of the schools
6. Identify available community resources and linkages to social service agencies that support education and healthy child development
7. Establish necessary procedures for referral and cooperative planning with other children's services agencies
8. Maintain contact and good relations with the local media
9. Represent the district at local, state, and national professional meetings
10. Liaise with professional, civic, volunteer, and other community agencies and groups having an interest in the schools
11. Solicit community opinions regarding school and education issues
12. Provide for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives, and a quality assurance report to the public
13. Report incidents of violence, vandalism, and substance abuse
14. Work cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.

### Board Responsibilities

1. Provide leadership in the implementation of the district's vision, mission, and goals
2. Serve as executive officer of the Board with such powers and duties as the Board prescribes
3. Act as the authorized representative of the district as required
4. Prepare and recommend short and long range plans for Board approval and implement those plans when approved
5. Be responsible for the annual calendar for adoption by the Board

## **TITLE: SUPERINTENDENT / BUILDING PRINCIPAL**

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6. Attend all regular and special meetings of the Board, and participate in a professional leadership role
7. Designate an administrative staff member to serve in his/her absence, when appropriate
8. Know Board policy and respect the policymaking authority and responsibility of the Board
9. Be responsible for their dissemination to school employees and the general public
10. Recommend drafts of new policies or changes to the Board
11. Establish guidelines and processes for monitoring the implementation of Board policies
12. Keep the Board informed of activities and any issues that may arise
13. Keep the Board informed regarding developments in other districts or at state and national levels that would be helpful to the district
14. Advise the Board on federal and state law and administrative rules pertaining to schools, and on the Board's policy
15. Prepare, in conjunction with the Board Chair, agenda recommendations relative to all matters requiring Board action, including all facts, information, options, and reports needed to assure informed decisions
16. Provide advice and counsel to the Board on matters before it
17. Recommend the adoption of policies and procedures regarding appropriate training for Board members

### Policy Development

1. Create rules, procedures, and forms and give such instructions to school employees and students to implement Board policy
2. Advise the Board on the need for new and revised policies
3. Supervise the effective implementation of all federal and state law, administrative rules, and Board policy
4. Supervise the efficient maintenance and dissemination of all Department of Education policy documents
5. Act on his or her own discretion as needed in any matter not covered by Board policy, report such action to the Board as soon as practicable, and prepare a draft policy to address the issue for the Board to review, modify, and adopt

### Other Duties

1. Ensure that all local, state and federal standards for the health and safety of students and staff are maintained and that required reports are maintained
2. Be responsible for all federal programs
3. Be responsible for all keys issued to personnel in his or her building
4. Assume responsibility for continuing professional growth and development by such efforts as attendance of professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and publications
5. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
6. Seek assistance should emergencies arise
7. Represent the school district in a positive manner
8. Know and follow school district policy and chain of command
9. Perform other duties as assigned

**TITLE: SUPERINTENDENT / BUILDING PRINCIPAL**

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**EVALUATION:**

Performance of this position will be evaluated annually by the Board of Trustees in conformance with district policy; Section 33-513, Idaho Code; IDAPA 008.02.02.121.

**TERMS OF EMPLOYMENT:**

Employment contract not to exceed two years.

*NOTE:*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.026	Administrator Certificate
	IDAPA 08.02.02.121	Local District Evaluation Policy—School Principal

## **TITLE: BUILDING PRINCIPAL**

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### **QUALIFICATIONS:**

1. Idaho Administrative Certificate endorsed for school principal
2. Minimum experience as determined by the Board
3. Strong background in curriculum, supervision, discipline, team building, and technology
4. Excellent leadership, interpersonal, and communication skills
5. Excellent organizational skills
6. Able to work under pressure and deadlines
7. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO:**

Superintendent and/or Board of Trustees

### **JOB SUMMARY**

To provide leadership and managerial oversight to the instructional program and school operations. To promote the educational development of each student.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **School Leadership**

1. Be responsible for the management of the school in accordance with federal and state law, administrative rules, and Board policy
2. Initiate, design, and implement programs to meet the specific needs of the school
3. Exercise leadership in school-level planning for improvement of instruction
4. Establish and maintain an effective learning climate in the school
5. Coordinate transportation, custodial, cafeteria, and other support services
6. Communicate information to parents and the community that is required by federal and state law, administrative rules, and Board policy
7. Act as a liaison between the school and the community, interpreting activities and policies of the school, and encouraging community participation in school life
8. Report incidents of violence, vandalism, and substance abuse
9. Work cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment
10. Plan, schedule, and supervise fire and other emergency drills and an emergency preparedness program as required by federal and state law, administrative rules, and Board policy
11. Greet and interact with parents and visitors, as appropriate

#### **Supervision and Evaluation of School Staff**

1. Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the school's personnel. Recommend finalists for hiring and reassignment to the superintendent and the Board of Trustees
2. Ensure that all teaching staff members fulfill continuing professional development requirements and receive in-service training required by federal and state law, administrative rules, and Board policy
3. Supervise all professional, paraprofessional, administrative, and non-professional personnel employed at the school

## **TITLE: BUILDING PRINCIPAL**

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4. Ensure that teacher trainees are provided with direct assistance, including assistance regarding the purpose, expectations, and procedures involved in the evaluation process. This assistance should include close clinical supervision
5. Evaluate and counsel all staff members regarding their individual and group performance in accordance with district policy, and prepare written comments and offers constructive suggestions for improvement when appropriate
6. Delegate responsible personnel for the supervision of the school in his or her absence
7. Conduct staff meetings as necessary for the proper functioning of the school
8. Recommend the removal of teachers whose work is unsatisfactory, according to established procedures

### Curriculum, Instruction, and Contact with Students

1. Supervise the school's educational program and teaching process
2. Monitor delivery of the instructional program
3. Be responsible for overseeing the scheduling of students into classes, establishing the schedule of class offerings, and maintaining a balance of student loads in each class
4. Assist in the selection of appropriate instructional materials
5. Plan, organize, supervise, and evaluate all curricular and extracurricular activities
6. Develop and maintain a master schedule for the academic and extracurricular programs, and work cooperatively with the business manager to schedule community use of the school building and grounds
7. Assume responsibility for the attendance, conduct, and health of the students
8. Greet students in a friendly and dependable manner during their morning arrival whenever possible
9. Supervise the dismissal of students at the end of the school day
10. Interact appropriately with students during the school day
11. Maintain high standards of student conduct and enforce the district's discipline policy in accordance the students' rights to due process
12. Keep records of any disciplinary action. Perform follow-up communication with students' parents, teachers, and other administrators as needed
13. Develop and implement student handbooks and procedures for proper student conduct
14. Participate in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education
15. Provide guidance to individual students and resolve individual behavioral problems
16. Attend special events held to recognize student achievement and other school-sponsored activities and functions, and speak with clarity, authority, and appropriate earnestness at such events
17. Plan and supervise regularly scheduled parent/teacher conferences
18. Make arrangements for special conferences as necessary
19. Maintain an active relationship with students and parents based on respect and understanding
20. Actively pursue all cases of truancy and excessive absences and tardies

## **TITLE: BUILDING PRINCIPAL**

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### Financial and Office Management

1. Ensure the proper collection, safekeeping, and accounting of school activity funds
2. Initiate and supervise development of the annual budget, providing opportunity for staff input
3. Establish and maintain an efficient office system to support the administrative functions of the school
4. Supervise the safekeeping of accurate student and personnel files and other confidential records and documents, including records on the progress and attendance of students
5. Ensure the destruction of public records in accordance with federal and state law, administrative rules, and Board policy
6. Supervise the preparation of all school reports, records, and other paperwork for the district office, and other reports required or appropriate to the school's administration
7. Participate in administrative, Board, and other meetings as required or appropriate
8. Keep appropriate personnel informed of the school's activities, needs, and any issues that may arise
9. Work cooperatively with central office staff on matters relating to the school and the district
10. Provide for adequate inventories of property under school jurisdiction and for the security of that property

### Other Duties

1. Assume responsibility for the safety and administration of the school building and grounds
2. Be responsible for all keys issued to personnel in his or her building
3. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance of professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
4. Professional Standards Commission and the State Board of Education
5. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
6. Seek assistance should emergencies arise
7. Represent the school district in a positive manner
8. Know and follow school district policy and chain of command
9. Perform other duties as assigned

### **EVALUATION:**

Performance of this position will be evaluated annually by the Superintendent in conformance with district policy; Section 33-513, Idaho Code; and IDAPA 008.02.02.121.

### **TERMS OF EMPLOYMENT:**

Employment contract not to exceed two years.

**TITLE: BUILDING PRINCIPAL**

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*NOTE:*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.026.01	School Principal Endorsement (Pre-K-12)
	IDAPA 08.02.02.121	Local District Evaluation Policy—School Principal

## **TITLE: DIRECTOR OF SPECIAL EDUCATION**

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### **QUALIFICATIONS**

1. Idaho Administrator Certificate endorsement as a Director of Special Education and Related Services (K-12)
2. Minimum experience as determined by the Board in the areas of special education services and supervision of staff
3. Broad knowledge of reporting requirements, federal and state law, administrative rules, and Board policy
4. Able to effectively administer special education programs and to work with staff, parents, community groups, and agencies
5. Strong background in the use of technology
6. Strong leadership and organizational skills
7. Relates extremely well to students
8. Excellent public relations, interpersonal, and communication skills
9. Able to work under pressure and deadlines
10. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO Superintendent**

### **JOB SUMMARY**

To provide leadership and direction to enable special education pupils to benefit from educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning. To assist the district in providing an educational program that is sensitive to the needs of all students within the requirements of federal and state law, administrative rules, and Board policy.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Instructional Leadership**

1. Provide leadership in the development of the district's special education program and coordinate and supervise related activities
2. Establish annual and long-term goals and objectives to improve Special Services programs and evaluate existing programs and make recommendations for improvement
3. Keep informed of all legal requirements governing special education
4. Keep staff informed of legal requirements and ensure that all requirements under federal and state law, administrative rules, and Board policy are met
5. Serve as a member of the child study team, and assume responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with the legal requirements of this process
6. Monitor the implementation of Individualized Education Plans (IEP)
7. Provide intervention and planning through direct consultation with individuals and teams concerning instruction, curriculum, and assessment
8. Coordinate individual student-related activities to meet the needs of an individual student being served by more than one service agency
9. Interface activities such as general planning for transitioning students, cooperative funding, and service requests

## **TITLE: DIRECTOR OF SPECIAL EDUCATION**

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10. Establish procedures for the evaluation, placement, and reappraisal of students in need of special education and/or related services
11. Supervise and coordinate home instruction for homebound or hospitalized special education pupils with special education staff
12. Assume responsibility for district compliance with federal and state law, administrative rules, and Board policy regarding school special education programs
13. Plan, develop, and coordinate the district's system of special education services
14. Oversee the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services
15. Interpret the objectives of the district's special education program to parents, students, staff, and the community
16. Meet with parents to discuss the implementation of IEPs and to resolve grievances

### Staff Supervision and Coordination

1. Assist the Superintendent and building principals in the recruitment and selection of special services personnel
2. Supervise all special education personnel
3. Schedule and assign psychologists, communication disorders specialists, gifted/talented facilitators, social workers, and other ancillary personnel assigned to special services
4. Provide observation and evaluation through classroom visits, formal observation, supervision, evaluation, and contact with building principals
5. Supervise and coordinate the activities of child study team members and ensure the placement of individual students with special needs in those educational situations best suited to their requirements
6. Coordinate contracted services such as physical therapy and occupational therapy
7. Coordinate professional development for the special education program through such activities as needs identification, planning, development, and implementation

### Other Duties

1. Attend meetings as required
2. In collaboration with the Business Manager, complete the IDEA Part B Application twice yearly.
3. In collaboration with the Business Manager, track and manage Title funds, Special Funds, and general funds dedicated to special education.
4. Authorize purchases of equipment and material needed in special education programs
5. Complete federal and state forms related to special services program
6. Approve district forms and procedures for special education
7. Initiate, facilitate, and maintain relationships with community agencies and other resources to meet pupils' special needs
8. Refer parents and child to agencies when appropriate
9. Keep immediate supervisor informed of activities and any issues that may arise
10. Assume responsibility for his or her continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications

**TITLE: DIRECTOR OF SPECIAL EDUCATION**

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- 11. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
- 12. Seek assistance should emergencies arise
- 13. Represent the school district in a positive manner
- 14. Know and follow school district policy and chain of command
- 15. Perform other duties as assigned

**EVALUATION**

Performance of this position will be evaluated annually by the Superintendent in conformance with district policy.

**TERMS OF EMPLOYMENT**

By contract as determined by the Board of Trustees in conformance with federal and state law, administrative rules, and Board policy.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.026	Administrator Certificate

## TITLE: TITLE 1 / FEDERAL PROGRAMS COORDINATOR

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### QUALIFICATIONS

1. Idaho Teaching Certificate with appropriate endorsement(s) as determined by the Board
2. Previous teaching experience
3. Able to write Title 1 grant applications and performance reports
4. Able to clearly explain Title 1, NCLB, AYP, corrective action plans, and other concepts concerning the need to raise academic achievement in Title 1 students
5. Able to understand and interpret for others basic budget and statistical information
6. Strong writing, budgeting, and planning skills
7. Strong background in the use of technology
8. Able to work effectively with students, staff, parents, outside agencies, and community groups
9. Able to speak effectively to groups and individuals
10. Ability to work under pressure and deadlines
11. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Superintendent

### JOB SUMMARY

To assist in planning and implementing an instructional and learning environment that will enable each student to master the skills appropriate to age, grade level, and individual capacity. Organize and implement the parent involvement programs for Title 1 and other Title 1 activities.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Working with Parents and the Community

1. Provide parents with training and materials to support their children's learning
2. Provide opportunities to participate for parents with limited English proficiency and disabilities
3. Guide parents in locating proper organizations and agencies that can assist with education, training, or other needs
4. Conduct parenting programs
5. Work with local regional and state organizations to encourage parent involvement
6. Coordinate the Title 1 parental involvement program
7. Serve as liaison to private schools and local institutions for neglected and/delinquent children

#### Working with Staff

1. Serve on Title 1 Committees, both at the building and district level
2. Assist each Title 1 school in developing a parent program that serves the needs of their parents, community, and school
3. Work with schools to develop home-school compact, outlining the school's and parents' responsibilities to support student learning
4. Provide education to teachers and staff on communicating and working with parents as equal partners

## **TITLE: TITLE 1 / FEDERAL PROGRAMS COORDINATOR**

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5. Monitor the activities of Title 1 teachers and Title 1 responsibilities of the instructional consultants
6. Assist Building Principals with the evaluation of instruction consultants
7. Help identify Title 1 staff needs and participate in the selection of program personnel
8. Provide in-service for Title 1 staff and Title 1 buildings
9. Provide, coordinate, and conduct workshops for paraprofessionals and teachers in pre-assessed areas of need

### Administrative and Reporting Duties

1. Coordinate and integrate programs and activities with similar programs, i.e. Head Start
2. Plan and complete the local Title 1 application
3. Help to administer the Title 1 budget, maintaining a balanced budget as previously set in the federal programs applications
4. Assist in planning a program to meet the specific needs and abilities of the individual student
5. Monitor federal programs and provide written evaluations as to the effectiveness of their programs concerning needs assessments and project implementations
6. Maintain accurate and complete records as required by federal and state law, administrative rules, and Board policy
7. Complete and file in the district files the District-wide federal programs applications and evaluation reports

### Other Duties

1. Retain focus and give priority to raising the academic achievement of Title 1 students while accomplishing other tasks
2. Direct and monitor an assessment program to determine the abilities of identified students
3. Develop a District-wide federal programs philosophy and curriculum and interpret it to school administrators, staff, and the public
4. Strive to be aware of new curriculum, programs, management, etc., that may be effective in the improvement of the existing federal programs in the District
5. Keep immediate supervisor informed of activities and any issues that may arise
6. Assume responsibility for his or her continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
7. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Know and follow school district policy and chain of command
11. Perform other duties as assigned

**TITLE: TITLE 1 / FEDERAL PROGRAMS COORDINATOR**

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**EVALUATION**

Performance of this position will be evaluated annually by the Superintendent in conformance with federal and state law, administrative rules, and Board policy.

**TERMS OF EMPLOYMENT**

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy, including IDAPA 08.02.02.120.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.022	Endorsements A-D
	IDAPA 08.02.02.023	Endorsements E-L
	IDAPA 08.02.02.0234	Endorsements M-Z
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

## TITLE: DEAN OF STUDENTS

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### QUALIFICATIONS

1. Idaho Teaching Certificate with appropriate endorsements, such as Mentor Specialist
2. Strong background in teaching methods, supervision, discipline, team-building, and technology
3. Management and supervisory skills and/or training and experience
4. Knowledge of adolescent behavior and social emotional issues
5. Deep concern for fostering constructive adolescent behavior, especially in support of academic achievement
6. Ability to maintain a positive learning environment
7. Works well with students, staff, and the public
8. Excellent interpersonal and communication skills
9. Able to work under deadlines
10. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Building Principal

### JOB SUMMARY

Establish and maintain open lines of communication with administrators, students, and parents concerning both the academic and behavioral progress of students. Assist in the overall management of the school in the absence of the building principal. Use leadership, supervisory, and administrative skills to promote the educational development of each student.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Supervision & Disciplinary Duties

1. Assist the building principal in the resolution of disciplinary actions and maintaining records of any corrective measure
2. Provide documentation and suggestions to the building principal that guides the determination of appropriate corrective measures, including minor to major actions
3. Offer testimony regarding any disciplinary issues in any hearing and/or legal proceedings
4. Collaborate with staff in the enforcement and implementation of the rules and other regulations of the student code of conduct to affect positive student behavior in the school
5. Support the principal in the development, implementation distribution, and orientation of students handbooks to ensure that students are aware of the policies and procedures of the school and district
6. Conduct research on discipline and welfare with students, parents, staff, support services personnel, and neighboring districts' personnel to make recommendations to district administrators for revising discipline policy and procedure as needed
7. Along with the principal, oversee matters of student tardiness and related consequences.
8. Along with the principal, maintain a liaison with the School Resource Officer (SRO) regarding disciplinary matters involving potential legal complications
9. Help to supervise the arrival and departure of students at school to minimize disruption and ensure student safety
10. Assist in the supervision of students throughout the school day in heavily trafficked areas

## TITLE: DEAN OF STUDENTS

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11. Serve on committees and other teams charged with enhancing safety and emergency preparedness, establishing disciplinary procedures, and attendance procedures

### Other Duties

1. Assist in the responsibility of the safety and operations of the school in the absence of the Principal
2. Keep immediate supervisor informed of activities and any issues that may arise
3. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
4. Seek assistance and communicate with the District Administration should emergencies arise
5. Represent the school district in a positive manner
6. Know and follow school district policy and chain of command
7. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with district policy and IDAPA 08.02.02.120.

### TERMS OF EMPLOYMENT

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

### *NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

## TITLE: LEAD TEACHER

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### QUALIFICATIONS

1. Idaho Teaching Certificate with appropriate endorsements, such as Consulting Teacher/Teacher Leader
2. Strong background in teaching methods, supervision, discipline, team-building, and technology
3. Demonstrated knowledge of subject specialty and effective teaching methods
4. Strong background in curriculum and the Idaho Core Standards
5. Strong background in the integration of technology with instruction
6. Ability to maintain a positive learning environment
7. Works well with students, staff, and the public
8. Excellent organizational skills
9. Excellent interpersonal and communication skills
10. Able to work under deadlines
11. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Building Principal

### JOB SUMMARY

To assist in the overall management of the school in the absence of the building principal. To use leadership, supervisory, and administrative skills to promote the educational development of each student.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Curriculum, Instruction, and Student Supervision

1. May request classroom supervision from other personnel to allow time for fulfilling student disciplinary actions as needed
2. Assist in the development, revision, and evaluation of the curriculum
3. Assist the efforts of certified staff to develop plans and instructional materials, serving as a resource person to staff for this and other activities
4. Maintain high standards of student conduct and enforce the school's discipline policy in the absence of the Principal.
5. Complete referrals and discipline reports
6. Assume responsibility for the conduct, and health of the students in the absence of the Principal.

#### Personnel

1. Be available when building administrators are absent, and delegate responsible personnel for the supervision of the school in the absence of such administrators
2. Assist in the professional development of staff

## TITLE: LEAD TEACHER

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### Other Duties

1. Assume responsibility for the safety and operations of the school in the absence of the Principal
2. Assist in the planning and supervision of fire drills and emergency preparedness programs
3. Keep immediate supervisor informed of activities and any issues that may arise
4. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
5. Seek assistance and communicate with the District Administration should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with district policy and IDAPA 08.02.02.120.

### TERMS OF EMPLOYMENT

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

### *NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.029	Consulting Teacher/Teacher Leader
		Endorsement
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

## 2 – Instructional & Paraprofessional

## **TITLE: ELEMENTARY EDUCATION TEACHER**

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### **QUALIFICATIONS**

1. Idaho teaching certificate with an appropriate endorsement, such as Standard Elementary Certificate, Early Childhood/Early Childhood Special Education Blended Certificate (K-3 only), or Generalist Endorsement (K-12)
2. Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management
3. Demonstrated knowledge of subject matter and effective teaching methods
4. Strong background in curriculum and Idaho Core Standards
5. Strong background in the integration of technology with instruction
6. Ability to maintain a positive learning environment
7. Works well with students, staff, and the public
8. Excellent organizational skills
9. Excellent interpersonal and communication skills
10. Able to work under deadlines
11. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO Building Principal**

### **JOB SUMMARY**

To provide an elementary education program to help pupils develop skills, attitudes, and knowledge needed to provide a good foundation for continued education. To promote academic, social, and citizenship development through leadership and classroom supervision.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Instruction

1. Prepare for assigned classes
2. Design lessons with an appropriate level of difficulty which provide content in a logical and sequential manner
3. Employ a variety of instructional techniques and media, consistent with the physical limitations of the classroom and the needs and capabilities of the individuals or student groups involved
4. Meet and instruct assigned classes in the locations and at the times designated
5. Identify pupil needs and provide instruction appropriate to those needs
6. Follow modifications and accommodations as specified in Individual Education Plans (IEPs)
7. Implement the Idaho Core Standards, as well as the district's philosophy of education and instructional goals and objectives, in lesson plans, classroom instruction, unit planning, and assessments
8. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts, and use them to evaluate student progress on a regular basis
9. Prepare students academically for all district, state, and federal testing
10. Display command of the subject matter
11. Budget class time effectively

## **TITLE: ELEMENTARY EDUCATION TEACHER**

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### Other Duties to Students

1. Encourage students to strive to meet their highest potential
2. Establish and communicate classroom rules, and encourage students to set and maintain standards of classroom behavior
3. Make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms
4. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

### Elementary Education

1. Promote active learning using structured and unstructured activities that foster the social, physical, cognitive, and emotional development of young pupils
2. Observe children in a variety of settings and evaluate the cognitive, social, emotional, and physical skills of pupils
3. Maintain records of student progress toward the stated objectives of instruction
4. Assist in facilitating smooth transitions from preschool, kindergarten, and early primary grades programs

### Professional Contacts and Activities

1. Attend and participate in faculty meetings
2. Attend IEP meetings and collaborate with special education teachers as needed
3. Keep immediate supervisor informed of activities and any issues that may arise
4. Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods
5. Provide needed and requested information on a timely and effective basis

### Other Duties

1. Assist in upholding and enforcing school rules
2. Maintain accurate and complete records as required by federal and state law, administrative rules, and Board policy
3. Assume responsibility for his or her continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
4. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

**TITLE: ELEMENTARY EDUCATION TEACHER**

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**EVALUATION**

Performance of this position will be evaluated annually by the building principal in conformance with district policy and IDAPA 08.02.02.120.

**TERMS OF EMPLOYMENT**

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.018	Standard Elementary Certificate
	IDAPA 08.02.02.019	Early Childhood/Early Childhood Special Education Blended Certificate
	IDAPA 08.02.02.028	Generalist Endorsement (K-12)
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

## TITLE: 6-12 SUBJECT AREA TEACHER

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### QUALIFICATIONS

1. Idaho teaching certificate with appropriate endorsement(s)
2. Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management
3. Demonstrated knowledge of subject matter and effective teaching methods
4. Strong background in curriculum and the Idaho Core Standards
5. Strong background in the integration of technology with instruction
6. Ability to maintain a positive learning environment
7. Work well with students, staff, and the public
8. Excellent organizational skills
9. Excellent interpersonal and communication skills
10. Able to work under deadlines
11. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Building Principal

### JOB SUMMARY

To provide students with a daily and ongoing instructional program that will provide for them the best possible academic knowledge and skills. To promote academic, social, and citizenship development through leadership and classroom supervision.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Instruction

1. Prepare for assigned classes
2. Design lessons with an appropriate level of difficulty that provide content in a logical and sequential manner
3. Employ a variety of instructional techniques and media, consistent with the physical limitations of the classroom and the needs and capabilities of the individuals or student groups involved
4. Meet and instruct assigned classes in the locations and at the times designated
5. Identify pupil needs and provide instruction appropriate to those needs
6. Follow modifications and accommodations as specified in Individual Education Plans (IEPs)
7. Implement the Idaho Core Standards, as well as the district's philosophy of education and instructional goals and objectives, in lesson plans, classroom instruction, unit planning, and assessments
8. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts, and use them to evaluate student progress on a regular basis
9. Prepare students academically for district, state, and federal testing
10. Display command of the subject matter
11. Budget class time effectively

## **TITLE: 6-12 SUBJECT AREA TEACHER**

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### Other Duties to Students

1. Encourage students to strive to meet their highest potential
2. Establish and communicate classroom rules and encourage students to set and maintain standards of classroom behavior
3. Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms
4. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

### Professional Contacts and Activities

1. Attend and participate in faculty meetings
2. Attend IEP meetings and collaborate with special education teachers as needed
3. Keep immediate supervisor informed of activities and any issues that may arise
4. Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods
5. Provide needed and requested information on a timely basis

### Other Duties

1. Assist in upholding and enforcing school rules
2. Maintain accurate and complete records as required by federal and state law, administrative rules, and Board policy
3. Assume responsibility for his or her continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
4. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

### **EVALUATION**

Performance of this position will be evaluated annually by the building principal in conformance with district policy and IDAPA 08.02.02.120.

### **TERMS OF EMPLOYMENT**

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

**TITLE: 6-12 SUBJECT AREA TEACHER**

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*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.022	Endorsements A-D
	IDAPA 08.02.02.023	Endorsements E-L
	IDAPA 08.02.02.0234	Endorsements M-Z
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

## TITLE: SPECIAL EDUCATION TEACHER

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### QUALIFICATIONS:

1. Early Childhood/Early Childhood Special Education Blended Certificate or Exceptional Child Certificate
2. Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management
3. Strong background in behavior management, curriculum, and writing and implementing Individualized Education Plans
4. Strong background in federal and state law, administrative rules, and Board policy pertaining to special education and the Idaho Core Standards
5. Ability to lift up to forty pounds and push and pull up to one hundred pounds
6. Knowledge of the diverse needs of children with disabilities and appropriate special education classroom practices
7. The ability to work with students with emotional, physical, and mental disabilities in one-on-one and small group situations
8. Strong background in the integration of technology with instruction and in creating and completing required reports
9. Ability to maintain a positive learning environment
10. Work well with students, staff, and the public
11. Excellent organizational skills
12. Excellent interpersonal and communication skills
13. Able to work under deadlines
14. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO  
Building Principal and Director of Special Services

### JOB SUMMARY

To provide students with a daily and ongoing instructional program that will provide for them the best possible academic knowledge and skills. To help pupils to develop skills, attitudes, and knowledge needed to provide a good foundation for continued education according to the guidelines outlined in each student's Individual Education Plan.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Instruction

1. Prepare for assigned classes
2. Design lessons with an appropriate level of difficulty which provide content in a logical and sequential manner
3. Employ a variety of instructional techniques and media consistent with the physical limitations of the classroom and the needs and capabilities of the individuals or student groups involved
4. Meet and instruct assigned classes in the locations and at the times designated
5. Identify pupil needs and provide instruction appropriate to those needs
6. Follow modifications and accommodations as specified in Individual Education Plans (IEPs)

## **TITLE: SPECIAL EDUCATION TEACHER**

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7. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts, and use them to evaluate student progress on a regular basis
8. Prepare students academically for all district, state, and federal testing
9. Budget class time effectively

### Other Duties to Students

1. Encourage students to strive to meet their highest potential
2. Establish and communicate classroom rules, and encourage students to set and maintain standards of classroom behavior
3. Under reasonable circumstances, be available to students and parents for education-related purposes outside the instructional day upon request
4. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
6. Assist, where appropriate, in loading and unloading the special education pupil from transportation buses or vans

### Professional Contacts and Activities

1. Attend and participate in faculty meetings
2. Organize a meeting at least once annually with the case manager, parents, and other professional staff to review and revise the IEP and placement of each assigned pupil
3. Keep immediate supervisor informed of activities and any issues that may arise
4. Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods
5. Provide needed and requested information on a timely and effective basis

### Special Education-Specific Duties

1. Provide instruction to classified pupils in accordance with each pupil's Individualized Education Program (IEP)
2. Work cooperatively with regular education teaching staff to coordinate instructional activities and to monitor the progress of each pupil
3. Provide support instruction in the regular classroom or the resource center as assigned
4. Coordinate and cooperate with other members of the staff in the development of adaptations, modifications, accommodations, and instructional methods
5. Provide home instruction to confined special education pupils as assigned
6. Consult with members of the child study team regarding each pupil's educational program, academic program and personal growth
7. Create, maintain, and update IEPs for students with special educational needs and schedule required meetings with the student, parents/guardians, service providers, staff, and administration at appropriate times
8. Plan, coordinate, and lead the implementation of IEPs including modifications and accommodations
9. Participate in the development of the District's plan for special education

## TITLE: SPECIAL EDUCATION TEACHER

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10. Evaluate student progress on a regular basis, as indicated on IEPs, and as often as general education students are evaluated and informed of their progress
11. In accordance to fulfilling all requirements within the Idaho Special Education Manual, assist in the evaluation of students referred for special education services
12. Maintain accurate, complete, and correct records in accordance with applicable federal and state law, (including IDEA, ADA, and 504), administrative rules, and Board policy

### Other Duties

1. Assist in upholding and enforcing school rules
2. Assume responsibility for his or her continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
3. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
4. Seek assistance should emergencies arise
5. Represent the school district in a positive manner
6. Know and follow school district policy and chain of command
7. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the building principal and/or director of special services in conformance with District policy and IDAPA 08.02.02.120.

### TERMS OF EMPLOYMENT

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

### *NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.019	Early Childhood/Early Childhood Special Education Blended Certificate
	IDAPA 08.02.02.028	Exceptional Child Certificate
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

## **TITLE: HEALTH AND PHYSICAL EDUCATION TEACHER**

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### **QUALIFICATIONS**

1. Idaho Teaching Certificate with appropriate endorsements, such as Health K-12, Health 6-12, Physical Education K-12, Physical Education 6-12, or Physical Education/Health
2. Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management
3. Demonstrated knowledge of health and physical education subject matter and effective teaching methods
4. Strong background in curriculum and the Idaho Core Standards
5. Strong background in the integration of technology with instruction
6. Ability to maintain a positive learning environment
7. Works well with students, staff, and the public
8. Excellent organizational skills
9. Excellent interpersonal and communication skills
10. Able to work under deadlines
11. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO Building Principal(s)**

### **JOB SUMMARY**

To promote pupils' safety, wellness, health maintenance, and physical fitness, and to provide pupils with an understanding of the relationship of a healthy body to healthy behaviors. To promote academic, social, and citizenship development through leadership and classroom supervision.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Instruction

1. Prepare for assigned classes
2. Design lessons with an appropriate level of difficulty which provide content in a logical and sequential manner
3. Employ a variety of instructional techniques and media consistent with the physical limitations of the classroom and the needs and capabilities of the individuals or student groups involved
4. Meet and instruct assigned classes in the locations and at the times designated
5. Identify pupil needs and provide instruction appropriate to those needs
6. Follow the modifications and accommodations specified in Individual Education Plans (IEPs)
7. Implement the Idaho Core Standards, as well as the district's philosophy of education and instructional goals and objectives, in lesson plans, classroom instruction, unit planning, and assessments
8. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts, and use them to evaluate student progress on a regular basis
9. Prepare students academically for any district, state, and federal testing in the subject areas of health and/or physical education

## **TITLE: HEALTH AND PHYSICAL EDUCATION TEACHER**

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10. Display command of the subject matter
11. Budget class time effectively

### Other Duties to Students

1. Encourage students to strive to meet their highest potential
2. Establish and communicate classroom rules and encourage students to set and maintain standards of classroom behavior
3. Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms
4. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

### Subject-Specific Duties

1. Provide health, safety, family life education, and/or physical education instruction as assigned
2. Provide appropriate safety instruction and make safety checks on equipment and field areas to ensure the overall safety of pupils
3. Assume responsibility for the proper use and storage of physical education equipment
4. Establish and maintain standards of pupil behavior needed to provide an orderly, productive learning environment in a physical education class environment

### Professional Contacts and Activities

1. Attend and participate in faculty meetings
2. Attend IEP meetings and collaborate with special education teachers as needed
3. Keep immediate supervisor informed of activities and any issues that may arise
4. Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods
5. Provide needed and requested information on a timely and effective basis

### Other Duties

1. Assist in upholding and enforcing school rules
2. Maintain accurate, and complete records as required by federal and state law, administrative rules, and Board policy
3. Assume responsibility for his or her continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
4. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

**TITLE: HEALTH AND PHYSICAL EDUCATION TEACHER**

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**EVALUATION**

Performance of this position will be evaluated annually by the building principal in conformance with district policy and IDAPA 08.02.02.120.

**TERMS OF EMPLOYMENT**

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.023	Endorsements E-L
	IDAPA 08.02.02.024	Endorsements M-Z
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

## TITLE: IDLA SITE SUPERVISOR / MEDIA GENERALIST

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### QUALIFICATIONS

1. High school diploma or equivalent or completion of college credits or a degree from a college/university
2. Demonstrated ability related to collection development, information technology, research methodology, and library program designs for children and adolescents
3. Background in the integration of technology with instruction and in creating and completing required reports
4. Knowledge of relevant educational strategies and methods to support student learning
5. Demonstrated knowledge of subject matter and effective teaching methods
6. Patience, empathy, and the ability to work with diverse groups of students
7. Knowledgeable about word processing, databases, spreadsheets, and reports
8. Effective communication and interpersonal skills to collaborate with teachers, parents, and other school staff
9. Adherence to ethical and confidentiality guidelines when dealing with student information
10. Ability to maintain a learning environment
11. Previous library experience preferred
12. Excellent organizational skills
13. Ability to be flexible in the day to day assignments within the school day
14. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO

The Building Principal

### JOB SUMMARY

To develop and coordinate educational media services, and to assist teachers and students in the effective use of the media center and information technology as a learning resource to support the school's curriculum. To assist students enrolled in IDLA courses through supervision of study and record keeping.

### MAJOR DUTIES AND RESPONSIBILITIES

*NOTE: The specific responsibilities listed herein shall pertain in fullness to any individual hired to fill this position. Any alteration to or separation of responsibility shall be subject to a reduction in compensation.*

#### IDLA Supervision

1. Maintaining a positive and safe learning environment by promoting appropriate behavior and addressing behavioral challenges in accordance with the school's policies and procedures
2. Assist students in utilizing educational technology and adaptive equipment, if applicable, to enhance their learning experience.
3. Maintain open and effective communication with teachers, parents, and other staff members regarding student progress, challenges, and achievements.
4. Collaborate with IDLA instructors to deliver instructional activities, adapt materials, and use various instructional strategies to enhance student engagement and comprehension
5. Input and regularly update students' grades for IDLA courses into Powerschool

## **TITLE: IDLA SITE SUPERVISOR / MEDIA GENERALIST**

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6. Assist students with technical support when the need arises.
7. Assist students with meeting course requirements and meeting deadlines
8. Work with the school Guidance Counselor to ensure student enrollment in IDLA meets requirements

### Media Specialist Responsibilities

1. Assess and assist in collecting library fines, if applicable, and reimbursements for lost or damaged books
2. Be responsible for the operation and supervision of the school media center
3. Maintain a comprehensive and efficient system for cataloging all media center materials and instruct teachers and students on use of the system
4. Evaluate, select, and purchase new media center materials based on current curriculum and recommendations from building staff, students, and book catalogs
5. Shelve and maintain books, audio-visual equipment, and other library resources appropriately
6. Mend and repair books and other library materials
7. Conduct a yearly inventory of books and equipment
8. Develop and maintain records and reports as necessary
9. Disburse and track technology devices assigned to students
10. Assist IT Department with technology devices assigned to students

### Additional Records Management

1. Input record of daily student and staff meal counts into Powerschool
2. Document daily meal counts on the state required FS-4 Form
3. Submit FS-4 Form to the Food Service Supervisor on a monthly basis
4. Track delinquent accounts and send bi-weekly letters to parents/guardians and staff to inform them of the delinquency
5. Process student and staff meal account deposits as they come in
6. Process bank deposits for meal counts

### Other Duties

1. Attend faculty meetings as required
2. Keep immediate supervisor informed of activities and problems
3. Engage in professional development opportunities to enhance skills and stay updated on best practices in supporting students with special needs and academic challenges.
4. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

### **EVALUATION**

Performance of this position will be evaluated annually by the building principal in conformance with any applicable federal and state law, administrative rules, and Board policy.

**TITLE: IDLA SITE SUPERVISOR / MEDIA GENERALIST**

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**TERMS OF EMPLOYMENT**

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

## TITLE: RTI COORDINATOR

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### QUALIFICATIONS

1. At least two years of college-level coursework or an Associate's Degree in education or related field
2. Previous aide or teaching experience preferred
3. Ability to instruct students one-on-one and small group situations, at the direction of the Special Education Teacher
4. Strong background in teaching methods and developmentally appropriate classroom activities
5. Demonstrated knowledge of subject matter and effective teaching methods
6. Knowledgeable about word processing, databases, spreadsheets, and reports
7. Ability to maintain a learning environment
8. Works well with students, staff, and the public
9. Excellent organizational skills
10. Excellent interpersonal and communication skills
11. Able to work under pressure and deadlines
12. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO  
Special Education Director and Building Principal

### JOB SUMMARY

To coordinate and oversee the implementation of the school's RTI program and assist students with tutoring needs.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Student Interaction

1. Provide tutorial help to students following lessons prescribed by the teacher and reinforce material and skills using a variety of methods as directed by the SPED Director
2. Recruit, manage, and assign tutors based on teacher recommendations and individual student needs
3. In collaboration with general education teachers and the SPED Director, provide appropriate training periodically
4. Schedule and assign staff for morning and afternoon tutoring sessions
5. Provide immediate feedback on student performance
6. Respond to students' questions and requests for assistance
7. Observe students' work and study habits
8. Observe and record students' time on task when needed
9. Work with individual students or small groups of students to reinforce learning of material and skills
10. Identify pupil needs and provide instruction appropriate to those needs
11. Follow modifications and accommodations as specified in IEPs and 504 plans
12. Guide independent study, enrichment work, and remedial work assigned by the teacher
13. Maintain high academic standards and expectations
14. Encourage students to strive to meet their highest potential

## TITLE: RTI COORDINATOR

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15. Communicate classroom rules, and encourage students to set and maintain standards of classroom behavior

### Record Keeping

1. Create and distribute weekly RTI surveys to students to evaluate needs
2. Maintain a record of students struggling in each subject area based on the results of individual RTI surveys
3. Initiate tutoring sessions with students in need of assistance
4. Communicate with students and parents/guardians about individual needs of intervention and scheduling for tutoring
5. Create and maintain a running document of tutoring needs and sessions, student growth, and continued struggles for the school year
6. Report tracking data to the SPED Director and the building principal weekly

### Other Duties

1. Attend faculty meetings as required
2. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
3. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education Seek assistance should emergencies arise
4. Represent the school district in a positive manner
5. Know and follow school district policy and chain of command
6. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the SPED Director and/or Building Principal in conformance with any applicable federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

## TITLE: PARAPROFESSIONAL - LEVEL 2

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### QUALIFICATIONS

1. High school diploma or equivalent, completion of college credits or a degree from a college/university, or successful completion of the Paraprofessional Praxis Test
2. Experience working with children, preferably in an educational setting or with individuals with special needs
3. Background in the integration of technology with instruction and in creating and completing required reports
4. Knowledge of relevant educational strategies and methods to support student learning
5. Demonstrated knowledge of subject matter and effective teaching methods
6. Patience, empathy, and the ability to work with diverse groups of students
7. Knowledgeable about word processing, databases, spreadsheets, and reports
8. Effective communication and interpersonal skills to collaborate with teachers, parents, and other school staff
9. Adherence to ethical and confidentiality guidelines when dealing with student information
10. Physical ability to assist with student mobility and personal care needs, if necessary
11. Ability to maintain a learning environment
12. Ability to be flexible in the day to day assignments within the school day
13. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO

The Building Principal, General Education Teachers, Building Special Education Teacher, Special Education Director

### JOB SUMMARY

Assists teachers and educators in providing a quality learning environment for students with special needs or those who require additional academic support. Supporting students in special education programs, Title 1 services, or general classroom settings. Facilitate the educational and developmental progress of students while promoting an inclusive and nurturing learning atmosphere.

### MAJOR DUTIES AND RESPONSIBILITIES

*NOTE: The specific responsibilities and qualifications may vary depending on the type of paraprofessional role (Special Education, Title 1, Classroom, etc.) and the requirements of the educational institution.*

*NOTE: Assignment of 1-on-1 status will be made on an as needed basis and may be conducted for temporary coverage.*

### Student Interaction & Support

1. *Student Assistance:* Work closely with individual students or small groups to reinforce instructional materials and provide additional support tailored to their specific needs. This may involve implementing individualized education plans (IEPs) or collaborating with the teacher to deliver targeted interventions.
2. *Behavior and Classroom Management:* Assist in maintaining a positive and safe learning environment by promoting appropriate behavior and addressing behavioral challenges in accordance with the school's policies and procedures.

## TITLE: PARAPROFESSIONAL - LEVEL 2

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3. *Instructional Support*: Collaborate with the lead teacher to develop and deliver instructional activities, adapt materials, and use various instructional strategies to enhance student engagement and comprehension.
4. *Data Collection and Progress Monitoring*: Keep accurate records of student progress and behavior, noting improvements or areas that require further attention. Assist in tracking data to support teachers in making data-driven decisions.
5. *Personal Care*: In some cases, support students with personal care needs, such as feeding, toileting, or mobility assistance, ensuring their physical well-being while maintaining dignity and respect.
6. *Classroom Setup and Organization*: Help in organizing and setting up the classroom, ensuring that materials and resources are easily accessible and conducive to learning.
7. *Technology Assistance*: Assist students in utilizing educational technology and adaptive equipment, if applicable, to enhance their learning experience.
8. *Communication*: Maintain open and effective communication with teachers, parents, and other staff members regarding student progress, challenges, and achievements.
9. *Inclusion Support*: Foster a positive and inclusive environment where students of all abilities feel valued and respected, promoting interaction and cooperation among students.

*NOTE: Additional responsibilities include a combination of the following descriptions necessary to fulfill a specific role. Assignments will be determined by immediate supervisors and administration and will be based on specific qualifications.*

### Specialized Responsibilities

1. Identify pupil needs and prepare and provide instruction appropriate to those needs
2. Devise and conduct activities to assist therapeutic requirements, and use them to evaluate student progress on a regular basis
3. Be responsible for the operation and supervision of the school media center
4. Maintain a comprehensive and efficient system for cataloging all media center materials and instruct teachers and students on use of the system
5. Evaluate, select, and purchase new media center materials based on current curriculum and recommendations from building staff, students, and book catalogs
6. Assist parents in improving their skills in working with their child's speech and language delays
7. Assist ongoing evaluation of all children in the program to determine appropriateness of their program
8. Assist in the referral of individuals to agencies and specialists in the community

### Records Management

1. Assess and assist in collecting library fines, if applicable, and reimbursements for lost or damaged books
2. Assist in preparing reports and submitting them to the state or federal government on or before the stated deadline
3. Assist in planning a program to meet the specific needs and abilities of the individual student
4. Keep all required paperwork and files current as per state and federal requirements

## TITLE: PARAPROFESSIONAL - LEVEL 2

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5. With appropriate training administer, score, and record such achievement and diagnostic tests for individual students as the federal program director recommends or as federal or state law, administrative rules, or Board policy requires
6. Help keep student records for Title 1, the Extended Year Reading Program, and other related programs
7. Maintain accurate and complete records as required by federal and state law, administrative rules, and Board policy
8. Develop and maintain records and reports as necessary

### Other Duties

1. Attend faculty meetings as required
2. Keep immediate supervisor informed of activities and problems
3. Engage in professional development opportunities to enhance skills and stay updated on best practices in supporting students with special needs and academic challenges.
4. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the classroom teacher and/or special education teacher and/or the director of special services in conformance with any applicable federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

## TITLE: PARAPROFESSIONAL - LEVEL 1

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### QUALIFICATIONS

1. High school diploma or equivalent, completion of college credits or a degree from a college/university, or successful completion of the Paraprofessional Praxis Test
2. Experience working with children, preferably in an educational setting or with individuals with special needs
3. Knowledge of relevant educational strategies and methods to support student learning
4. Demonstrated knowledge of subject matter and effective teaching methods
5. Patience, empathy, and the ability to work with diverse groups of students
6. Effective communication and interpersonal skills to collaborate with teachers, parents, and other school staff
7. Adherence to ethical and confidentiality guidelines when dealing with student information
8. Physical ability to assist with student mobility and personal care needs, if necessary
9. Ability to be flexible in the day to day assignments within the school day
10. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO

The Building Principal, General Education Teachers, Building Special Education Teacher, Special Education Director

### JOB SUMMARY

Assists teachers and educators in providing a quality learning environment for students with special needs or those who require additional academic support. Supporting students in special education programs, Title 1 services, or general classroom settings. Facilitate the educational and developmental progress of students while promoting an inclusive and nurturing learning atmosphere.

### MAJOR DUTIES AND RESPONSIBILITIES

*NOTE: The specific responsibilities and qualifications may vary depending on the type of paraprofessional role (Special Education, Title 1, Classroom, etc.) and the requirements of the educational institution.*

*NOTE: Assignment of 1-on-1 status will be made on an as needed basis and may be conducted for temporary coverage.*

### Student Interaction & Support

1. *Student Assistance:* Work closely with individual students or small groups to reinforce instructional materials and provide additional support tailored to their specific needs. This may involve implementing individualized education plans (IEPs) or collaborating with the teacher to deliver targeted interventions.
2. *Behavior and Classroom Management:* Assist in maintaining a positive and safe learning environment by promoting appropriate behavior and addressing behavioral challenges in accordance with the school's policies and procedures.
3. *Instructional Support:* Collaborate with the lead teacher to develop and deliver instructional activities, adapt materials, and use various instructional strategies to enhance student engagement and comprehension.

## TITLE: PARAPROFESSIONAL - LEVEL 1

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4. *Data Collection and Progress Monitoring*: Keep accurate records of student progress and behavior, noting improvements or areas that require further attention. Assist in tracking data to support teachers in making data-driven decisions.
5. *Personal Care*: In some cases, support students with personal care needs, such as feeding, toileting, or mobility assistance, ensuring their physical well-being while maintaining dignity and respect.
6. *Classroom Setup and Organization*: Help in organizing and setting up the classroom, ensuring that materials and resources are easily accessible and conducive to learning.
7. *Technology Assistance*: Assist students in utilizing educational technology and adaptive equipment, if applicable, to enhance their learning experience.
8. *Communication*: Maintain open and effective communication with teachers, parents, and other staff members regarding student progress, challenges, and achievements.
9. *Inclusion Support*: Foster a positive and inclusive environment where students of all abilities feel valued and respected, promoting interaction and cooperation among students.

### Other Duties

1. Attend faculty meetings as required
2. Keep immediate supervisor informed of activities and problems
3. Engage in professional development opportunities to enhance skills and stay updated on best practices in supporting students with special needs and academic challenges.
4. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the classroom teacher and/or special education teacher and/or the director of special services in conformance with any applicable federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:           I.C. § 33-512                           Governance of Schools  
                                  I.C. § 33-1210                         Information on Past Job Performance

## 3 – Pupil Services

## TITLE: SCHOOL GUIDANCE COUNSELOR

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### QUALIFICATIONS

1. Holds a Pupil Personnel Services Certificate with a Counselor Endorsement (K-12)
2. Vocational counseling endorsement preferred
3. Minimum experience as determined by the Board
4. Knowledge of computerized master schedule development
5. Broad knowledge of theories of individual and group guidance techniques, secondary school guidance program design, and career educational information and placement
6. Knowledge of state and federal testing procedures and requirements
7. Strong background in the use of technology
8. Relates extremely well to students
9. Demonstrated ability to communicate and work effectively with students, parents, staff, and community groups and organizations
10. Able to work under pressure and deadlines
11. Excellent interpersonal, communication, organizational, and leadership skills
12. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Superintendent and Building Principal

### JOB SUMMARY

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans. The counselor will guide, listen, and lend support to students who will need services beyond the scope of the regular classroom.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Direct Assistance to Students

1. Assist students with education planning, course selection, and adding and dropping courses
2. Develop individual four (4) year plans with 8th graders and students newly enrolling, and assist in monitoring and managing these plans
3. Register students new to the school, provide orientation and information relative to school policies and procedures, schedules, curriculum and extracurricular opportunities
4. Interpret grades and test scores for parents and students, as well as permanent record information such as GPA, credit status, class rank, and honors
5. Assist when requested with follow-up on students that are below grade level/failing with weekly progress reports
6. Maintain a close relationship with the child study team following directives and recommendations as needed
7. Assist in the resolution of school-related problems
8. Provide responsive services including consultation, personal counseling, crisis counseling, and referral
9. Arrange for summer work and/or enrollment in summer school programs to make up noted deficiencies
10. Provide for a smooth transition between elementary, middle, and senior high school, which may include orientation programs for students and parents

## **TITLE: SCHOOL GUIDANCE COUNSELOR**

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11. Provide a guidance curriculum consisting of structured developmental experiences presented systematically through classroom and group activities for all students
12. Assist with teacher/student/parent conferences
13. Provide counseling for students that will assist them to develop increased personal growth, self-understanding, and maturity

### Transition to College and Career

1. Assist students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores, and other pertinent data
2. Provide career development materials and activities (classroom and individual) and follow-up
3. Work closely with and involve parents in students' career planning
4. Provide counseling for students that will assist them to develop increased personal growth, self-understanding, and maturity
5. Provide information and prepare recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies
6. Help students with scholarship information and with application procedures including preparing written recommendations
7. Hold a financial aid seminar for parents and students
8. Notify students of upcoming opportunities to meet with college recruiters, job fairs, and outside career counselors
9. Assist students with applications to post-secondary institutions, meeting with recruiters, and planning campus visits
10. Provide timely notice and information to students and parents of opportunities to take SAT, ACT, and AP exams
11. Gather information on colleges and careers and keep this information accessible to students and parents in an organized arrangement
12. Work to prevent students from dropping out of school, and assist those that do in finding alternative educational programs and/or employment

### Office Management

1. Maintain a professional office environment
2. Provide interim assistance to students or parents with urgent needs
3. Maintain student records and ensure their confidentiality
4. Consult with teachers and other staff regularly to provide information and support to staff and to receive feedback on emerging needs of students
5. Deal with confusion and emergencies in a friendly, supportive, and calm manner
6. Assist agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback
7. Screen and coordinate new student records
8. Help build the master schedule and decide what courses are going to be taught at each grade level
9. Assist the Building Principal in maintaining a course description booklet with Classroom Teacher input

## **TITLE: SCHOOL GUIDANCE COUNSELOR**

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### Program Evaluation

1. Assist in the evaluation of current curriculum offerings and in the planning, selection, and implementation of new course offerings
2. Participate in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school
3. Use the internet to gather current information about colleges and career programs
4. Compare on-line and published information with first-hand accounts from returning graduates in order to gain a full, current picture of the situation
5. Share research and findings with colleagues and students in order to improve counseling services
6. Research, develop, and write proposals to enhance the guidance curriculum
7. Evaluate the effectiveness of the comprehensive counseling program

### Community Outreach

1. Serve as a resource person to local community organizations
2. Promote and provide assistance to community organizations that provide scholarships
3. Network and consult with local businesses, industries, and social service agencies on a regular basis
4. Provide information to the community regarding guidance services, GED programs, etc.

### Other Duties

1. Supervise the district's testing program and interpretation of test scores, and attend state sponsored district test coordinator meetings
2. Work closely with the school in interpreting the school's philosophy and objectives to students and parents
3. Participate in building meetings such as special education meetings and class meetings
4. Assist in arranging education services for hospitalized or homebound student in conjunction with the special services staff
5. Assist in the resolution of school-related problems
6. Assist with teacher/student and teacher/parent conflicts
7. Provide letters to senior parents informing them of student academic status, including credit checks, reviews, and graduation status
8. Keep immediate supervisor informed of activities and any issues that may arise
9. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
10. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
11. Seek assistance should emergencies arise
12. Represent the school district in a positive manner
13. Know and follow school district policy and chain of command
14. Perform other duties as assigned

**TITLE: SCHOOL GUIDANCE COUNSELOR**

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**EVALUATION**

Performance of this position will be evaluated annually by the Director of Special Services and/or the Principal in conformance with district policy and IDAPA 08.02.02.120.

**TERMS OF EMPLOYMENT**

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1210	Information on Past Job Performance
	I.C. § 33-1212	Elementary School Counselors
	I.C. § 54-3201 et seq.	Social Work Licensing Act
	IDAPA 08.02.02.027.01	Counselor Endorsement (K-12)
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

## 4 – Clerical

## **TITLE: CLERK OF THE BOARD / BUSINESS MANAGER**

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### **QUALIFICATIONS**

1. High school diploma
2. Post high school training in business, accounting, or secretarial skills preferred
3. Must be eligible to be placed under a fidelity bond
4. Previous experience as determined by the Board
5. Strong background in budgeting preferred, including an understanding of the principles and practices of financial accounting and reporting procedures consistent with Generally Accepted Accounting Principles (GAAP), federal and state law, administrative rules, and Board policy
6. Knowledge of accepted business practices, federal and state law, administrative rules, and Board policy governing school districts, including those related to administration, risk management, purchasing, transportation, food services, school plant operations, and facility planning
7. Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy
8. Knowledgeable with computers, including word processing, databases, spreadsheets, and reports
9. Organizational, communication, and interpersonal skills
10. Self-motivated
11. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO Superintendent and School Board**

### **JOB SUMMARY**

To maintain district financial records according to federal and state law, administrative rules, and Board policy. To prepare and administer the district budget. To act in the position of clerk of the Board in all respects such as attending Board meetings, recording Board minutes, preparing information and reports, and meeting other requests made by the Board.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **District Finances & Records**

1. Assist the Superintendent in the preparation of the annual district budget
2. Be responsible for the administration of all phases of the budget throughout the year
3. Assist the Superintendent in developing budget guidelines
4. Serve as general accountant for the Board
5. Keep accurate and detailed accounts of all financial transactions as prescribed by federal and state law, administrative rules, and Board policy
6. Accurately report the district's accounting and financial condition, including all revenues and expenditures, to the Board of Trustees, auditors, state and local sources, and patrons of the district
7. Assure that all financial and accounting records are maintained in conformity with Generally Accepted Accounting Principles (GAAP)
8. Accurately complete required financial and budgetary reports to the State Department of Education

## **TITLE: CLERK OF THE BOARD / BUSINESS MANAGER**

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9. Maintain the financial and employee management systems currently in place and update software and hardware as needed
10. Monitor all purchase orders to determine accuracy of information, including pricing and coding, and that money is budgeted in the correct category
11. Maintain a record of the daily balances in the cash accounts and oversee reconciling the general ledger cash balance to the monthly bank reconciliation
12. Monitor student account reports submitted by school secretaries for accuracy and timeliness
13. Reconcile canceled payroll and accounts payable checks with the bank statement and verify bank balance with statement and general ledger
14. Assure that any fiscal year-end and calendar year-end file maintenance is completed
15. Monitor the property tax collections, prepare the reports, and calculate the yearly tax levies
16. Monitor the cash flow of the district and investments as specified by state statute and sound investment guidelines
17. Monitor revenue sources - foundation payments, special distributions, grants, and accounts receivable for accuracy and dispersal to the district
18. Maintain financial data used to assist the Board negotiation team during the process of negotiations
19. Shall account for the deposit of all money of the district in accordance with the provisions of the public depository law
20. Maintain records for state sales tax
21. Maintain record of all fines

### **Management of Financial Transactions**

1. Assume responsibility for the audit of all claims, invoices, and demands against the Board, and present them for Board approval and arrange for payment
2. Collects fees and other monies due to the Board not payable directly to the treasurer and deposit such funds or transmit them to the treasurer for deposit
3. Serve as the official purchasing agent of the Board and be responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with federal and state law, administrative rules, and Board policy
4. Oversee the preparation of the payroll and ensure proper maintenance of records related to auditing requirements, tax laws, and employee benefits
5. Be responsible for implementing hospitalization, major medical, and other types of Board approved employee benefit plans
6. Be responsible for investment of Board funds in accordance with statute and Board policy
7. Assure that the district's payroll is properly processed and maintained in conjunction with all federal and state law, administrative rules, and Board policy
8. Calculate and monitor related activities including salary schedules, contracts, taxes, insurance, flexible spending, TSA's, garnishments, and all other deductions
9. Provide advanced warning of changes in expenditures or revenues as compared to the adopted budget

## **TITLE: CLERK OF THE BOARD / BUSINESS MANAGER**

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10. Assist the Superintendent with the purchase of items of supply, equipment, maintenance, and construction necessary for the operation of the district using competitive bidding, informal quotations, estimates, and negotiation of price for services to be provided
11. Monitor social security, retirement, group health, and all other employee benefit programs; prepare applications and payments; and facilitate new employee sign-ups
12. Issue checks in payment of all bills approved by the Board
13. Keep a list of vendors and the amounts of the checks authorized to become a part of the district's records
14. Manage all grants, request reimbursements, ensure proper use of funds, and prepare reports for Superintendent, Federal Programs Manager, and the Board

### Facilities/Operations

1. Assist the Superintendent in the development and implementation of a multi-year (three to five year) comprehensive maintenance plan and the district's long-range facilities master plan
2. Assist the Superintendent in projection of facility needs and oversee all construction programs
3. Prepare cost data and cooperate with other facilities personnel during construction programs
4. Act as the agent of the Board in site acquisitions and in the sale/lease of property

### Board of Trustees & Records

1. Assist in preparation of agendas, setting forth all known items of business to be considered at Board meetings
2. Attend all meetings of the Board and keep a record of the proceedings or appoint a temporary clerk to keep a record for any meeting he or she is unable to attend
3. Keep full and accurate minutes of all meetings of the Board and send a copy of such minutes to each Board member prior to the next regular Board meeting
4. Safeguard and maintain all records and papers of the Board
5. Devise a system of acceptable filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications, and publications, and such other documents as the Board may place in the clerk's custody
6. Be responsible for the retention and destruction of public documents in accordance with federal and state law, administrative rules, and Board policy, and serve as the records management officer
7. Post and publish all legal notices
8. Work with the Board and the Superintendent in keeping the district policy manual up-to-date and current and assist the Superintendent and the Board in developing and updating policies for all aspects of the school business operation
9. Submit paperwork and reports as directed by the Board
10. Maintain graduated student records
11. Maintain all personnel files including current transcript/credit summaries and federal assessment information regarding highly and uniquely qualified status for certified and non-certified personnel
12. Be responsible for processing resignations and retirements, PERSI separation forms as well as insurance forms

## **TITLE: CLERK OF THE BOARD / BUSINESS MANAGER**

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13. Attend meetings and training sessions, representing the district and accurately recording items that must be handled by the district
14. Prepare and update the annual list of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements
15. District Records Custodian - maintain all permanent records of the district including, board documents, payroll, accounts payable, personnel, and student files

### Board of Trustees & Relations/Elections

1. Notify all Board members of regular and special meetings
2. Call special meetings in conformance with the open meetings law whenever requested by the Board President or by a petition signed by a majority of the Board
3. Prepare the official meeting minutes and complete clerical duties including typing, filing, copying, and distributing of correspondence, reports, and memorandums
4. Schedule appointments, meetings, and conferences as requested by the Board
5. Administer the oath of office to newly elected Board Members

### Other Duties

1. May be placed under a fidelity bond if required by the Board
2. Administer the district's insurance and risk management program
3. Keep the Board informed of activities and any issues that may arise
4. When assigned, attend district Board meetings and speak on assigned topics
5. Respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community
6. Schedule meetings with staff when needed
7. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
8. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
9. Seek assistance should emergencies arise
10. Represent the school district in a positive manner
11. Know and follow school district policy and chain of command
12. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated periodically by the Superintendent and/or Board in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

**TITLE: CLERK OF THE BOARD / BUSINESS MANAGER**

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*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-508	Duties of the Clerk
	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

## TITLE: PAYROLL / HR MANAGER

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### QUALIFICATIONS

1. High School diploma and courses in bookkeeping, accounting, business mathematics, or secretarial skills
2. College degree and at least two years of experience preferred
3. Strong background in accounting preferred
4. Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy
5. Experience with a human resources information system
6. Knowledge of word processing, databases, spreadsheets, and reports
7. High level of competence in typing, filing, and general computer knowledge
8. Knowledge of automated office equipment and efficient office procedures
9. Strong telephone skills and ability to communicate effectively
10. Work well with students, staff, and the public
11. Work well under pressure and deadlines
12. Excellent organizational skills
13. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Superintendent and District Clerk

### JOB SUMMARY

Administer and implement the district's payroll and benefits program with a high degree of responsibility, discretion, and confidentiality. To ensure the smooth and efficient administration of the payroll and benefits program as well as accounts payable and secretarial duties. Act as a receptionist in greeting staff and community members in a friendly, helpful, and positive manner as they come into the district office.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Payroll

1. Post payroll transactions to various ledgers, journals, and registers
2. Prepare, adjust, and close journal entries
3. Compile and process payroll information including data entry of timesheets, deductions, and related data
4. Compile and prepare specialized payroll reports for departments, include earnings, tax, and deduction summaries
5. Prepare authorized and mandatory deductions
6. Prepare withholding, social security, and tax returns
7. Coordinate and implementation of specific district benefit programs for benefit-eligible employees
8. Responsible for the calculation of overtime, incentive pay, and shift differentials
9. Prepare, verify, and distribute payroll and payroll related checks
10. Prepare payroll actions and handle payroll errors
11. Prepare various payroll reports
12. Prepare withholding, social security, and other tax returns
13. Review payroll transactions for accuracy and completeness

## **TITLE: PAYROLL / HR MANAGER**

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14. Audit various payroll records, including timecards, bonuses, and payments
15. Serve as the primary contact for employee payroll related questions, inquiries, and concerns

### Benefits

1. Implement open enrollment and other special projects as needed
2. Maintain a high level of knowledge and skill regarding federal and state law, administrative rules, and Board policy governing employee benefits and how they pertain to benefit plans administration, including ERISA, COBRA, and HIPAA
3. Monitor the administration of existing benefits programs to assure compliance with federal and state law, administrative rules, and Board policy
4. Create and update the departmental or district manuals information on benefits
5. Administer the retirement program and handles retirement paperwork
6. Function as the first point of contact for benefit vendors and internal customers
7. Consult, advise, and act as liaison to employees, insurance carriers, health care providers, and the hospital community at large
8. Provide customer support for behavioral health appeals, difficult or sensitive claims resolution, and for claims resolution for executive staff
9. Originate and implement informational sessions
10. Conduct group and individual new hire orientations, explaining options and benefits packages

### Personnel

1. Record and update employee information such as personal data, compensation, and benefits information
2. Examine employee files to answer questions from authorized individuals
3. Research and answer employee questions regarding pay policies
4. Issue Human Resource notices such as W-4s and direct deposit requests
5. Review salary changes, new hire information, and status changes
6. Enter data on hires, terminations, and wage adjustments
7. Analyze and prioritize workflow, and serve as lead trainer for the support staff
8. Maintain all personnel files
9. Keep current transcripts, credit summaries, and federal assessment information regarding highly and uniquely qualified status for certified and non-certified personnel
10. Advertise, collect, and process applications for all job openings
11. Compile substitute list and supply up-to-date copies to building secretaries
12. Compile and update the staff directory
13. Maintain seniority listings, transfer requests, applications, and interview information as required by federal and state law, administrative rules, and Board policy
14. Prepare and send personnel reports to the State Department of Education
15. Prepare all personnel contracts in accordance with State Department of Education, the Negotiated Agreement, and district policy.

## TITLE: PAYROLL / HR MANAGER

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### Staff/Community Relations

1. Meeting public and staff in a competent and diplomatic manner
2. Receive and route incoming calls and correspondence
3. Arrange meetings, prepare agendas, and handle followup activities as necessary
4. Maintain a well organized, up-to-date filing system
5. Operate equipment, such as computers, copiers, intercom system, calculators, laminators, telephone systems, and scanners

### Other Duties

1. Maintain district inventory
2. Organize job functions and work assignments to effectively complete assignments within established time frames
3. Collect information and compile all necessary reports to the State Department of Education
4. Collect information and compile all staff handbooks, notebooks, and flyers for the beginning of school and throughout the year as needed
5. Work with building secretaries in submitting state attendance and enrollment reports
6. Keep immediate supervisor informed of activities and any issues that may arise
7. Attend faculty meetings as required
8. Assume responsibility for his or her continuing professional growth and development by attendance at inservice or trainings
9. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
10. Represent the school district in a positive manner
11. Know and follow school district policy and chain of command
12. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the Superintendent for Human Resources in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

## TITLE: DISTRICT ADMINISTRATIVE ASSISTANT

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### QUALIFICATIONS

1. High school diploma with courses in bookkeeping, accounting, business mathematics, or secretarial skills preferred (preference may be given to applicants with college education)
2. Strong background in accounting preferred
3. Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy
4. Experience with a human resources information system
5. Knowledge of word processing, databases, spreadsheets, and reports
6. High level of competence in typing, filing, and general computer knowledge
7. Knowledge of school district activities, programs, and curriculum requirements
8. Knowledge of automated office equipment and efficient office procedures
9. Strong telephone skills and ability to communicate effectively
10. Work well with students, staff, and the public
11. Work well under pressure and deadlines
12. Excellent analytical and organizational skills
13. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO

Superintendent, Business Manager, and Human Resources Manager

### JOB SUMMARY

To assist in the administration of the district's purchasing and records with a high degree of responsibility, discretion, and confidentiality. To ensure the smooth and efficient administration of accounts payable and secretarial duties. Act as a receptionist in greeting staff and community members in a friendly, helpful, and positive manner as they come into the district office. To assist the Superintendent in scheduling, management, and other administrative needs.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Purchasing and District Finances

1. Coordinate and cooperate with the building principal and Clerk of the Board regarding school fiscal operation
2. Obtain and enter all purchase orders into tracking software following administrator approval and keep track of the paid and unpaid status of each purchase order
3. Verify all prices, shop for price-matching when applicable, and place all orders
4. Order, receive, and distribute all supplies and equipment for the district office, elementary, and secondary schools
5. Maintain inventory and receipts of goods
6. Contact vendors regarding discrepancies in invoice
7. Process online payments for vendors, bills, and other payments authorized to be paid by the Superintendent
8. Process printed checks for mailing and maintain accurate records of all mailed payments to vendors and services
9. Manage bookkeeping of ASB Funds, including preparing and collecting petty cash, preparing bank deposits, overseeing concession funds and investments made in the name of the student body

## **TITLE: DISTRICT ADMINISTRATIVE ASSISTANT**

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10. Prepare reports for the Clerk of the Board including financial statements, income statements, and cost reports to reflect financial condition of the district
11. Assist Human Resource Manager with compiling and processing payroll information including data entry of timesheets, deductions, and related data as needed
12. Maintain business book in a manner approved by the auditing firm and assist the Business Manager/District Clerk to prepare all books for annual audit

### Website Operations

1. Add timely information to the district's website in order to provide information about the district to students, parents, other district residents, and the news media
2. Use the district website to encourage community involvement in the schools
3. Supervise and coordinate the preparation and timely electronic posting of all district publications and news releases
4. Create image links and ensure that content is current
5. Develop and maintain a listing of resources for adding content to the district's website in order to maintain good community relations
6. Manage website data entry, bulletins, events, etc.
7. Enter and manage announcements on the district Facebook page
8. Create, post, and update city hall reader board regarding district information

### General Office Responsibility

1. Make travel arrangements for administration and school board conferences and training by reserving boarding, flights, rental cars, and conference/training registration costs
2. Meeting public and staff in a competent and diplomatic manner
3. Receive and route incoming calls and correspondence
4. Sort, screen, and distribute incoming mail and process outgoing mail following federal and state law, administrative rules, and Board policy
5. Arrange meetings, prepare agendas, and handle followup activities as necessary
6. Explain and advise patrons about school organization and functions
7. Distribute information and appropriate forms to staff and the public, and collect and organize completed forms
8. Collect information and compile all staff handbooks, notebooks, and flyers for the beginning of school and throughout the year as needed
9. Complete clerical duties including typing, filing, and distributing reports and memorandums

### Miscellaneous Tasks

1. Maintain a well-organized, uptodate filing system
2. Maintain and operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners
3. Maintain and update district-wide inventory records
4. Prepare such documents as reports, staff duty rosters, correspondence, handbooks, letters, student records, memos, and monthly statements as necessary to assist the district office staff

## TITLE: DISTRICT ADMINISTRATIVE ASSISTANT

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5. Using specific formats and systems, enter a variety of administrative data and review for accuracy
6. Serve as backup for other human resources staff as necessary

### Other Duties

1. Organize job functions and work assignments to effectively complete assignments within established time frames
2. Work with building secretaries in submitting state attendance and enrollment reports
3. Uphold and adhere to all district policies
4. Keep immediate supervisor informed of activities and any issues that may arise
5. Attend faculty meetings as required
6. Assume responsibility for his or her continuing professional growth and development by attendance at inservice or trainings
7. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Know and follow school district policy and chain of command
11. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the Superintendent in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### *NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

## **TITLE: BOVILL ELEMENTARY SCHOOL SECRETARY**

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### **QUALIFICATIONS**

1. High school diploma or General Education Degree, preference may be given to applicants with college education
2. Previous secretarial experience as determined by the Board
3. Knowledge of word processing, databases, spreadsheets, and reports
4. Knowledge of automated office equipment and efficient office procedures
5. Strong telephone skills and ability to communicate effectively
6. Work well with students, staff, and the public
7. Excellent organizational skills
8. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO Building Principal**

### **JOB SUMMARY**

To assist the building principal in the efficient operation of the school so maximum positive impact can be made on the education of elementary school students. To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### General Office Duties

1. Receive and route incoming calls and correspondence
2. Arrange meetings, prepare agendas, and handle followup activities as necessary
3. Assist, log in, and direct visitors to the school
4. In the absence of a school nurse, administer medications to students according to school policy
5. Supervise students in emergency situations, attend to ill or hurt students, and administer basic first aid in the absence of a school nurse, and contact parents as instructed
6. Register students and set up permanent records entering student demographics and all other needed information

#### Records and Reports

1. Maintain accurate enrollment and attendance records for various reports and forward to the district clerk as needed
2. Run daily tardy reports and mail attendance letters home when necessary
3. Send student records as requested by schools and promptly request newly enrolled student records from other schools
4. Be responsible for maintaining accurate teacher and student accounts in the form of monthly reports to the district office
5. Maintain records on all accidents, incidents, fire drill, and suspension notices, forwarding copies to the district office
6. Track employee records, such as absences, and submit to the district office monthly
7. Assemble and maintain reports and information in an acceptable manner, providing ready access for the building principal and the district office, including the individual school's banking and checking accounts

## TITLE: BOVILL ELEMENTARY SCHOOL SECRETARY

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8. Call and schedule substitute teachers and prepare their timesheets
9. Maintain a well organized, up-to-date filing system
10. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners

### Other Duties

1. Assist teachers in preparing instructional material as requested within the allowable time frame as set forth by the building principal
2. Exercise such administrative authority and perform such tasks as may be delegated by the principal
3. Keep immediate supervisor informed of activities and issues that may arise
4. Attend faculty meetings as required
5. Assume responsibility for his or her continuing professional growth and development by attendance at inservice or trainings
6. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### *NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

## **TITLE: DEARY SCHOOL SECRETARY / OFFICE ASSISTANT**

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### **QUALIFICATIONS**

1. High school diploma or General Education Degree, preference may be given to applicants with college education
2. Previous secretarial experience as determined by the Board
3. Knowledge of word processing, databases, spreadsheets, and reports
4. High level of competence in typing, filing, and general computer knowledge
5. Knowledge of automated office equipment and efficient office procedures
6. Good telephone skills and ability to communicate effectively
7. Works well with students, staff, and the public
8. Works well under pressure and deadlines
9. Excellent organizational skills
10. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO Building Principal**

### **JOB SUMMARY**

To assist the building principal in the efficient operation of the school so a maximum positive impact can be made on the education of secondary school students. To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **General Office Duties**

1. Receive and route incoming calls and correspondence
2. Assist, log in, and direct all visitors and substitutes to the school
3. In the absence of a school nurse, administer medications to students according to policy
4. Maintain accurate records of all accidents, forwarding copies to the district office
5. Supervise students in emergency situations, attend to ill or hurt students in the absence of a school nurse, and administer basic first aid and contact parents as instructed
6. Handle daily announcements and necessary communication to students
7. Call and schedule substitute teachers and prepare their timesheets
8. Maintain a well-organized, up-to-date filing system
9. Operate and maintain all office equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners
10. Distribute and inventory supplies
11. Maintain records of all fees and fines during the school year
12. Maintain a list of extracurricular organizations' travel arrangements
13. Assist the athletic/activities director in scheduling travel arrangements, event officials, and contact with collaborating schools
14. Distribute and update schedules for athletic and academic competitions, daily bell schedules, meal menus, current events, and general information
15. Complete clerical duties including typing, filing, and distributing mail, reports, and memorandums
16. Assist the ISEE coordinator with running and revising mandated reports

## **TITLE: DEARY SCHOOL SECRETARY / OFFICE ASSISTANT**

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### Records & Registrar

1. Maintain accurate enrollment and attendance records for various reports and forward to the district clerk as needed
2. Record and track student attendance and contact parent/guardians with all non-prearranged absences throughout each class period
3. Send student records as requested by schools and promptly request newly enrolled student records from other schools
4. Register students and set up permanent records entering student demographics and all other needed information
5. Track and report student Honor Roll lists, awards, midterm progress, and report cards
6. Be responsible for maintaining accurate teacher and student accounts, including receipting, counting, and depositing all money received
7. Prepare such documents as reports, staff duty rosters, correspondence, and handbooks
8. Maintain employee records, such as absences, and submit to the district office monthly
9. Compile diploma list for graduation and see that all arrangements are taken care of
10. Assist the high school counselor in mailing transcripts to colleges and universities and in providing verifications for jobs and social security
11. Create and maintain meal cards for students
12. Enter and update student information such as demographics, health alerts, and contacts into Powerschool

### Other Duties

1. Train, direct, and assist all student teacher-aides
2. Issue lockers and maintain records of the same
3. Help schedule parent-teacher conferences with teachers and help coordinate them with other schools
4. Exercise administrative authority and perform such tasks as may be delegated by the building principal
5. Make necessary administrative decisions in the absence of the building principal
6. Keep immediate supervisor informed of activities and issues that may arise
7. Attend faculty meetings as required
8. Assume responsibility for his or her continuing professional growth and development by attendance at inservice or trainings
9. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
10. Seek assistance should emergencies arise
11. Represent the school district in a positive manner
12. Know and follow school district policy and chain of command
13. Perform other duties as assigned

### **EVALUATION**

Performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

**TITLE: DEARY SCHOOL SECRETARY / OFFICE ASSISTANT**

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**TERMS OF EMPLOYMENT**

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:       I.C. § 33-512                   Governance of Schools  
                              I.C. § 33-1210               Information on Past Job Performance

# 5 – Maintenance & Transportation

## TITLE: TRANSPORTATION SUPERVISOR

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### QUALIFICATIONS

1. High school diploma or General Education Degree
2. Hold a class B Commercial Driver's License with passenger endorsement
3. Meet the physical examination standards required by federal and state law, administrative rules, or Board policy
4. Is twenty-one years of age or older
5. Previous school transportation and supervisory experience preferred
6. Able to coordinate and conduct driver trainings
7. Skills in personnel management, route scheduling, gas and/or diesel vehicle repair, fleet maintenance, and cost containment, and bookkeeping
8. Minimum safe driving experience as determined by the Board
9. Pass a pre-employment drug test and random drug tests while employed
10. Must not be addicted to the use of intoxicants or narcotics
11. Have an excellent driving record
12. Ability to pass CPR and first aid courses
13. Knowledge of bus passenger safety and effective discipline procedures
14. Knowledge of federal and state law, administrative rules, and Board policy pertaining to transportation and safety regulations and Knowledge pertaining to safety busing
15. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repair
16. Knowledgeable of general upkeep of equipment for student safety
17. Able to maintain passenger discipline to ensure their safety and wellbeing and to protect against vandalism
18. Works well with students, staff, and parents
19. Ability to work with and supervise School Bus Drivers
20. Awareness of and commitment to proper bus maintenance
21. Able to sit and occasionally required to walk or stand
22. Able to grasp tools and occasionally lift or move up the seventy-five pounds
23. Excellent interpersonal and communications skills
24. Excellent organizational skills
25. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Superintendent

### JOB SUMMARY

To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Personnel Management

1. Be responsible for the safe and efficient operation of the school transportation program
2. Recruit, supervise, and evaluate all transportation personnel, and make recommendations regarding their employment, promotion and release
3. Arrange for substitute school bus drivers, and act in this capacity when no other substitutes are available

## **TITLE: TRANSPORTATION SUPERVISOR**

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4. Act as a liaison with drivers and parents for complaints and special requests
5. Respond to transportation inquiries by the public and handle all complaints
6. Investigate complaints of inappropriate behavior by transportation staff while on duty and preserve evidence in order to have fair inquiries and prompt resolution of complaints
7. Develop and implement a program of pre-service and regularly scheduled in-service training of bus drivers and substitute drivers
8. Develop and train bus drivers in a program that will investigate and report accidents involving school buses
9. Maintain a detailed log of transportation complaints, incidents, and problem situations to record the investigation and resolution of these problems and to identify recurrent patterns of problem situations

### Bus Maintenance

1. Perform repairs to district vehicles and equipment to his or her capability
2. Maintain safety standards in conformance with federal and state law, administrative rules, and Board policy and develop a program of preventative safety
3. Schedule emergency evacuation drills cooperatively with building principals at all schools
4. Establish standards of bus cleanliness that are acceptable and achievable with the resources available
5. Inspect all school buses on a regular basis to determine that high standards of operability, cleanliness, safety, and security are maintained
6. Schedule district vehicles for regular maintenance and safety inspections, and in accordance with state guidelines
7. Avoid oil spills or other pollution, and maintain a clean work area
8. Organize work, equipment, and supplies to attain an efficient, safe, and healthy environment
9. Advise the Superintendent on road hazards for decisions on school closing during inclement weather

### Routes and Services

1. Prepare and update all bus routes and bus schedules
2. Determine bus stops and pickup times, and ensures compliance with bus capacity limitations
3. Meet the needs of the daily instructional program, field trips, and extracurricular activities
4. Coordinate bus activity trips with principals, teachers, and the athletics and activities director
5. Inform the Superintendent immediately when changes of routes occur and are required to be adopted by the Board of Trustees
6. Arrange for the transportation of pupils with disabilities as determined by the child study team
7. Evaluate methods for transporting students attending a special education or vocational school outside the district and nonpublic school students
8. Coordinate authorized transportation services for community groups in accordance with Board policy

## **TITLE: TRANSPORTATION SUPERVISOR**

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### Finances, Reports, and Records

1. Prepare and administer the transportation budget
2. Conduct an annual cost analysis of the transportation operation
3. Recommend the purchase of necessary equipment and supplies, and maintain an inventory of them
4. Prepare purchase orders according to district policy and purchase equipment, supplies, and mechanical needs within district budget limitations
5. Recommend the purchase of new vehicles, and assist in the preparation of bid specifications for them
6. Work with the business manager to formulate specifications for transportation contracts with private vendors as necessary
7. Develop recommendations for future personnel needs
8. Immediately report any theft or misappropriation of supplies to the clerk of the Board/business manager
9. Provide updates and timely notice to the clerk to the Board/business manager when existing funds, supplies, and equipment will be insufficient for the current fiscal year
10. Assist in collecting, maintaining, and submitting data and reports required by the federal and state law, administrative rules, and Board policy
11. Maintain an individual and permanent file on each Boardowned vehicle as required by federal and state law, administrative rules, and Board policy and make the files available for inspection upon request

### Other Duties

1. Take an active role in solving discipline problems occurring on school buses
2. Administer a transportation program in accordance with federal and state law, administrative rules, and Board policy
3. Know and follow Board policy and the chain of command
4. Keep immediate supervisor informed of activities and problems
5. Assume responsibility for his or her continuing professional growth and development through attending meetings and trade exhibits
6. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

### **EVALUATION**

Performance of this position will be evaluated annually by the Superintendent in conformance with federal and state law, administrative rules, and Board policy.

## TITLE: TRANSPORTATION SUPERVISOR

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### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

## TITLE: SCHOOL BUS DRIVER

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### QUALIFICATIONS

1. High school diploma or General Education Degree
2. Hold a class B Commercial Driver's License with passenger endorsement
3. Meet the physical examination standards of the federal and state law, administrative rules, and Board policy
4. Is twenty-one years of age or older
5. Minimum safe driving experience as determined by the Board
6. Pass a pre-employment drug test and random drug tests while employed
7. Must not be addicted to the use of intoxicants or narcotics
8. Have an excellent driving record
9. Ability to pass CPR and first aid courses
10. Knowledge of bus passenger safety and effective discipline procedures
11. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs
12. Able to maintain passenger discipline to ensure their safety and wellbeing and to protect against vandalism
13. Works well with students, staff, and parents
14. Awareness of and commitment to proper bus maintenance
15. Able to sit and occasionally required to walk or stand
16. Able to grasp tools and occasionally lift or move up the seventy-five pounds
17. Excellent interpersonal and communications skills
18. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Transportation Supervisor

### JOB SUMMARY

To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Maintenance and Driving

1. Perform the prescribed pre-trip inspection prior to each trip
2. Notify the transportation supervisor in writing, using approved forms when applicable, of any mechanical malfunctions, safety hazards, or necessary repairs
3. Maintain the cleanliness of the interior and exterior of the bus, paying particular attention to windshields and mirrors
4. Refuel the vehicle
5. Perform light maintenance, such as checking and replacing water, antifreeze, and oil; adding air to the tires; and replacing burned out bulbs as necessary
6. Adhere to established routes, designated bus stops, and the assigned schedule
7. Obey all federal and state law, administrative rules, and Board policy pertaining to traffic regulations and school bus safety
8. Stop at all railroad crossings and check visually and aurally that it is safe to cross before proceeding

## **TITLE: SCHOOL BUS DRIVER**

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9. Report all bus accidents to local school authorities, and reports all accidents and pupil injuries immediately to the building principal and transportation supervisor, and complete required reports
10. If ticketed as a result of an accident or traffic stop by police, pay any fines and court costs and attend any driving safety classes ordered by a judge
11. Refrain from using cell phones while the bus is turned on or in gear, either to receive calls or to make calls
12. Report all information necessary for vehicles violating the "Stop Arm Law"
13. Attend any required training and demonstrate driving proficiency

### Interacting with Students

1. Transport only authorized pupils and ensure that all students have left the bus at the end of the route
2. Abide by all federal and state law, administrative rules, and Board policy when loading and unloading passengers
3. Unload passengers seat by seat
4. Maintain discipline on the bus and write up students that violate rules
5. Require all students to remain seated when bus is in motion
6. Do not allow students to consume soda, food, or gum on the bus
7. Participate in emergency evacuation drills in accordance with federal and state law, administrative rules, and Board policy and instruct passengers regarding safety regulations and other bus rules

### Other Duties

1. Maintain records as assigned by the transportation supervisor
2. Abide by all federal and state law, administrative rules, and Board policy
3. Know and follow school district policy and the chain of command
4. Interact with students, parents, staff, and others in a positive manner
5. Keep immediate supervisor informed of activities and issues that may arise
6. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservice
7. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Know and follow school district policy and chain of command
11. Perform other duties as assigned

### **EVALUATION**

Performance of this position will be evaluated annually by the transportation supervisor in conformance with district policy and Idaho law and administrative rules.

**TITLE: SCHOOL BUS DRIVER**

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**TERMS OF EMPLOYMENT**

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.004.02	Standards for Idaho School Buses and Operations

## TITLE: MAINTENANCE AND GROUNDS SUPERVISOR

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### QUALIFICATIONS

1. High school diploma or General Education Degree (GED)
2. Has a driver's license and excellent driving record
3. Relevant training preferred
4. Minimum experience in maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials, electrical, and plumbing and direct supervision of maintenance personnel, or an equivalent mix of maintenance and custodial experience of large corporate facilities including school maintenance experience preferred
5. Is familiar with material safety data sheets and asbestos abatement documents
6. Ability to respond to a wide variety of institutional situations and emergencies at any time, including fire alarms, sprinkler activation, heat, access, elevator, transportation, refrigeration, and safety problems that arise
7. Knowledge of building codes, federal and state law, administrative rules, and Board policy pertaining to fire, workplace safety, and the environment
8. Supervisory ability
9. Ability to perform long periods of standing; walking; climbing; bending; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
10. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
11. Have a working knowledge of budget procedures and the ability to provide cost estimates for necessary upkeep, and to work within specific budget guidelines
12. Self-motivated
13. Works well under pressure and deadlines
14. Works well with students, staff, and the community
15. Excellent interpersonal, communication, and organizational skills
16. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Superintendent

### JOB SUMMARY

To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment. To maintain the physical grounds in an excellent condition so that full use of grounds are available at all times and are aesthetically pleasing to staff and the general public.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Supervisory Duties

1. Schedule daily tasks, supervise the work of the custodians, and participate in daily cleaning of facilities
2. Participate in the assignment and scheduling of the custodial staff

## **TITLE: MAINTENANCE AND GROUNDS SUPERVISOR**

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3. Assist in interviewing, screening, and recommending for hire, promotion, or termination of custodians
4. Help new employees learn rules, procedures, and duties; and provide hands-on training
5. Monitor the time records of custodians working during the day, certify them for salary payment, and turn time sheets in at the district office
6. Evaluate the performance of custodians in accordance with Board guidelines, the Superintendent's instructions, and any contract requirements
7. Communicate information and needed repairs to night shift staff for further follow up or repair
8. Work with the building principals in establishing guidelines for the division of responsibility for minor in-school repairs and emergency repairs
9. If the Board adopts a dress code or uniforms for custodians, ensure that custodians conform to the dress code
10. Periodically inform the Board of opportunities to improve the policy on uniforms

### Finances & Inventory

1. Assist in the formulation of the maintenance and janitorial budgets
2. Authorize all expenditures from these budget categories throughout the year
3. Select the supplies, tools, equipment, and fuel to be used and maintain an appropriate inventory of them
4. Purchase in accordance with budgetary limitations and district policies
5. Supervise and oversee the improvement and renovation work performed by both in-house personnel and outside contractors, verifying that terms of all such contracts have been fulfilled before recommending final payment
6. Check invoices and prepare purchase orders monthly so bills will be paid on time

### Maintenance Emergencies and Safety

1. Respond to emergencies such as lock problems, core changes, elevator malfunctions, floods, sewage back-ups, and urgent cleanup of substances such as bodily fluids or broken glass
2. Use a cell-phone or two-way radio to communicate with other staff and emergency personnel to provide information regarding the incident
3. Call in and assist maintenance experts, such as plumbers, roofers, etc., during emergency situations
4. Remain on school premises during working hours unless specific tasks off-campus
5. Be on-call and available for maintenance emergencies
6. Ensure that all federal and state law, administrative rules, and Board policy pertaining to plant maintenance and operation, fire, safety, and the environment are followed
7. Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris
8. Assist in updating safety and security plans and procedures for drilling, managing and responding to school emergencies
9. Act as the designated safety person for the district, and be responsible for all safety inspections for buildings according to local, state, and federal guidelines
10. Coordinate with local emergency responders during safety drills

## **TITLE: MAINTENANCE AND GROUNDS SUPERVISOR**

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### Other Building Maintenance

1. Be responsible for the opening and closing of the school each day
2. Check regularly to ensure that all exit doors and panic devices are working properly
3. Operate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity
4. Examine school buildings on a regular basis for necessary repairs and maintenance
5. Confer with the building principal regarding necessary repairs
6. Conduct periodic inspections and tests of all electrical installations in the school to ensure their safe condition
7. Conduct an ongoing program of general and preventative maintenance, upkeep, and repair, making minor repairs and arranging for specialists to attend to major repair needs, unsafe situation, vandalism, or other damage to school property as needed
8. Arrange for and supervise maintenance work such as electrical, roofing, plumbing, fencing, asphalt, concrete, ceilings, and other work too extensive to personally complete
9. Estimate the cost of repair projects in terms of labor, material, and overhead
10. Move furniture or equipment within the building as required for various activities and as needed
11. Complete job orders as assigned
12. Plan and oversee all maintenance and repair work in the building
13. Establish and recommend priorities on repair projects
14. Identify maintenance problems, and troubleshoot or diagnose a problem and determine root causes and corrective action
15. Perform minor emergency repairs

### Grounds Maintenance

1. Keep buildings and premises, including sidewalks, roof drains, driveways, and play areas neat and clean at all times
2. Develop schedules for routine grounds activities, as well as short and long range plans for construction, landscaping, and major repairs to or replacement of grounds equipment, and assist with such activities as necessary
3. Trim, mow, water, weed, and fertilize all planted areas as necessary
4. Ensure that sport fields are mowed for athletic events
5. Be responsible for all safety inspections to school grounds according to local, state, and federal guidelines
6. Maintain tools and equipment and guard against breakage, loss, and theft
7. Operate all maintenance vehicles in a safe and lawful manner
8. Be responsible for monitoring fuel and water systems according to state requirements

### Other Duties

1. Remain on school premises for entire shift unless required to leave for work-related errands or meetings
2. May be required to wear a standard uniform selected by the district for security purposes
3. Plan for, review, and monitor all district capital projects
4. Work with the Board's architectural and or engineering firms on capital projects and district initiatives
5. Apply for permits before beginning work that requires permitting and inspection by a

## TITLE: MAINTENANCE AND GROUNDS SUPERVISOR

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- licensed code official
6. Maintain records to allow the Board to remain informed about the number and status of maintenance and repair projects being done pursuant to permits
  7. Assist the business administrator with preparation and implementation of the Long Range Facilities Plan
  8. Maintain and prepare work related records and reports as directed
  9. Assist with the set-up and coordination of school and public use of facilities
  10. Attend appropriate Board committee and other meetings
  11. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservice
  12. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
  13. Keep immediate supervisor informed of activities and any issues that may arise
  14. Represent the school district in a positive manner
  15. Know and follow school district policy and chain of command
  16. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the Superintendent and building principal(s) in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

## TITLE: BOVILL CUSTODIAN

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### QUALIFICATIONS

1. High school diploma or General Education Degree
2. Minimum experience as determined by the Board in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials
3. Familiar with material safety data sheets and asbestos abatement documents
4. Ability to perform long periods of standing; walking; climbing; bending; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
5. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
6. Ability and willingness to do general cleaning and minor repairs
7. Self-motivated
8. Works well under pressure and deadlines
9. Works well with students and staff
10. Excellent interpersonal, communication, and organizational skills
11. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO  
Maintenance/Grounds Supervisor and Building Principal

### JOB SUMMARY

To provide students and staff with a safe, clean, and comfortable school environment.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Facilities Cleanliness & Maintenance

1. Each day, determine, before leaving, that all doors and windows are secured, and all appropriate lights are turned off
2. Clean classrooms, offices, the library, and the faculty room daily including dust mopping, vacuuming, dusting, and emptying waste baskets in these areas
3. Clean corridors after each school day, and during the day when their condition requires it
4. Clean and sanitize bathroom and locker room fixtures and floors daily, and replenish paper and soap supplies as needed
5. Clean and sanitize all fixtures including telephones, door handles, and drinking fountains daily
6. Clean the cafeteria dining areas after use
7. Clean all windows on both the inside and outside as scheduled
8. Identify maintenance problems and report larger problems to the appropriate person in a timely manner
9. Move furniture or equipment within the building as required for activities as directed
10. Keep maintenance closets in a clean and tidy condition
11. Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers

## TITLE: BOVILL CUSTODIAN

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### Other Duties

1. Communicate information and needed repairs to the Maintenance Supervisor
2. Obey all federal and state law, administrative rules, and Board policy pertaining to plant operation, fire, safety, and environment
3. Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris
4. Maintain and prepare work related records and reports as directed
5. Inform the maintenance and grounds supervisor or night shift head custodian of replacements in advance of need
6. Keep maintenance closets in a clean and tidy condition
7. May be required to wear a standard uniform selected by the district for security purposes
8. Remain on school premises for entire shift
9. Keep an inventory of supplies and equipment and inform the maintenance and grounds supervisor or night shift head custodian of replacements in advance of need
10. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservice
11. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
12. Seek assistance should emergencies arise
13. Represent the school district in a positive manner
14. Know and follow school district policy and chain of command
15. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the maintenance and grounds supervisor and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

## TITLE: DEARY LEAD CUSTODIAN

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### QUALIFICATIONS

1. High school diploma or General Education Degree
2. Valid driver's license and excellent driving record
3. Minimum experience as determined by the Board in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials
4. Familiar with material safety data sheets and asbestos abatement documents
5. Ability to respond to a wide variety of institutional situations and emergencies at any time, including fire alarms, sprinkler activation, heat, plumbing, electrical, access, elevator, transportation, refrigeration and safety problems that arise
6. Knowledge of federal and state law, administrative rules, and Board policy pertaining to fire and safety
7. Supervisory ability
8. Ability to perform long periods of standing; walking; climbing; bending; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
9. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
10. Ability and willingness to do general cleaning and minor repairs
11. Self-motivated
12. Works well under pressure and deadlines
13. Works well with students and staff
14. Excellent interpersonal, communication, and organizational skills
15. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Maintenance/Grounds Supervisor and Building Principal

### JOB SUMMARY

To oversee the custodial operations of school facilities and ensure a safe, clean, and comfortable school environment. To carry out administrative tasks required to maintain and operate the plant to the required standards.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Maintenance Emergencies

1. Respond to emergencies such as lock problems, floods, sewage back-ups, and urgent cleanup of substances such as bodily fluids or broken glass
2. Use a cell-phone or two-way radio to communicate with other staff and emergency personnel to provide information regarding the incident
3. Call in and assist maintenance experts, such as plumbers, roofers, etc., during emergency situations
4. Communicate information and needed repairs to the Maintenance Supervisor for further follow up or repair

## **TITLE: DEARY LEAD CUSTODIAN**

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### Inspecting Facilities and Readyng them for Use

1. Provide service during scheduled hours
2. Each day, determine, before leaving, that all doors and windows are secured, and all appropriate lights are turned off
3. Conduct an ongoing program of general and preventative maintenance, upkeep, and repair, making minor repairs and reporting major repair needs, unsafe situation, vandalism, or other damage to school property promptly to the Maintenance Supervisor
4. Move furniture or equipment within the building as required for various activities as directed
5. Complete job orders as assigned

### Other Building Maintenance

1. Clean classrooms, offices, the library, and the faculty room daily including dust mopping, vacuuming, dusting, and emptying waste baskets in these areas
2. Clean corridors after each school day
3. Clean and sanitize bathroom and locker room fixtures and floors daily, and replenish paper and soap supplies as needed
4. Clean and sanitize all fixtures including telephones, door handles, and drinking fountains daily
5. Clean cafeteria dining areas
6. Clean windows on both the inside and outside as scheduled
7. Take out trash and recyclables
8. Identify maintenance problems, troubleshoot or diagnose a problem, and determine the root cause and corrective action
9. Perform minor emergency repairs
10. Keep maintenance closets in a clean and tidy condition
11. Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers

### Other Duties

1. Obey all building codes, federal and state law, administrative rules, and Board policy pertaining to plant operation and fire, safety, and the environment
2. Comply with all federal and state law, administrative rules, and Board policy for the storage and disposal of recyclables, trash, waste, and debris
3. Maintain and prepare work related records and reports as directed
4. Keep an inventory of supplies and equipment and inform the maintenance and grounds supervisor of replacements in advance of need
5. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservice
6. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
7. Seek assistance as needed should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

**TITLE: DEARY LEAD CUSTODIAN**

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**EVALUATION**

Performance of this position will be evaluated annually by the maintenance/grounds supervisor and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

**TERMS OF EMPLOYMENT**

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

## **TITLE: DEARY ASSISTANT CUSTODIAN**

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### **QUALIFICATIONS**

1. High school diploma or General Education Degree
2. Minimum experience as determined by the Board in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials
3. Familiar with material safety data sheets and asbestos abatement documents
4. Ability to perform long periods of standing; walking; climbing; bending; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
5. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
6. Ability and willingness to do general cleaning and minor repairs
7. Self-motivated
8. Works well under pressure and deadlines
9. Works well with students and staff
10. Excellent interpersonal, communication, and organizational skills
11. Maintain confidentiality of staff and students

**PRIMARY RESPONSIBILITY TO**  
Lead Custodian and Maintenance/Grounds Supervisor

### **JOB SUMMARY**

To provide students and staff with a safe, clean, and comfortable school environment.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Facilities Cleanliness

1. Each day, determine, before leaving, that all doors and windows are secured, and all appropriate lights are turned off
2. Clean classrooms, offices, the library, and the faculty room daily including dust mopping, vacuuming, dusting, and emptying waste baskets in delegated areas
3. Clean corridors after each school day, and during the day when their condition requires it
4. Clean and sanitize bathroom and locker room fixtures and floors daily, and replenish paper and soap supplies as needed
5. Clean and sanitize all fixtures including telephones, door handles, and drinking fountains daily
6. Clean the cafeteria dining areas after use
7. Clean all windows on both the inside and outside as scheduled
8. Identify maintenance problems and report larger problems to the appropriate person in a timely manner
9. Move furniture or equipment within the building as required for activities as directed
10. Keep maintenance closets in a clean and tidy condition
11. Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers

## TITLE: DEARY ASSISTANT CUSTODIAN

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### Other Duties

1. Communicate information and needed repairs to the Lead Custodian and/or the Maintenance/Grounds Supervisor
2. Obey all federal and state law, administrative rules, and Board policy pertaining to plant operation, fire, safety, and environment
3. Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris
4. Maintain and prepare work related records and reports as directed
5. Inform the Lead Custodian and/or the Maintenance/Grounds Supervisor of replacements in advance of need
6. Keep maintenance closets in a clean and tidy condition
7. May be required to wear a standard uniform selected by the district for security purposes
8. Remain on school premises for entire shift
9. Keep an inventory of supplies and equipment and inform the Lead Custodian and/or the Maintenance/Grounds Supervisor of replacements in advance of need
10. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservice
11. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
12. Seek assistance should emergencies arise
13. Represent the school district in a positive manner
14. Know and follow school district policy and chain of command
15. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the maintenance and grounds supervisor and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

## TITLE: ASSISTANT MAINTENANCE/GROUNDS/CUSTODIAL

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### QUALIFICATIONS

1. High school diploma or General Education Degree
2. Minimum experience as determined by the Board in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials
3. Familiar with material safety data sheets and asbestos abatement documents
4. Ability to perform long periods of standing; walking; climbing; bending; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
5. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
6. Ability and willingness to do general cleaning and minor repairs
7. Self-motivated
8. Works well under pressure and deadlines
9. Works well with students and staff
10. Excellent interpersonal, communication, and organizational skills
11. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Maintenance/Grounds Supervisor and Lead Custodian

### JOB SUMMARY

To provide students and staff with a safe, clean, and comfortable school environment. To assist with maintaining safe and clean grounds and facilities.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Facilities Cleanliness

1. Each day, determine, before leaving, that all doors and windows are secured, and all appropriate lights are turned off
2. Clean classrooms, offices, the library, and the faculty room daily including dust mopping, vacuuming, dusting, and emptying waste baskets in delegated areas
3. Clean corridors after each school day, and during the day when their condition requires it
4. Clean and sanitize bathroom and locker room fixtures and floors daily, and replenish paper and soap supplies as needed
5. Clean and sanitize all fixtures including telephones, door handles, and drinking fountains daily
6. Clean the cafeteria dining areas after use
7. Clean all windows on both the inside and outside as scheduled
8. Identify maintenance problems and report larger problems to the appropriate person in a timely manner
9. Move furniture or equipment within the building as required for activities as directed
10. Keep maintenance closets in a clean and tidy condition

## **TITLE: ASSISTANT MAINTENANCE/GROUNDS/CUSTODIAL**

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11. Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers

### Maintenance & Grounds Keeping

1. Assist with ongoing general and preventative maintenance, upkeep, and minor repair as requested
2. Upon direction from the Maintenance/Grounds Supervisor, shovel snow from sidewalks and entryways as needed
3. Assist with movement of furniture or equipment within the building as required for various activities and/or as needed
4. Trim, mow, water, weed, and fertilize all planted areas as directed by the Maintenance/Grounds Supervisor
5. Be on-call and available for maintenance emergencies

### Other Duties

1. Communicate information and needed repairs to the Lead Custodian and/or the Maintenance/Grounds Supervisor
2. Obey all federal and state law, administrative rules, and Board policy pertaining to plant operation, fire, safety, and environment
3. Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris
4. Maintain and prepare work related records and reports as directed
5. Inform the Lead Custodian and/or the Maintenance/Grounds Supervisor of replacements in advance of need
6. Keep maintenance closets in a clean and tidy condition
7. May be required to wear a standard uniform selected by the district for security purposes
8. Keep an inventory of supplies and equipment and inform the Lead Custodian and/or the Maintenance/Grounds Supervisor of replacements in advance of need
9. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservice
10. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
11. Seek assistance should emergencies arise
12. Represent the school district in a positive manner
13. Know and follow school district policy and chain of command
14. Perform other duties as assigned

### **EVALUATION**

Performance of this position will be evaluated annually by the Maintenance/Grounds Supervisor and/or building principal(s) in conformance with federal and state law, administrative rules, and Board policy.

**TITLE: ASSISTANT MAINTENANCE/GROUNDS/CUSTODIAL**

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**TERMS OF EMPLOYMENT**

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

## 6 – Technology

## TITLE: INFORMATION TECHNOLOGY DIRECTOR

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### QUALIFICATIONS

1. Formal training or relevant experience in providing computing support in an educational environment
2. General knowledge of operating systems, software, and hardware used by the district preferred
3. Working knowledge of TCP/IP protocol in networking environments, related experience preferred
4. Able to understand and utilize binary
5. Able to read and comprehend technical instructions and information
6. Able to write simple correspondence as well as technical correspondence
7. Able to write grants and utilize e-rate
8. Knowledge of current information technology practices and applications to meet customer support requirements
9. Able to perform maintenance and repairs, and to troubleshoot hardware and software
10. Able to facilitate the effective utilization of technology equipment, applications, on-line services, and technology resources
11. Able to deal effectively with people who have varying degrees of knowledge about computers
12. Ability to effectively communicate verbally in one-on-one, small groups, and large group situations
13. Able to lift and carry up to forty-five pounds
14. Strong background in problem solving skills
15. Excellent organizational and problem-solving skills
16. Able to work under deadlines
17. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Superintendent

### JOB SUMMARY

To provide leadership in the development, implementation, and coordination of the district's technology plan. To enhance instruction through the use of technology across the curriculum, and to promote efficiency in the schools through the use of technology.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Assisting Staff with Technology

1. Provide technology resources to teachers, students, and a variety of non-instructional processes such as personnel records, accounting, student records, library acquisitions and circulating, purchasing, and inventory management
2. Identify and provide for technology-related teacher training, including basic computer skills, use of network, and educational uses of technology
3. Answer technology-related inquiries in person, over the phone, or e-mail
4. Give clear instructions, and explain technology problems in non-technical terms

## **TITLE: INFORMATION TECHNOLOGY DIRECTOR**

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5. Work with building principals, department heads, and teachers in developing the district's technology program to meet the Idaho Core Standards and achieve district educational goals and objectives
6. Help identify and provide for technology-related teacher training, including basic computer skills, use of network, and educational uses of technology
7. Support ongoing Five-Year Technology Plan development, implementation, and evaluation

### Equipment and Networks

1. Assist in short and long range planning of resource requirements
2. Oversee procedures for technology-related budgeting
3. Study, evaluate, and, as appropriate, coordinate with the Superintendent the adoption of new technology instruction materials, methods, programs, and the purchase of computer hardware, software, and other instructional technology tools.
4. Install, modify, upgrade, and repair all technological devices, both hardware and software, including contacting appropriate service contractor when applicable as well as repairing and replacing defective mechanical or electrical parts
5. Observe and identify current or potential problems within technological systems
6. Repair hardware and software and recommend solutions to technical problems
7. Keep electronic records on equipment, including inventories and maintenance records, system usage, and repair parts
8. Recommend system modifications and necessary user training to extend the life of existing systems
9. Administer the district's networks, plan for network extension, and implement and maintain an operational network
10. Administer the network user population, adding, maintaining, and restricting user accounts as needed, and monitor network usage
11. Administer access to the internet
12. Reduce risk of exposure to offensive material, and monitor and filter access to the internet to appropriate sites
13. Maintain and upgrade users' access to the internet
14. Administer district email accounts
15. Add or upgrade user information as necessary, monitor account usage, and maintain e-mail connection to the internet

### Other Duties

1. Identify, write, and manage technology grants and e-rate
2. Provide leadership in the development of district policies related to the use of instructional technology, computer software, and online services
3. Keep immediate supervisor informed of activities and any issues that may arise
4. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations (i.e. IETA), enrollment in advanced courses, and by reading professional journals and other publications
5. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education

## TITLE: INFORMATION TECHNOLOGY DIRECTOR

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6. Seek assistance should emergencies arise
7. Represent the school district in a positive manner
8. Know and follow school district policy and chain of command
9. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the Superintendent in conformance with district policy and IDAPA 08.02.02.120.

### TERMS OF EMPLOYMENT

Renewable employment contract

### NOTE

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Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

## 7 – Food Services

## **TITLE: FOOD SERVICE SUPERVISOR**

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### **QUALIFICATIONS**

1. High school diploma or General Education Degree
2. Training in business, administration, food services management, or a related field
3. Food Manager Certificate
4. Minimum experience in menu planning, food purchasing, and cafeteria food service as determined by the Board
5. Previous supervisory experience preferred
6. Demonstrated knowledge of principles of nutrition, food preparation, health and safety federal and state law, administrative rules, and Board policy governing school food services programs
7. Ability to effectively market the food services program to students, staff, and community, and manage the financial aspects of the program
8. Ability to plan own work schedule and to direct and supervise others
9. Ability to perform simple bookkeeping and inventory procedures
10. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees
11. Strong background in budget management
12. Knowledgeable about word processing, databases, spreadsheets, and reports
13. Work well with students and staff
14. Excellent organizational skills
15. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO Superintendent**

### **JOB SUMMARY**

To provide leadership in developing and maintenance of the District's food services program. To prepare and serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines. To coordinate the work of the school kitchen and cafeteria.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Supervision of Food Preparation and Personnel

1. Assume responsibility for the operation of the District's food services program in accordance with Board policies and local, state, and federal requirements
2. Plan and supervise the preparation and serving of menus at all schools and special meals required for district-sponsored events
3. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment
4. Conduct frequent inspections of all school kitchens and cafeterias to ensure that high standards of nutrition, cleanliness, health, and safety are maintained; and make recommendations for improvement
5. Develop and implement standards for food storage and meal preparation and service, including health and safety practices, standardized recipes and menus, portion control system, and prices charged for meals and other food items

## **TITLE: FOOD SERVICE SUPERVISOR**

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6. Determine personnel needs
7. Interview and recommend the appointment of all food service employees
8. Supervise, observe, and evaluate the performance of all food service personnel
9. Establish standards for the professional development of food service personnel
10. Arrange for relevant in-service training, including nutrition, food storage and preparation, sanitation and safety, and equipment use and care

### Administration and Budget

1. Prepare and administer the department's budget, and establish financial goals and objectives for the food service program
2. Maintain cafeteria accounting procedures in accordance with federal and state law, administrative rules, and Board policy
3. Coordinate the audit of cafeteria accounts with the Board's auditor
4. Oversee the purchasing and maintenance of an inventory of all foods, supplies, and equipment
5. Be responsible for the transport and distribution of government commodities
6. Check all bills and purchase orders for accuracy before presenting them to the Business Manager for payment
7. Conduct the required annual survey to determine eligibility for free and reduced price meals and free milk
8. Verify applications and keep an accurate record of all free and reduced lunches
9. Process all applications, records, and reports required under federal and state law, administrative rules, and Board policy or assigned by the Superintendent
10. Evaluate the food services program

### Kitchen and Food Operations

1. Prepare daily school meals on time and according to a planned menu and to standards set forth by the appropriate state and federal agencies and the District's food service department
2. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria
3. Prepare food according to a planned menu and tested, uniform recipes and determine if the finished product is of high quality both in flavor and appearance before it is served
4. Consult with the school nurse regarding special dietary needs and serious food allergies of students and staff
5. Be responsible for the proper storage of all food items, keeping frozen and refrigerated items at the required temperatures
6. Determine the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements
7. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment
8. Supervise and assist in the serving of food
9. Supervise the daily cleaning of all kitchen equipment, dishes, utensils, and tables
10. Cooperate with Building Principals and custodians in maintaining healthful and sanitary conditions of the food preparation, storage, serving, and dining areas
11. Oversee the locking of the storeroom and the maintaining of correct inventories
12. Keep daily records of what is used

## TITLE: FOOD SERVICE SUPERVISOR

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13. Requisition food stuffs and verify receipt of food shipments
14. Assume responsibility for the security of food and supplies

### Other Duties

1. Keep the administration and the Board informed of the food services operation and make recommendations for changes in programs, procedures, facilities, and equipment that would improve quality and efficiency
2. Report immediately any problem or accident occurring in the kitchen or the cafeteria area to the Superintendent
3. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservice
4. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the Superintendent in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

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Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

## TITLE: ASSISTANT COOK

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### QUALIFICATIONS

1. High school diploma or General Education Degree
2. Previous experience in large-scale food service preferred
3. Knowledge of the principles of food management, nutrition, sanitation, and applicable federal and state law, administrative rules, and Board policy
4. General knowledge of the best methods of preparing and cooking food in large quantities and ability to adjust recipes to the quantity required
5. Ability to stand and walk for most of the day, carry hot pans, push carts, stoop and reach for heavy items
6. A general understanding of Material Safety Data Sheets
7. Excellent interpersonal and communication skills
8. Self-motivated
9. Works well with students and staff
10. Excellent organizational skills
11. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Lead Cook and Food Service Supervisor

### JOB SUMMARY

To assist the cook in preparing and serving students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Kitchen and Food Operations

1. Help prepare daily school meals on time and according to a planned menu and to standards set forth by the appropriate state and federal agencies and the District's food service department
2. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria
3. Prepare food according to a planned menu and tested, uniform recipes and determine if the finished product is of high quality both in flavor and appearance before it is served
4. Assist in the proper storage of all food items, keeping frozen and refrigerated items at the required temperatures
5. Help determine the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements as requested
6. Assist in the serving of food, and be responsible of replenishing the supply of foods during serving periods
7. Assist in the daily clean-up of the kitchen and service areas
8. Keep the refrigerators and storerooms clean
9. Help process all delivery receipts, bank deposits, payrolls, and daily sales records as directed
10. Assist in ordering necessary supplies
11. Report to the lead cook any faulty or inferior quality food that is received
12. Assist in maintaining storeroom inventory by helping to check in shipments and order supplies as needed

## TITLE: ASSISTANT COOK

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13. Assist in the disposal of unused food
14. Assist in requisitioning food stuffs and verifying receipt of food shipments
15. Report immediately to the building principal any problem or accident occurring in the kitchen or cafeteria area
16. Maintain friendly relations with other school staff and with lunchroom customers
17. Prepare all reports as directed by the Food Service Supervisor
18. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservice
19. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
20. Seek assistance should emergencies arise
21. Represent the school district in a positive manner
22. Know and follow school district policy and chain of command
23. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the lead cook and/or food service supervisor in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

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Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

## TITLE: BOVILL LEAD COOK

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### QUALIFICATIONS

1. High school diploma or General Education Degree
2. Minimum experience in cafeteria food service as determined by the Board
3. Experience with bookkeeping/budgeting procedures preferred
4. Knowledge of the principles of food management, nutrition, sanitation, and applicable federal and state law, administrative rules, and Board policy
5. General knowledge of the best methods of preparing and cooking food in large quantities and ability to adjust recipes to the quantity required
6. Ability to plan own work schedule and to direct and supervise others
7. Ability to perform simple bookkeeping and inventory procedures
8. Ability to stand and walk for most of the day, carry hot pans, push carts, stoop, and reach for heavy items
9. A general understanding of Material Safety Data Sheets
10. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees
11. Work well with students and staff
12. Excellent organizational skills
13. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Food Service Supervisor and Building Principal

### JOB SUMMARY

To prepare and serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines. To coordinate the work of the school kitchen and cafeteria.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Kitchen and Food Operations

1. Prepare daily school meals on time and according to a planned menu and to standards set forth by the appropriate state and federal agencies and the District's food service department
2. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria
3. Prepare food according to a planned menu and tested, uniform recipes and determine if the finished product is of high quality both in flavor and appearance before it is served
4. Consult with the school nurse regarding special dietary needs and serious food allergies of students and staff
5. Be responsible for the proper storage of all food items, keeping frozen and refrigerated items at the required temperatures
6. Determine the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements
7. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment
8. Supervise and assist in the serving of food
9. Supervise the daily cleaning of all kitchen equipment, dishes, utensils, and tables

## TITLE: BOVILL LEAD COOK

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10. Cooperate with Building Principals and custodians in maintaining healthful and sanitary conditions of the food preparation, storage, serving, and dining areas

### Financial and Inventory Responsibilities

1. Report to the food service supervisor any faulty or inferior quality food that is received
2. Oversee the locking of the storeroom and the maintaining of correct inventories
3. Keep daily records of what is used
4. Requisition food stuffs and verify receipt of food shipments
5. Assume responsibility for the security of food and supplies

### Other Duties

1. Report immediately to the building principal any problem or accident occurring in the kitchen or cafeteria area
2. Maintain friendly relations with other school staff and with lunchroom customers
3. Confer with the food service supervisor regarding any personnel problems and matters related to the food service operation
4. Prepare all reports as directed by the Food Service Supervisor
5. Keep the food service supervisor and Building Principal informed of activities and problems
6. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservice
7. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Know and follow school district policy and chain of command
11. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the food service supervisor and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:        I.C. § 33-512                      Governance of Schools  
                                  I.C. § 33-1210                      Information on Past Job Performance

## 8 – Extra-Curricular / Misc

## TITLE: ATHLETICS DIRECTOR

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### QUALIFICATIONS

1. Idaho Teaching Certification
2. Minimum experience in organizing and administering an athletic program as determined by the Board
3. Strong background in coaching and athletic rules
4. Works well with students, staff, and the public
5. Excellent organizational skills
6. Excellent interpersonal and communication skills
7. Models fair play and respect
8. Able to maintain a positive environment and high standards of conduct for athletes
9. Treats all athletes fairly and equally
10. Able to work under pressures and deadlines
11. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Middle/Senior High School Principal

### JOB SUMMARY

To provide leadership and coordination among the various extracurricular athletic groups to facilitate and provide young people with a variety of programs for personal recreation, knowledge of such activities, physical training, and development of values including a sense of fair play.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Managing Extracurricular Events

1. Oversee all extracurricular athletic events and activities or, if unable to attend an event, find a substitute to oversee the activity
2. Prepare and distribute an activity and special events calendar
3. Prepare programs for all appropriate extracurricular events
4. Arrange for team pictures for league, district, and state tournaments
5. Arrange with the building principal for the cancellation or postponement of home events due to adverse weather conditions
6. Plan and supervise all awards and banquets and assume general coordination of those events
7. Arrange field and gym practice schedules, and schedule all athletic events
8. Assume responsibility for providing officials, ticket takers, and other personnel necessary for all home games and other extracurricular activities
9. Arrange all details of visiting teams' and officials' needs, including lodging, meals, towels, gymnasium services, security, and field assistance, as appropriate
10. Prepare or arrange preparation of facilities for athletic events such as setting up score tables, bleachers, ticket taker tables, and locker rooms
11. Oversee or arrange for facility clean-up such as in the high school gym, locker rooms, hospitality rooms, and outdoor fields and facilities
12. Arrange transportation and housing for all extracurricular events, and communicate with the transportation supervisor regarding busing needs for off-campus events

## **TITLE: ATHLETICS DIRECTOR**

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13. Schedule all departure times for athletic events after meeting with administrators and coaches
14. Be responsible for compliance with Board-adopted emergency medical procedures for all practice sessions and competitive events
15. Coordinate use of high school athletic facilities by groups outside the school in conjunction with the building principal

### Supervisory Duties

1. Assist in screening and hiring of all athletic personnel
2. Conduct a coaches meeting at the beginning of each year to communicate federal and state law, administrative rules, Board policy, and IHSAA rules
3. Work as a liaison between the administration and the extracurricular athletics staff
4. Supervise coaches, observing them sufficiently to make recommendations to the Building Principal regarding coaching assignments
5. Along with the building principal, develop and implement appropriate rules governing the conduct of athletic activities
6. Be responsible for administering all interscholastic policies and procedures in accordance with the rules of the Idaho High School Activities Association (IHSAA)
7. Interpret Board policy to the extent necessary to provide guidance the athletic program
8. Resolve any conflicts within the athletic department
9. Provide formal written evaluation of all coaching positions in collaboration with Building Principal

### Records & Finances

1. Monitor each student's eligibility to participate in athletic activities according to IHSAA rules and relevant federal and state law, administrative rules, and Board policy
2. Along with the building principal, assist in establishing academic requirements for eligibility to participate in each sport, and verify each student's eligibility
3. Obtain written parent permission for students to participate as required
4. Secure IHSAA approval for transfer students
5. Ensure each sport has an up-to-date team roster and that it is sent to all participating schools
6. Prepare and administer the extracurricular athletic programs budget
7. Request all cash boxes needed for event gates, and secure cash boxes after events according to school procedures
8. Maintain records of athletic contests and a record of all award winners, stating the date and type of award, including athletic scholarships

### Other Duties

1. Prepare monthly reports to present to the School Board members
2. Maintain records of any applicable physical examinations of athletes
3. Assume responsibility for the purchase and dissemination of all first aid and other medical supplies used in athletic programs
4. Assume responsibility for public relations with the community including newspaper and radio coverage of athletic events
5. Represent the school in all conference and state athletic meetings

## TITLE: ATHLETICS DIRECTOR

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6. Supervise the care, maintenance, and storage of all athletic equipment and supplies  
Coordinate with coaches and the principal to determine uniform and equipment needs, ordering when necessary
7. Require coaches to check in uniforms and equipment at the end of each sport season, keeping an accurate inventory
8. Constantly evaluate the extracurricular athletics program and seek ways to improve it
9. Keep the building principal informed of activities and any issues that may arise
10. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
11. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
12. Seek assistance should emergencies arise
13. Represent the school district in a positive manner
14. Know and follow school district policy and chain of command
15. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated periodically by the building principal in conformance with district policy and IDAPA 08.02.02.120.

### TERMS OF EMPLOYMENT

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA. 08.02.02.022	Endorsements A-D
	IDAPA 08.02.02.023	Endorsements E-L
	IDAPA 08.02.02.0234	Endorsements M-Z
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

## TITLE: HEAD COACH (Tailor for specific activity)

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### QUALIFICATIONS

1. Idaho Teaching Certification, American Sport Education Program Certification, or National Federation of Interscholastic Coaches Association Certification
2. Certification in first aid and CPR
3. Demonstrated knowledge of [**specific sport**], sports training, conditioning, injury prevention, kinesiology, management, and the rules of the Idaho High School Activities Association Handbook
4. Related experience as determined by the Board
5. Ability to foster and sustain students' interest in the activity and promote skill development
6. Possess good organizational skills
7. Strong interpersonal and communication skills, and ability to work well with students, parents, and colleagues
8. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO  
Building Principal and Athletics/Activities Director

### JOB SUMMARY

To motivate and develop each athletes' skills, attitudes, and habits that will guide them toward success, personal growth, and good character. To provide examples of fair play, team building, and respect. Provide leadership and motivation to excel.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Working with Student Athletes

1. Attend all tryouts, practice meetings, and in-school events, and supervise students during related field trips and other out-of-school functions
2. Organize practice schedules and game rosters
3. Assign positions to players, and develop strategies and styles of play
4. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions
5. Coach individual participants of varying abilities in the skills necessary for achievement in the [**specific sport**] involved
6. Communicate with the athletics/activities director for any necessary transportation, scheduling or other arrangements for competitions related to the sport
7. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities and ensure that safety equipment is used correctly
8. Comply with federal and state law, administrative rules, and Board policy pertaining to medical procedures and student athletes, including the district's concussion policy
9. Ensure that students are eligible to participate, and that they have had any necessary physical examinations
10. Actively promote the athletic program, seek student participation, and select team members
11. Model positive behavior, maintain a supportive environment, and remain professional, even when tension is high

**TITLE: HEAD COACH (Tailor for specific activity)**

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12. Maintain high standards of conduct for student athletes, including respect and fair play
13. Abide by the rules of the Idaho High School Activities Association Handbook

Other Duties

1. Be responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with federal and state law, administrative rules, and Board policy
2. Work with other coaches, parents, referees, news reporters, operators of non-district facilities used for practice or competition as appropriate
3. Act as a liaison with the cheerleading program, drill team program, and the other coaches
4. Assist the athletics/activities director, when requested to do so, in maintaining necessary attendance forms, physical check-up forms, accident reporting, and all other required paperwork
5. Train and assign duties to team managers, assistant coaches and direct event volunteers, if applicable
6. Evaluate the program annually and make recommendations for improvements as necessary
7. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings
8. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
9. Seek assistance should emergencies arise
10. Represent the school district in a positive manner
11. Know and follow school district policy and chain of command
12. Perform other duties as assigned

Athletic Sport: \_\_\_\_\_

Length of Season: \_\_\_\_\_

Number of Assistant Coaches: \_\_\_\_\_

Standard Number of Games: \_\_\_\_\_

Frequency of Practice: \_\_\_\_\_

Other Tournaments, Camps, Practices, Meets, Pre-Season Practice, etc.:

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**TITLE: HEAD COACH (Tailor for specific activity)**

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**EVALUATION**

Performance of this position will be evaluated periodically by the Athletics/Activities Director and/or the building principal in conformance with district policy and IDAPA 08.02.02.120.

**TERMS OF EMPLOYMENT**

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.022	Endorsements A-D
	IDAPA 08.02.02.023	Endorsements E-L
	IDAPA 08.02.02.0234	Endorsements M-Z
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

## TITLE: ASSISTANT COACH (Tailor to specific activity)

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### QUALIFICATIONS

1. Idaho Teaching Certification, American Sport Education Program Certification, or National Federation of Interscholastic Coaches Association Certification
2. Certification in first aid and CPR
3. Demonstrated knowledge of [**specific sport**], sports training, conditioning, injury prevention, kinesiology, management, and the rules of the Idaho High School Activities Association Handbook
4. Related experience as determined by the head coach and/or the Board
5. Ability to foster and sustain students' interest in the sport and promote skill development
6. Possess good organizational skills
7. Strong interpersonal and communication skills, and the ability to work well with students, parents, and colleagues
8. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Head Coach

### JOB SUMMARY

To motivate and develop in each participant skills, attitudes, and habits that will guide them toward success, personal growth, and good character. To provide examples of fair play, team building, and respect. Provide leadership and motivation to excel.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Working with Student Athletes

1. Supervise assigned teams and players, overseeing an assigned area of focus such as offense, defense, etc.
2. Attend all tryouts, practice meetings, and in-school events, and help supervise students during related field trips and other out-of-school functions
3. As assigned, assist the Head Coach in organizing practice schedules, game rosters, player positions, and developing strategies and styles of play
4. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions
5. Coach individual participants of varying abilities in the skills necessary for achievement in the [**specific sport**] involved
6. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities
7. Ensure that safety equipment is used correctly
8. Comply with federal and state law, administrative rules, and Board policy pertaining to medical procedures and student athletes, including the district's concussion policy
9. Help ensure that students are eligible to participate, and that they have had any necessary physical examinations
10. Actively promote the athletic program, seek student participation, and select team members
11. Model positive behavior and maintain a supportive environment and remain professional, even when tension is high

**TITLE: ASSISTANT COACH (Tailor to specific activity)**

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12. Maintain high standards of conduct for student athletes, including respect and fair play
13. Assist the Head Coach in upholding the rules of the Idaho High School Activities Association Handbook

Other Duties

1. Assist the head coach, when requested to do so, in maintaining all necessary required paperwork
2. Be prepared to take over full coaching duties in the event the head coach is absent or becomes ill
3. Assist in evaluating the program annually and making recommendations for improvements as necessary
4. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
5. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
6. Seek assistance should emergencies arise
7. Represent the school district in a positive manner
8. Know and follow school district policy and chain of command
9. Perform other duties as assigned

Athletic Sport: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Length of Season: \_\_\_\_\_

Standard Number of Games: \_\_\_\_\_

Frequency of Practice: \_\_\_\_\_

Other Tournaments, Camps, Practices, Meets, Pre-Season Practice, etc.:

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Additional Responsibilities Assigned:

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**TITLE: ASSISTANT COACH (Tailor to specific activity)**

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**EVALUATION**

Performance of this position will be evaluated periodically by the head coach and/or the Athletic/Activities Director in conformance with district policy and IDAPA 08.02.02.120.

**TERMS OF EMPLOYMENT**

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.022	Endorsements A-D
	IDAPA 08.02.02.023	Endorsements E-L
	IDAPA 08.02.02.0234	Endorsements M-Z
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

## TITLE: CHEER COACH

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### QUALIFICATIONS

1. High school diploma
2. Certification in first aid and CPR
3. Demonstrated knowledge of cheerleading, sports training, conditioning, injury prevention, kinesiology, management, and the rules of the Idaho High School Activities Association Handbook
4. Related experience as determined by the Board
5. Technical knowledge of stunts and spotting
6. Ability to foster and sustain students' interest in cheerleading and promote skill development
7. Possess good organizational skills
8. Strong interpersonal and communication skills, and ability to work harmoniously with students, parents, and colleagues
9. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO  
Building Principal and Athletics/Activities Director

### JOB SUMMARY

To motivate and develop each participants' skills, attitudes, and habits that will guide them toward success, personal growth, and good character. To provide examples of fair play, team building, and respect. Provide leadership and motivation to excel.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Working with Student Athletes

1. Attend all tryouts, practice meetings, and in-school events, and supervise students during related field trips and other out-of-school functions
2. Organize practice schedules and event rosters
3. Assign positions to participants, and develop routines for performances
4. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions
5. Coach individual participants of varying abilities in the skills necessary for achievement in cheerleading
6. Track student performance throughout the season and develop stat sheets on participants
7. Arrange with the Athletics/Activities Director for any necessary transportation or scheduling of competition officials related to activities
8. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities and that safety equipment is used correctly
9. Comply federal and state law, administrative rules, and Board policy pertaining to medical procedures and student athletes, including the district's concussion policy
10. Ensure that students are eligible to participate, and that they have had any necessary physical examinations
11. Actively promote the cheerleading program, seek student participation, and select team members

**TITLE: CHEER COACH**

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12. Model positive behavior, maintain a supportive environment, and remain professional, even when tension is high
13. Maintain high standards of conduct for participants, including respect and fair play
14. Abide by the rules of the Idaho High School Activities Association Handbook

Other Duties

1. Prepare the team's budget, order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues
2. Be responsible for the collection, depositing of funds, payment of bills, and financial reporting in accordance with federal and state law, administrative rules, and Board policy
3. Work with other coaches, parents, referees, news reporters, operators of non-district facilities used for practice or competition as appropriate
4. Work closely with the Athletics/Activities Director in scheduling interscholastic contests
5. Act as a liaison between the cheerleading program, drill team program, and the coaches
6. Assist the Athletics/Activities Director, when requested to do so, in maintaining necessary attendance forms, insurance records, physical check-up forms, accident reporting, and all other required paperwork
7. Evaluate the cheerleading program annually and make recommendations for improvements as necessary
8. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
9. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education
10. Seek assistance should emergencies arise
11. Represent the school district in a positive manner
12. Know and follow school district policy and chain of command
13. Perform other duties as assigned

Length of Season: \_\_\_\_\_

Approximate Number of Athletes: \_\_\_\_\_

Number of Games: \_\_\_\_\_

Frequency of Practice: \_\_\_\_\_

Other Tournaments, Camps, Practices, Meets, Pre-Season Practice, etc.:

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## TITLE: CHEER COACH

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### EVALUATION

Performance of this position will be evaluated periodically by the building principal and/or the Athletics/Activities Director in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

**RESERVED – Inactive**

## TITLE: ACCOUNTS PAYABLE CLERK/DISTRICT SECRETARY

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### QUALIFICATIONS

1. High School diploma and courses in bookkeeping, accounting, business mathematics, or secretarial skills
2. College degree and at least two years of experience preferred
3. Strong background in accounting preferred
4. Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy
5. Experience with a human resources information system
6. Knowledge of word processing, databases, spreadsheets, and reports
7. High level of competence in typing, filing, and general computer knowledge
8. Knowledge of automated office equipment and efficient office procedures
9. Strong telephone skills and ability to communicate effectively
10. Work well with students, staff, and the public
11. Work well under pressure and deadlines
12. Excellent organizational skills
13. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO

Assistant Superintendent for Human Resources and Superintendent

### JOB SUMMARY

To assist in the administration of the district's payroll and benefits program with a high degree of responsibility, discretion, and confidentiality. To ensure the smooth and efficient administration of the payroll and benefits program as well as accounts payable and secretarial duties. Act as a receptionist in greeting staff and community members in a friendly, helpful, and positive manner as they come into the district office.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Payroll

1. Post payroll transactions to various ledgers, journals, and registers
2. Assist in preparing, adjusting, and closing journal entries
3. Compile and process payroll information including data entry of timesheets, deductions, and related data
4. Compile and prepare specialized payroll reports for departments, include earnings, tax, and deduction summaries
5. Prepare authorized and mandatory deductions
6. Assist in preparing withholding, social security, and tax returns
7. Coordinate the implementation of specific district benefit programs for benefit-eligible employees
8. May be responsible for the calculation of over time, incentive pay, and shift differentials
9. Prepare, verify, and distribute payroll and payroll related checks
10. Prepare payroll actions and handle payroll errors
11. Prepare various payroll reports
12. Review payroll transactions for accuracy and completeness
13. Audit various payroll records, including timecards, bonuses, and payments

## **TITLE: ACCOUNTS PAYABLE CLERK/DISTRICT SECRETARY**

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14. Serve as the primary contact for employee payroll related questions, inquiries, and concerns

### **Benefits**

1. Assist with annual open enrollment and other special projects as needed
2. Maintain a high level of knowledge and skill regarding federal and state law, administrative rules, and Board policy governing employee benefits and how they pertain to benefit plans administration, including ERISA, COBRA, and HIPAA
3. Monitor the administration of existing benefits programs to assure compliance with federal and state law, administrative rules, and Board policy
4. Create and update the departmental or district manuals information on benefits
5. Administer the retirement program and handles retirement paperwork
6. Function as the first point of contact for benefit vendors and internal customers
7. Consult, advise, and act as liaison to employees, insurance carriers, health care providers, and the hospital community at large
8. Provide customer support for behavioral health appeals, difficult or sensitive claims resolution, and for claims resolution for executive staff
9. Originate and implement informational sessions
10. Conduct group and individual new hire orientations, explaining options and benefits packages

### **Personnel**

1. Record and update employee information such as personal data, compensation, and benefits information
2. Examine employee files to answer questions from authorized individuals
3. Research and answer employee questions regarding pay policies
4. Issue Human Resource notices such as W-4s and direct deposit requests
5. Review salary changes, new hire information, and status changes
6. May enter data on hires, terminations, and wage adjustments
7. Analyze and prioritize workflow, and serve as lead trainer for the support staff
8. Maintain all personnel files
9. Keep current transcripts, credit summaries, and federal assessment information regarding highly and uniquely qualified status for certified and non-certified personnel
10. Advertise, collect, and process applications for all job openings
11. Compile substitute list and supply up-to-date copies to building secretaries
12. Compile and update the staff directory
13. Maintain seniority listings, transfer requests, applications, and interview information as required by federal and state law, administrative rules, and Board policy
14. Prepare and send personnel reports to the State Department of Education

### **Receptionist Duties**

1. Meeting public and staff in a competent and diplomatic manner
2. Receive and route incoming calls and correspondence
3. Arrange meetings, prepare agendas, and handle followup activities as necessary
4. Assist, log in, and direct visitors to the school
5. Maintain a well organized, uptodate filing system

## TITLE: ACCOUNTS PAYABLE CLERK/DISTRICT SECRETARY

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6. Operate equipment, such as computers, copiers, intercom system, calculators, laminators, telephone systems, and scanners

### Other

1. Work with the Board clerk to prepare and deliver the Board packet on a monthly basis
2. Process purchase orders and invoices
3. Enter all purchase orders into the computer and keep track of the paid and unpaid status of each purchase order
4. Maintain district inventory
5. Organize job functions and work assignments to effectively complete assignments within established time frames
6. Serve as backup for other human resources staff as necessary
7. Collect information and compile necessary reports regarding pupil transportation
8. Collect information and compile all staff handbooks, notebooks, and flyers for the beginning of school and throughout the year as needed
9. Work with building secretaries in submitting state attendance and enrollment reports
10. Keep immediate supervisor informed of activities and any issues that may arise
11. Attend faculty meetings as required
12. Assume responsibility for his or her continuing professional growth and development by attendance at inservice or trainings
13. Seek assistance should emergencies arise
14. Represent the school district in a positive manner
15. Know and follow school district policy and chain of command
16. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the assistant superintendent and/or the superintendent for Human Resources in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

## TITLE: ACCOUNTS PAYABLE GENERAL OFFICE ASSISTANT

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### QUALIFICATIONS

1. High School diploma, college education preferred
2. Previous experience with bookkeeping, accounting, business mathematics, and/or secretarial work as determined by the Board
3. Knowledge of accounts payable process, including preparing purchase orders and invoices
4. Knowledge of word processing, databases, spreadsheets, and reports
5. High level of competence in typing, filing, and general computer knowledge
6. Knowledge of automated office equipment and efficient office procedures
7. Strong telephone skills and ability to communicate effectively
8. Work well with students, staff, and the public
9. Work well under pressure and deadlines
10. Excellent organizational skills
11. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Accounts Payable Clerk/District Secretary

### JOB SUMMARY

To assist in the administration of the district's payroll and benefits program. To effect the smooth and efficient administration of the payroll and benefits program as well as accounts payable and secretarial duties. To act as a receptionist as needed, greeting staff and community members in a friendly, helpful, and positive manner as they come into the district office.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Payroll

1. Post payroll transactions to various ledgers, journals, and registers
2. Balance payroll and withholding accounts
3. Assist in preparing, adjusting, and closing journal entries
4. Compile and process payroll information including data entry of timesheets, deductions, and related data
5. Prepare authorized and mandatory deductions
6. Assist in preparing withholding, social security, and tax returns
7. Assist with the implementation of specific district benefit programs for benefit-eligible employees
8. May be responsible for the calculation of overtime, incentive pay, and shift differentials
9. Prepare, verify, and distribute payroll and payroll related checks
10. Prepare payroll actions and handle payroll errors
11. Prepare various payroll reports
12. Review payroll transactions for accuracy and completeness
13. Assist employees with payroll related questions, inquiries, and concerns

#### Benefits

1. Assist the accounts payable clerk with annual open enrollment process and other special

## TITLE: ACCOUNTS PAYABLE GENERAL OFFICE ASSISTANT

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- projects as needed
2. Maintain a high level of knowledge regarding federal and state law, administrative rules, and Board policy, including ERISA, COBRA, and HIPAA
  3. Monitor the administration of existing benefits programs to ensure compliance with federal and state law, administrative rules, and Board policy
  4. Create and update the departmental or district manuals on benefits
  5. Administer the retirement program, and handle retirement paperwork
  6. Provide customer support for behavioral health appeals, difficult or sensitive claims resolution, and for claims resolution for executive staff

### Personnel

1. Record and update employee information such as personal data, compensation, and benefits information
2. Examine employee files to answer questions from authorized individuals
3. Research and answer employee questions regarding pay policies
4. Issue human resource notices such as W-4s and direct deposit requests
5. Review salary changes, new hire information, and status changes
6. Enter data on hires, terminations, and wage adjustments
7. Analyze and prioritize workflow, and serve as lead trainer for support staff
8. Maintain all personnel files
9. Keep current transcript and credit summaries and federal assessment information regarding highly and uniquely qualified status for certified and non-certified personnel
10. Advertise, collect, and process applications for all job openings
11. Compile substitute list and supply up-to-date copies to building secretaries
12. Compile and update the staff directory
13. Maintain seniority listings, transfer requests, applications, and interview information as required by federal and state law, administrative rules, and Board policy
14. Prepare and send personnel reports to the State Department of Education

### District Finances

1. Order and receive supplies and equipment for the district office
2. Enter all purchase orders into the computer and keep track of the paid and unpaid status of each purchase order
3. Maintain district inventory
4. Code bills, account numbers, and vendor amounts monthly to prepare a report for Board Meetings
5. Prepare reports including financial statements, income statements, and cost reports to reflect financial condition of the district

### Receptionist Duties

1. Receive and route incoming calls and correspondence
2. Arrange meetings, prepare agendas, and handle followup activities as necessary
3. Assist, log in, and direct visitors to the school
4. Maintain a wellorganized, uptodate filing system
5. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners

## TITLE: ACCOUNTS PAYABLE GENERAL OFFICE ASSISTANT

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### Other

1. Organize job functions and work assignments to effectively complete assignments within established time frames
2. Collect information and compile all reports to the state of Idaho regarding pupil transportation
3. Work with building secretaries in submitting state attendance and enrollment reports
4. Prepare and deliver the Board packet on a monthly basis
5. Keep immediate supervisor informed of activities and any issues that may arise
6. Attend faculty meetings as required
7. Assume responsibility for his or her continuing professional growth and development by attendance at inservice or trainings
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Know and follow school district policy and chain of command
11. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the accounts payable clerk/district secretary in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

## TITLE: ASSISTANT BUSINESS MANAGER

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### QUALIFICATIONS

1. High school diploma
2. Previous experience preferred
3. Knowledge of accepted business practices and Generally Accepted Accounting Principles (GAAP)
4. Knowledge of federal and state law, administrative rules, and Board policy governing school districts related to administration, risk management, purchasing, transportation, food services, school plant operations, and facility planning, or is willing and able to study and attend training to gain this knowledge
5. Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy
6. Organizational, communication, and interpersonal skills
7. Self-motivated
8. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Clerk of the Board/Business Manager

### JOB SUMMARY

To assist the business manager in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Keep Financial Records

1. Assist the clerk of the Board/business manager in the preparation of the annual district budget
2. Help with the administration of all phases of the budget throughout the year
3. Assist in keeping accurate and detailed accounts of all financial transactions as prescribed by federal and state law, administrative rules, and Board policy
4. Assist in completing accurate, complete reports to the State Department of Education relative to the financial and budgetary position of the district such as annual reports, quarterly cash reports, and data acquisition manual requests
5. Help assure that all financial and accounting records are maintained in conformity with generally accepted accounting standards
6. Aide in maintaining the financial and employee management systems currently in place and updating software and hardware as needed
7. Help monitor all purchase orders to determine accuracy of information, including pricing and coding, and that money is budgeted in the correct category
8. Assist in maintaining a record of the daily balances in the cash accounts and reconciling the general ledger cash balance to the monthly bank reconciliation
9. Monitor student account reports submitted by school secretaries for accuracy and timeliness as assigned
10. Assist with fiscal year-end and calendar year-end file maintenance

## **TITLE: ASSISTANT BUSINESS MANAGER**

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11. Aide in monitoring the property tax collections, preparing the reports, and calculating the yearly tax levies
12. Help monitor the cash flow of the district and investments as assigned
13. Assist in maintaining financial data used to assist the Board negotiation team during the process of negotiations
14. Aide in accounting for the deposit of all money of the district in accordance with the provisions of the public depository law

### Manage Financial Transactions

1. Assist in auditing claims, invoices, and demands against the Board
2. Assist in collecting fees and moneys due to the Board not payable directly to the Treasurer
3. Assist in establishing procedures for the acquisition of supplies and equipment for the district in accordance with federal and state law, administrative rules, and Board policy
4. Assist in the oversight of the preparation of the district payroll and ensure proper maintenance of records related to auditing requirements, tax laws, and employee benefits
5. Assists with implementing hospitalization, major medical, and other types of Boardapproved employee benefit plans
6. Assist in keeping records of the investment of Board funds in accordance with federal and state law, administrative rules, and Board policy
7. Aide in the processing and maintenance of the district's payroll in conjunction with all federal and state law, administrative rules, and Board policy
8. Help provide advanced warning of changes in expenditures or revenues as compared to the adopted budget
9. Assist in monitoring social security, retirement, group health, and all other employee benefit programs; prepare applications and payments; and facilitate new employee sign-ups
10. Aide in keeping a list of vendors and the amounts of the checks authorized to become a part of the district's records

### Facilities and Operations

1. Assist the clerk of the Board/business manager in overseeing the operation and maintenance of school facilities and custodial, grounds, and maintenance services
2. Aide in ensuring that all federal and state law, administrative rules, and Board policy regarding the health and safety of students and staff are maintained and that required reports are maintained
3. Assist the clerk of the Board/business manager in the implementation of the district's comprehensive maintenance plan
4. Assist in overseeing the efficient operation of the district's food services program and ensure compliance with relevant federal and state law, administrative rules, and Board policy
5. Assist in the business aspects of the student transportation program
6. Help prepare cost data and cooperate with other facilities personnel during construction programs
7. Assist in scheduling the use of school buildings and grounds by authorized groups in accordance with Board policies

## TITLE: ASSISTANT BUSINESS MANAGER

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8. Assist in compiling a list of bus drivers and substitute drivers and certification of the drivers' valid school bus driver's licenses and criminal background checks

### Record Keeping and Reporting

1. Aide in safeguarding and maintaining all records and papers of the Board
2. Help with the retention and destruction of public documents in accordance with federal and state law, administrative rules, and Board policy
3. Assist in maintaining graduated student records
4. Aide in maintaining all personnel files including current transcript/credit summaries and federal assessment information regarding highly and uniquely qualified status for certified and non-certified personnel
5. Help process resignations and retirements, PERSI separation forms, as well as insurance forms
6. Assist in preparing the official meeting minutes and aid in handling the correspondence of the Board
7. Maintain a log of general correspondence and drafts responses to inquiries
8. Assist in preparing and updating the annual list of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements

### Other

1. Assist in administering the district's insurance and risk management program
2. When assigned, attend district Board meetings and speak on assigned topics
3. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
4. Seek assistance should emergencies arise
5. Represent the school district in a positive manner
6. Know and follow school district policy and chain of command
7. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated periodically by the clerk of the Board/business manager in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

**TITLE: ASSISTANT BUSINESS MANAGER**

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*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance

RESERVED

## TITLE: IT TECHNICIAN ASSISTANT

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### QUALIFICATIONS

1. High school diploma or General Education Degree
2. Formal training or relevant experience in providing computing support in an educational environment
3. Valid driver's license and access to a suitable vehicle for transportation to all School district sites
4. General knowledge of operating systems, software, and hardware used by the district preferred
5. Working knowledge of TCP/IP protocol in networking environments, related experience preferred
6. Able to understand and utilize binary
7. Able to read and comprehend technical instructions and information
8. Able to write simple correspondence as well as technical correspondence
9. Able to perform maintenance and repairs, and to troubleshoot hardware and software
10. Able to facilitate the effective utilization of technology equipment, applications, on-line services, and technology resources
11. Able to deal effectively with people who have varying degrees of knowledge about computers
12. Able to effectively communicate verbally in one-on-one, small groups, and large group situations
13. Able to lift and carry up to forty-five pounds
14. Excellent organizational and problem-solving skills
15. Able to work under deadlines
16. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO  
Information Technology Director and Building Principal

### JOB SUMMARY

To provide technology resources to teachers, students, and a variety of non-instructional processes such as personnel records, accounting, student records, library acquisitions and circulating, purchasing, and inventory management. To assist the IT Director in maintaining the district's technology needs.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Assisting Staff with Technology

1. Answer technology-related inquiries in person, over the phone, e-mail, or by fax
2. Give clear instructions and explain technology problems in non-technical terms

## TITLE: IT TECHNICIAN ASSISTANT

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3. Help maintain a catalog of available instructional software and work cooperatively with the media specialist to provide access to appropriate software for teacher and student use
4. Help identify and provide for technology-related teacher training, including basic computer skills, use of network, and educational uses of technology
5. Support ongoing Five-Year Technology Plan development, implementation, and evaluation

### Equipment and Networks

1. Perform preventative maintenance on all technology-based devices
2. Install, modify, upgrade, and repair all technological devices, both hardware and software, including contacting appropriate service contractors when applicable as well as repairing and replacing defective mechanical or electrical parts
3. Observe and identify current or potential problems within technological systems
4. Repair hardware and software and recommend solutions to technical problems
5. Keep electronic records or logbooks on equipment, such as inventories and maintenance records, system usage, and repair parts
6. Aid in administering the district's networks
7. Assist in formulating, designing network extension, implementing, and maintaining an operational network based upon the district's Five-Year Technology Plan
8. Assist in administering the network user population
9. Help administer access to the internet
10. Reduce risk of exposure to offensive material, and monitor and filter access to the internet to appropriate sites
11. Maintain and upgrade users' access to the internet
12. Aid in administering district e-mail accounts
13. Add or upgrade user information as necessary, monitor account usage, and maintain e-mail connection to the internet

### Additional Duties

1. Keep immediate supervisor informed of activities and any issues that may arise
2. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at training or in-services
3. Seek assistance should emergencies arise
4. Represent the school district in a positive manner
5. Know and follow school district policy and chain of command
6. Perform other duties as assigned

## TITLE: IT TECHNICIAN ASSISTANT

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### EVALUATION

Performance of this position will be evaluated annually by the technology coordinator and building principal in conformance with federal and state law, administrative rules, and Board policy.

### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*