

PERRY COUNTY SCHOOL DISTRICT

JOB DESCRIPTIONS MANUAL



¹REVISED JULY 18, 2024

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

2

<u>ACADEMIC COACH/INTERVENTIONIST</u>	<u>28</u>	<u>HEAD BOYS BASKETBALL COACH</u>	<u>56</u>
<u>ALTERNATIVE SCHOOL DIRECTOR</u>	<u>23</u>	<u>HEAD FOOTBALL COACH</u>	<u>52</u>
<u>ALTERNATIVE SCHOOL TEACHER</u>	<u>24</u>	<u>HEAD GIRLS BASKETBALL COACH</u>	<u>58</u>
<u>ALTERNATIVE SCHOOL TEACHER ASST.</u>	<u>25</u>	<u>HEAD SOFTBALL COACH</u>	<u>50</u>
<u>ASSISTANT BASEBALL COACH</u>	<u>48</u>	<u>HIGH SCHOOL COUNSELOR</u>	<u>8</u>
<u>ASSISTANT FOOTBALL COACH</u>	<u>54</u>	<u>IT SUPPORT TECHNICIAN</u>	<u>69</u>
<u>ASSISTANT PRINCIPAL, HIGH SCHOOL</u>	<u>6</u>	<u>IT NETWORK ADMINISTRATOR</u>	<u>65</u>
<u>ASSISTANT SUPERINTENDENT</u>	<u>4</u>	<u>IT SYSTEMS ADMINISTRATOR</u>	<u>67</u>
<u>ASSISTANT TEACHER</u>	<u>16</u>	<u>LEAD INTERVENTIONIST</u>	<u>26</u>
<u>BAND DIRECTOR</u>	<u>35</u>	<u>LEAD TEACHER</u>	<u>11</u>
<u>BEHAVIOR INTERVENTIONIST / BEHAVIORAL SPECIALIST</u>	<u>30</u>	<u>LIBRARY ASSISTANT</u>	<u>43</u>
<u>CAREER CENTER TECHNICIAN</u>	<u>41</u>	<u>LIBRARY MEDIA SPECIALIST</u>	<u>42</u>
<u>CASE MANAGER</u>	<u>71</u>	<u>MAINTENANCE SUPERVISOR</u>	<u>75</u>
<u>CHEERLEADER SPONSOR</u>	<u>45</u>	<u>MAINTENANCE WORKER</u>	<u>76</u>
<u>CHILD NUTRITION DIRECTOR</u>	<u>37</u>	<u>PRINCIPAL/DIRECTOR</u>	<u>5</u>
<u>CUSTODIAN</u>	<u>64</u>	<u>SCHOOL BUS DRIVER</u>	<u>34</u>
<u>DIR. OF CURRICULUM & INSTRUCTION</u>	<u>72</u>	<u>SCHOOL NURSE</u>	<u>33</u>
<u>DIR. OF FEDERAL PROGRAMS</u>	<u>73</u>	<u>SCHOOL PSYCHOMETRIST</u>	<u>32</u>
<u>EARLY CHILDHOOD INSTRUCTOR</u>	<u>18</u>	<u>SCHOOL RESOURCE OFFICER</u>	<u>36</u>
<u>ELEMENTARY COUNSELOR</u>	<u>7</u>	<u>SECONDARY TEACHER</u>	<u>12</u>
<u>ELEMENTARY TEACHER</u>	<u>14</u>	<u>SECRETARY (ELEM.)</u>	<u>44</u>
<u>FOOD SERVICE EMPLOYEE</u>	<u>40</u>	<u>SPECIAL EDUCATION ASSISTANT</u>	<u>22</u>
<u>FOOD SERVICE MANAGER</u>	<u>38</u>	<u>SPECIAL EDUCATION SERVICES DIR.</u>	<u>19</u>
<u>GIFTED TEACHER</u>	<u>74</u>	<u>SPECIAL EDUCATION TEACHER</u>	<u>20</u>
<u>GOLF COACH</u>	<u>60</u>	<u>SUPERINTENDENT</u>	<u>3</u>
<u>HEAD BASEBALL COACH</u>	<u>46</u>	<u>TRACK COACH</u>	<u>62</u>
		<u>VOCATIONAL COUNSELOR</u>	<u>10</u>

2

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

3

MINIMUM QUALIFICATIONS	SUPERINTENDENT MS IN ADMINISTRATION FOUR YEARS TEACHING EXP.
REPORTS TO	SCHOOL BOARD
SALARY	NEGOTIATED
WORK YEAR	240 DAYS

Specific Responsibilities:

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

3

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

4

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

Specific Responsibilities:

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

4

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

5

MINIMUM QUALIFICATIONS
REPORTS TO
SALARY
WORK YEAR

PRINCIPAL/DIRECTOR
MS DEGREE IN ADMINISTRATION
SUPERINTENDENT
DISTRICT SCALE
237 DAYS

Specific Responsibilities:

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

5

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

6

MINIMUM QUALIFICATIONS	ASSISTANT PRINCIPAL, HIGH SCHOOL BS DEGREE IN ADMINISTRATION VALID LICENSURE
REPORTS TO	BUILDING PRINCIPAL
SALARY	DISTRICT SCALE
WORK YEAR	210 DAYS

Specific Responsibilities:

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

6

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

7

MINIMUM QUALIFICATIONS	ELEMENTARY COUNSELOR
REPORTS TO	MS IN COUNSELING
SALARY	ELEMENTARY PRINCIPALS
WORK YEAR	DISTRICT SCALE
	187 DAYS

Specific Responsibilities:

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

7

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

8

MINIMUM QUALIFICATIONS
REPORTS TO
SALARY
WORK YEAR

HIGH SCHOOL COUNSELOR
MS IN COUNSELING
HS PRINCIPAL
DISTRICT SCALE
220 DAYS

Specific Responsibilities:

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

8

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

9

13. Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage a student's own personal and social development.
14. Uses accepted theories and effective techniques of developmental guidance to promote the career, educational, personal, and social development of students.
15. Uses accepted theories and effective techniques to provide individual developmental, preventive, remedial, and/or crisis counseling.
16. Uses accepted theories and effective techniques to provide group developmental, preventive, remedial, and/or crisis counseling.
17. Consults with parents, school personnel, and other community members to help them increase the effectiveness of student education and promote student success.
18. Consults with school personnel, parents, and other community members to promote understanding of student development, individual behavior, the student's environment, and human relationships.
19. Collaboratively provides professional expertise to advocate for individual students and specific groups of students.
20. Coordinates people and other resources in the school, home and community to promote student success.
21. Uses an effective process when referring students, parents, and/or others to special programs and services.
22. Adheres to legal, ethical, and professional standards related to assessment.
23. With the assistance of school personnel, interprets standardized test results and other assessments data to guide students in individual goal setting and planning.
24. Enhances the work of school personnel and parents in guiding student goal setting and planning by promoting understanding of standardized test results and other assessment data.
25. Demonstrates professionalism, including a commitment to professional development.
26. Advocates for a school environment that acknowledges and respects diversity.
27. Establishes and maintains professional relationships with administrators, teachers, other school personnel, parents, and community members.
28. Adheres to legal standards including school board policies.
29. Adheres to state, district, and campus standards, regulations, and procedures.
30. Is committed to current professional standards of competence and practice.
31. Promotes and follows ethical standards for school counselors.
32. Demonstrates professional and responsible work habits.
33. Uses professional written and oral communication and interpersonal skills.

9

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

10

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

Specific Responsibilities:

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

10

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

11

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

Specific Responsibilities:

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

11

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

12

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

Specific Responsibilities:

1. Assesses student abilities as related to desired educational goals, objectives, and outcomes.
2. Plans appropriate instructional/learning strategies and activities including determination of appropriate kind and level of materials.
3. Implements an instructional program which provides appropriate learning experiences.
4. Manages the behavior of learners in instructional settings to ensure environment is conducive to the learning process, and assists and participates in management of student behavior in other parts of the school and grounds.
5. Coordinates instructional activities with other professional staff, both school and non-school as required to maximize learning opportunities.
6. Utilizes a variety of instructional materials and available multimedia and computer technology to enhance learning.
7. Requests assistance of and works with resource personnel as needed.
8. Works in a self-contained, team, departmental, itinerant capacity, or at fieldwork site as assigned.
9. Participates in in-service and staff development activities and staff meetings as required or assigned.
10. Continually assesses student achievement and maintains appropriate assessment and evaluation documentation for institutional and individual reporting purposes.
11. Ensures continuous communications with parents, both written and oral, to keep them informed of their progress in meeting those expectations.
12. Continually communicates with students on instructional expectations and keeps them informed of their progress in meeting those expectations.
13. Manages allotted learning time to maximize student achievement.
14. Assigns work to and supervises instructional assistants, parents, and student volunteers as required.
15. Ensures classroom and/or instructional environment is attractive, healthful, safe, and conducive to learning and that materials are in good condition and accessible to students.
16. Supports or participates in school-wide student activities and social events and approved fund-raising activities.
17. Monitors student behavior in non-instructional areas as assigned or required, and intervenes to

12

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

13

- control and modify disruptive behavior. Reporting to the appropriate administrator as needed.
18. Collaborates with other professionals (guidance counselors, librarians) to carry out school-wide instructional or related activities.
 19. Will integrate values and character building activities into existing curriculum structure.
 20. Will be a positive model for students in all settings.
 21. Expected to participate in school and/or District wide activities as designated.
 22. Participates in self -initiated professional development activities to keep abreast of current educational techniques and strategies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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

13

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

14

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

Specific Responsibilities:

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

14

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

15

raising activities.

17. Monitors student behavior in non-instructional areas as assigned or required and intervenes to control and modify disruptive behavior, reporting to administrators as appropriate.
18. Collaborates with other professional (guidance counselor, librarian, etc.) to carry out school-wide instructional or related activities.
19. Teacher will integrate appropriate value and moral character building activities into existing curriculum structure.
20. Participates in self-initiated professional development activities to keep abreast of current educational techniques and strategies.
21. Shall be a positive model for students in all settings.
22. Expected to participate in school and/or district wide activities as designated.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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

15

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

16

MINIMUM QUALIFICATIONS	ASSISTANT TEACHER 46 COLLEGE HOURS/ PASS WORKKEYS MINIMUM CRITERIA OF STATE MANDATED TESTS
REPORT TO	SUPERVISING TEACHER & BUILDING PRINCIPAL
SALARY	DISTRICT SCALE
WORK YEAR	187 DAYS

Specific Responsibilities:

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

16

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

17

17. The Teacher Assistant, once assigned to the substitute role, will assume all duties required of a substitute teacher (Example: instruction of subjects, lunchroom, and playground duties).
18. Participates in self-initiated professional development.
19. Shall be a positive model for students in all settings.
20. Maintain effective interpersonal skills.

17

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

18

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

Specific Responsibilities:

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

18

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

19

MINIMUM QUALIFICATIONS	SPECIAL EDUCATION SERVICES DIRECTOR
REPORTS TO	VALID LICENSURE IN
SALARY	SPECIAL EDUCATION AND ADMINISTRATION
WORK YEAR	SUPERINTENDENT
	DISTRICT SCALE
	237 DAYS

Specific Responsibilities:

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

19

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

20

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

Specific Responsibilities:

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

20

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

21

meeting those expectations as appropriate.

16. Manages allotted learning time to maximize student achievement.

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

21

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

22

MINIMUM QUALIFICATIONS	SPECIAL EDUCATION ASSISTANT
REPORTS TO	46 COLLEGE HOURS/ PASS WORKKEYS SUPERVISING TEACHER, PROGRAM, DIRECTOR & BUILDING PRINCIPAL
SALARY	DISTRICT SCALE
WORK YEAR	187 DAYS

Specific Responsibilities:

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

22

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

23

MINIMUM QUALIFICATIONS	ALTERNATIVE SCHOOL DIRECTOR
REPORTS TO	MS IN ADMINISTRATION
SALARY	SUPERINTENDENT
WORK YEAR	DISTRICT SCALE
	237 DAYS

Specific Responsibilities:

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

23

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

24

MINIMUM QUALIFICATIONS	ALTERNATIVE SCHOOL TEACHER
REPORTS TO	SECONDARY TEACHING CERT.
SALARY	ASST. SUPERINTENDENT
WORK YEAR	DISTRICT SCALE
	200 DAYS

Specific Responsibilities:

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

24

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

25

MINIMUM QUALIFICATIONS	ALTERNATIVE SCHOOL TEACHER ASSISTANT
REPORTS TO	VALID LICENSURE
SALARY	ALTERNATIVE DIRECTOR
WORK YEAR	DISTRICT SCALE
	187 DAYS

Specific Responsibilities:

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

25

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

26

MINIMUM QUALIFICATIONS:	LEAD INTERVENTIONIST VALID LICENSE, MASTERS DEGREE AND 5 YEARS TEACHING EXPERIENCE
REPORTS TO:	CURRICULUM DIRECTOR
WORK YEAR:	210 DAYS

SPECIFIC RESPONSIBILITIES

1. Provide training and technical assistance to schools on the Multi Tiered Systems of Support (MTSS) process
2. Assist School Interventionists in planning, organizing, and implementing remedial instruction for tiers two and three students at the four schools in the Perry County School District.
3. Assist School Interventionists in acquiring, monitoring and analyzing achievement data, tracking the progress of students in the tier process, and planning and implementing instructional interventions
4. Coordinates the MTSS process at the middle school building level and monitors the MTSS process at each of the schools through the School Interventionist
5. Ensures that procedures for Academic Interventions are followed according to district and state (MTSS) guidelines and those interventions are designed, implemented, and documented on required forms
6. Ensure that school level TST team meetings are occurring, and when necessary, all data is submitted in a timely manner in strict adherence to mandated timelines
7. Work with curriculum coordinator to help organize and deliver professional learning opportunities to teachers and other staff
8. Assist with state testing
9. Schedules and convenes team meetings with School Interventionists, principals, teachers, etc, as needed
10. Delegates other responsibilities to school interventionist and/or their assistants as it pertains to the MTSS process
11. Organizes presentations of school level data for submission to the Curriculum Director
12. Documents meetings and maintains MTSS records
13. Manages progress monitoring data to ascertain intervention effectiveness
14. Serve on the district advisory team
15. Other duties as assigned by the principal

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES;

1. Excel spreadsheets
2. Experience teaching multiple grade levels

26

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

27

3. Common core trained in ELA and/or Math
4. Must be willing to travel between all four schools
5. Experience presenting professional development trainings
6. Experience creating interventions for students
7. Knowledge of special education
8. Experience working with state testing
9. RTI trained and have knowledge of the response to intervention process

27

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

28

MINIMUM QUALIFICATIONS:	ACADEMIC COACH/INTERVENTIONIST
REPORTS TO:	VALID LICENSE, MASTERS DEGREE AND 5 YEARS TEACHING EXPERIENCE
WORK YEAR:	BUILDING PRINCIPAL 200 DAYS

SPECIFIC RESPONSIBILITIES

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES;

1. Dyslexia certified is a plus
2. Experience teaching multiple grade levels
3. Common core trained in ELA and or Math

28

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

29

4. Must be willing to travel between all four schools
5. Experience presenting professional development trainings
6. Experience creating interventions for students
7. Knowledge of special education
8. Experience working with state testing
9. MTSS trained and have knowledge of the response to intervention process

29

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

30

MINIMUM QUALIFICATIONS:	BEHAVIORAL SPECIALIST / BEHAVIOR INTERVENTIONIST
REPORTS TO:	VALID LICENSE AND 5 YEAR TEACHING EXPERIENCE
WORK YEAR:	BUILDING PRINCIPAL AND CURRICULUM DIRECTOR
	200 DAYS

SPECIFIC RESPONSIBILITIES

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES;

1. Master's degree preferred
2. Knowledge of, and ability to implement, de-escalation techniques. Knowledge of, and ability to implement, behavior management techniques.
3. Knowledge of intensive behavior intervention techniques

30

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

31

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

31

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

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

Specific Responsibilities:

1. Reviews the referral packet on each child who has been referred for a comprehensive assessment to determine the appropriate individualized test to be administered in accordance with MDE regulations and district policies
2. Administers individualized tests and compiles the required records, reports, and test data prescribed for submission to the screening team in conjunction with other team members
3. Participates in parent and assessment team meetings to determine, based on data collected, if child meets eligibility criteria for special education according to MDE guidelines
4. Maintain case records on all students referred for a comprehensive assessment
5. Maintains records on the status of students involved in the Referral process
6. Coordinates and schedules testing to ensure district compliance with mandatory timelines on initial referrals and reevaluations
7. Assists building level administrators in making referrals to outside agencies when appropriate
8. Prepares and submits requests for testing materials to the special services director
9. Reviews testing materials on a yearly basis
10. Keeps abreast of federal, state, and local guidelines and regulations related to the identification, evaluations, and FAPE of exception student
11. Conducts intellectual evaluations for Gifted Referrals
12. Prepares and submit assessment reports for eligible gifted students
13. Acts as a liaison for the Hattiesburg School District with outside agencies
14. Participates in IEP meetings and Parent conferences when necessary
15. Demonstrates prompt and regular attendance
16. Participates in self-initiated professional development
17. Other duties as assigned by the supervisor

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

33

MINIMUM QUALIFICATIONS
REPORTS TO
SALARY
WORK YEAR

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

Specific Responsibilities:

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

33

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

34

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

Specific Responsibilities:

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

34

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

35

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

Specific Responsibilities:

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

35

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

36

SCHOOL RESOURCE OFFICER

MINIMUM QUALIFICATIONS

3 YEARS EXPERIENCE AS A
CERTIFIED POLICE OFFICER
SUPERINTENDENT OF ED
DISTRICT SCALE
250 DAYS

REPORTS TO

SALARY

WORK YEAR

Specific Responsibilities:

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

36

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

37

MINIMUM QUALIFICATIONS	CHILD NUTRITION DIRECTOR
REPORTS TO	BACHELOR'S DEGREE
SALARY	MINIMUM OF THREE YEARS
WORK YEAR	SUPERINTENDENT
	DISTRICT SCALE
	237 DAYS

Specific Responsibilities:

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

37

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

38

MINIMUM QUALIFICATIONS	FOOD SERVICE MANAGER
REPORTS TO	DIPLOMA or GED
SALARY	MANAGER CERTIFICATION
WORK YEAR	DIRECTOR OF CHILD NUTRITION
	DISTRICT SCALE
	183 DAYS

Specific Responsibilities:

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

38

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

39

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

39

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

40

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

Specific Responsibilities:

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

40

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

41

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

General Responsibilities:

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

Specific Responsibilities:

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

41

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

42

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

Specific Responsibilities:

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

42

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

43

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

Specific Responsibilities:

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

43

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

44

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

Specific Responsibilities:

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

44

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

45

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

Specific Responsibilities:

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

45

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

46

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

Specific Responsibilities:

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

46

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

47

22. A coach must attend school the day of game, in order to coach the team.
23. Shall be a positive model for students at all settings.
24. Demonstrates appropriate interpersonal skills.
25. Participates in self-initiated professional development.

47

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

48

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

Specific Responsibilities:

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

48

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

49

20. There will be no tobacco used by coaches or students.
21. Any coach thrown out of a ball game will pay the appropriate fine.
22. Must enforce all school and district policies.
23. Notify the immediate supervisor of any problems.
24. Must attend school the day of a game, in order to coach the team.
25. Shall be a positive model for students in all settings.
26. Participate in self-initiated professional development.
27. Demonstrate appropriate interpersonal skills.

49

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

50

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

Specific Responsibilities:

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

50

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

51

19. No tobacco used by coaches or athletes.
20. Any coach thrown out of a ball game will pay the appropriate fine.
21. Enforce all school and district policies.
22. Notify immediate supervisor or any problems.
23. A coach must attend school the day of the game, in order to coach the game.
24. Shall be a positive model for students in all settings.
25. Participate in self-initiated professional development.
26. Demonstrates appropriate interpersonal skills.

51

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

52

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

Specific Responsibilities:

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

52

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

53

23. Any coach thrown out of the game will pay the appropriate fine.
24. Enforce all school and district policies.
25. Notify the immediate supervisor of any problems.
26. A coach must attend school the day of the game, in order to coach the team.
27. Shall be a positive model for students in all settings.
28. Participates in self-initiated professional development.
29. Demonstrates appropriate interpersonal skills

53

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

54

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

Specific Responsibilities:

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

54

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

55

- 22. Must enforce all school and district policies.
- 23. Notify the immediate supervisor of any problems.
- 24. Must attend school the day of a game, in order to coach the team.
- 25. Shall be a positive model for students in all settings.
- 26. Participate in self-initiated professional development.
- 27. Demonstrate appropriate interpersonal skills.

55

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

56

MINIMUM QUALIFICATIONS	HEAD BOYS BASKETBALL COACH BS DEGREE
REPORTS TO	VALID LICENSURE ATHLETIC DIRECTOR BUILDING PRINCIPAL
SALARY	DISTRICT SCALE
WORK YEAR	205 DAYS

Specific Responsibilities:

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

56

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

57

19. Any coach thrown out of the game will pay the appropriate fine.
20. Notify the immediate supervisor of any problem.
21. Enforce all school and district policies.
22. A coach must attend school the day of a game, in order to coach the team.
23. Shall be a positive model for students in all settings.
24. Participate in self-initiated professional development.
25. Demonstrate appropriate interpersonal skills.

57

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

58

MINIMUM QUALIFICATIONS	HEAD GIRLS BASKETBALL COACH
REPORTS TO	BS DEGREE VALID LICENSURE ATHLETIC DIRECTOR BUILDING PRINCIPAL
SALARY WORK YEAR	DISTRICT SCALE 205 DAYS

Specific Responsibilities:

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

58

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

59

17. There will be no jewelry worn during practice or during games.
18. There will be no profanity used by coaches or athletes.
19. There will be no tobacco used by coaches or athletes.
20. Any coach thrown out of a ball game will pay the appropriate fine.
21. You are required to enforce all school and district policies.
22. Notify the immediate supervisor of any problems.
23. A coach must attend school the day of a game, in order to coach the team.
24. Shall be a positive model for students in all settings.
25. Participate in self-initiated professional development.

59

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

60

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

Specific Responsibilities:

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

60

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

61

19. No tobacco used by coaches or students.
20. Any coach thrown out of events will pay the appropriate fine.
21. Enforce all school and district policies.
22. Notify the immediate supervisor of any problems.
23. A coach must attend school the day of a game, in order to coach the team.
24. Shall be a positive model for all students in any setting.
25. Demonstrates appropriate interpersonal skills.
26. Participates in self-initiated professional development.

61

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

62

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

Specific Responsibilities:

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

62

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

63

20. Any coach thrown out of events will pay the appropriate fine.
21. Enforce all school and district policies.
22. Notify the immediate supervisor of any problems.
23. A coach must attend school the day of a game, in order to coach the team.
24. Shall be a positive model for all students in any setting.
25. Demonstrates appropriate interpersonal skills.
26. Participates in self-initiated professional development.
27. Demonstrate appropriate interpersonal skills.

63

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

64

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

Specific Responsibilities:

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

64

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

65

MINIMUM QUALIFICATIONS	IT NETWORK ADMINISTRATOR ASSOCIATES DEGREE 10 YEARS EXPERIENCE IN INFORMATION TECHNOLOGY EXPERIENCE WITH ENTERPRISE LEVEL-LAN, WAN, WLAN
REPORTS TO	TECHNOLOGY DIRECTOR OR SUPERINTENDENT
SALARY	DISTRICT SCALE
WORK YEAR	250 DAYS

The IT Network Administrator role is to oversee the complete IT Infrastructure. Plan and coordinate the design, installation, and connectivity of computer and network systems to ensure the stable operation of the school district's IT assets. This includes developing, configuring, maintaining, supporting, and optimizing all new and existing hardware, software, and communication links.

Job Responsibilities

- Troubleshoot network performance issues and analyze network traffic to provide capacity planning solutions.
- Coordinate and implement all network upgrades.
- Design and deploy district LANs, WANs, and WLANs, including servers, routers, switches, UPSs, and other hardware.
- Manage and ensure optimal operation of all network hardware and equipment, including routers, switches, UPSs, etc.
- Manage and ensure effectiveness of security solutions, including firewalls, anti-virus solutions, VPNs, and Web Filtering.
- Ensure network connectivity of all servers, workstations, printers, cameras, and all other network connected devices.
- Manage planning and maintenance of network cabling, including MDF and IDF closets.
- Conduct research on network products, services, protocols, and standards to remain abreast of developments in the networking industry in support of network procurement and development efforts.
- Provide overall direction and support to the IT Department.
- Travel to various locations within the school district as required.

- Participate in training and Professional Development on the latest technologies, products and services.

65

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

66

Personal Attributes

- Strong Project management skills.
- Strong understanding of the district's goals and objectives.
- Ability to conduct research into enterprise networking issues and products as required.
- Highly self-motivated and directed, with keen attention to detail.
- Proven analytical and problem-solving skills.
- Ability to effectively prioritize tasks.

Experience & Education

- Proven experience with enterprise-level LAN, WAN, and WLAN engineering, design, and implementation.
- Strong experience in a Cisco environment as Network Administrator.
- Experience Managing IT Department and Staff.
- Associates Degree with 10 years' work experience in Information Technology.

66

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

67

MINIMUM QUALIFICATIONS	IT SYSTEMS ADMINISTRATOR ASSOCIATES DEGREE 5 YEARS EXPERIENCE IN INFORMATION TECHNOLOGY EXPERIENCE IN A WINDOWS ACTIVE DIRECTORY ENVIRONMENT, WINDOWS SERVER 2003, 2008 R2, 2012, IIS EXPERIENCE WITH MS EXCHANGE, VMWARE, nCOMPUTING, AND WINDOWS 7
REPORTS TO	TECHNOLOGY DIRECTOR OR SUPERINTENDENT
SALARY	DISTRICT SCALE
WORK YEAR	250 DAYS

The System Administrator role is responsible for installation/configuration, operation, and maintenance of systems hardware and software, and related infrastructure. Provide day to day support and monitoring of all District systems. Participate in technical research and development to enable continuing innovation within the infrastructure. Ensure that system hardware, operating systems, software systems, and related procedures adhere to district needs.

Job Responsibilities

- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes.
- Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc.
- Provide Systems support for all District Software Applications.
- IT Department Contact for vendor hosted systems.
- Repair and recover from hardware or software failures.
- User administration (setup and maintaining accounts).
- Maintain District Website.
- Analyzing system logs and identifying potential issues with computer systems.
- Perform routine audits of systems and software.
- Perform regular file archival and purge as necessary.
- Apply operating system updates, patches, and configuration changes.
- Install and configure new hardware and software.
- Responsibility for documenting the configuration of district systems.
- Troubleshooting any reported problems.

67

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

68

- System performance tuning.
- Introducing and integrating new technologies into the existing IT environment.
- Provide Tier II Support to IT Support Technicians.
- Travel to various locations within the school district as required.

Personal Attributes

- Strong understanding of the district's goals and objectives.
- Ability to conduct research into enterprise networking issues and products as required.
- Highly self-motivated and directed, with keen attention to detail.
- Proven analytical and problem-solving skills.
- Ability to effectively prioritize tasks.

Experience & Education

- Strong experience in a Windows Active Directory Environment, Windows Server2003, 2008 R2, 2012, IIS.
- Experience with MS Exchange, VMWare, nComputing, and Windows 7.
- Understand basic networking concepts (Cisco a plus).
- Associates Degree and 5 years' work experience in Information Technology.

68

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

69

MINIMUM QUALIFICATIONS	IT SUPPORT TECHNICIAN ASSOCIATES DEGREE 3 YEARS EXPERIENCE IN INFORMATION TECHNOLOGY EXPERIENCE INSTALLING SOFTWARE, PATCHES, UPDATES ON COMPUTERS
REPORTS TO	TECHNOLOGY DIRECTOR OR SUPERINTENDENT
SALARY	DISTRICT SCALE
WORK YEAR	250 DAYS

The IT Support Technician is an entry-to-mid-level position that provides Help Desk support for a wide range of issues related to computer systems. The IT Support Technician is the initial contact for end user support requests. This is included but not limited to support with PC's, printers, networking services, desktop applications, and Chromebooks.

Job Responsibilities

- Responsible for responding to all assigned Help Desk tickets.
- Troubleshoot, diagnose and resolve PCs and other computer-related equipment problems to ensure functional operation
- Coordinate and install cards, drives, memory, peripheral equipment and software into stand-alone or network connected PCs at client work locations.
- Upgrade computer application system software and troubleshoot errors to maintain the system after implementation.
- Install, test, and implement new hardware, operating systems and application software packages; install new versions, releases or maintenance levels of existing operating systems and related components.
- Perform computer upgrades, software rollouts and other IT-related projects
- Travel to various locations within the school district is required.

Preferred Skills

- Help Desk support experience
- Troubleshooting and problem solving skills
- Solid communication and relation skills
- Self-motivated with the ability to work independently.

69

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

70

Experience and Education

- Able and willing to learn new as well as existing computer technologies.
- Experience installing software, patches, and updates on desktop computers and laptops.
- Experience troubleshooting basic network, software, and printing problems.
- Working knowledge of Windows XP, Windows 7, and Windows Networks .
- High School Diploma or equivalent.

70

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

71

MINIMUM QUALIFICATIONS	CASE MANAGER VALID MS (AA) LICENSE IN SPECIAL EDUCATION
REPORTS TO	FOUR YEARS TEACHING EXP. SPECIAL SERVICES DIRECTOR
SALARY	DISTRICT SCALE
WORK YEAR	200 DAYS

Specific Responsibilities:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assist professional staff in the identification of learning disabilities, development of planned remediation and evaluation of student progress
2. Assist in the development and implementation of student behavior management programs; communicate with teachers and other involved personnel regarding behavior management programs
3. Participate in building special education team meetings to facilitate ongoing and open communication with all team members regarding ongoing and upcoming needs related to evaluation and IEPs
4. Complete case management documentation verifying timelines met in accordance with MDE regulations
5. Serve as a member of the district eligibility team
6. Review eligibility determinations for all students moving in
7. Review all initial referrals and requested re-evaluations and track the comprehensive assessment process
8. Staff students daily with the district assessment team
9. Assign, track and review all mandated three-year re-evaluations
10. Make and track psychometrists assignments by school
11. Complete integrity checklist for comprehensive evaluations
12. Review and track all speech-language initials and re-evaluations
13. Provide support/training for SPED teachers in the Perry County School District
14. Participate in MDE training to stay current on regulations
15. Serves as a liaison and attend meetings with area health, vocational rehabilitation, human services, Head Start, and other agencies to serve students with disabilities
16. Demonstrates prompt and regular attendance
17. Supports the Perry County School District Mission, Vision, and Strategic Plan
18. Perform other duties assigned by supervisor

71

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

72

DIR. OF CURRICULUM & INSTRUCTION

MINIMUM QUALIFICATIONS

VALID MS (AA) LICENSE IN
CORE SUBJECT AREAS
ADMINISTRATORS LICENCE
FOUR YEARS TEACHING EXP.
SUPERINTENDENT
DISTRICT SCALE
237 DAYS

REPORTS TO
SALARY
WORK YEAR

PERFORMANCE RESPONSIBILITIES:

1. Supervises programs and personnel as directed by Superintendent
2. Assist principals with assessing school needs and services, instructional programs and strategies, and implementing effective curriculum methods for improving instruction to ensure that all students learn to their highest potential
3. Maintain a current knowledge base in several areas: curriculum and instruction, college and career readiness standards, best practices in education, special education, strategies for school improvement, strategies for closing achievement gaps, effective management and communication strategies, all applicable Federal and State regulations, and all local Board policies and procedures.
4. Review and analyze all student achievement data, and use the results to assist principals and District support staff in improving and developing students' achievement reports as needed
5. Provide strong, direct technical assistance to the schools and district. Review best practices with principals, provide information, and facilitate PD sessions for principals and other school leaders, providing specialized and intensive support for focus and/or priority schools
6. Assists in the development of curriculum guides and materials by working with principals and teachers in the preparation of such materials
7. Monitor components of the school accountability model
8. Serves as the District Test Coordinator
9. Demonstrates prompt and regular attendance
10. Supports the Perry County School District Mission, Vision, and Strategic Plan
11. Performs other duties as assigned

72

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

73

DIR. OF FEDERAL PROGRAMS

MINIMUM QUALIFICATIONS	VALID MS (AA) LICENSE IN CORE SUBJECT AREAS ADMINISTRATORS LICENCE FOUR YEARS TEACHING EXP.
REPORTS TO	SUPERINTENDENT
SALARY	DISTRICT SCALE
WORK YEAR	237 DAYS

JOB GOAL:

Under the supervision of the Superintendent or designee, the Director of Federal Programs serves as a leader in all matters pertaining to the general operation of Federal Project categorical programs by performing the functions which meet the requirements as set forth in federal, state, and local guidelines.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Provide leadership for all phases of Consolidated Federal Projects (Titles I, II, III, IV, IX, X, Neglected and Delinquent, School Improvement and other grant programs)
2. Supports District's Early Childhood initiatives
3. Coordinate articulation among schools, programs and the District
4. Support principals with technical assistance
5. Coordinate with the PCSD finance office to ensure fiscal accountability
6. Plan and implement curriculum/material development
7. Gather and disseminate Federal Programs information/resources to district staff
8. Prepare and submit required reports and applications to local, state, and federal agencies
9. Function as a district liaison to state and federal education departments
10. Provide leadership and advocacy for families and children served by these programs
11. Coordinate program priorities, activities and plans with program leadership to ensure program efficiency, accountability and concordance with the District Strategic Plan and individual School Improvement Plans
12. Demonstrate effective team building, including recruitment, hiring and placement of staff
13. Develop communication networks involving local, state and federal entities
14. Prepare and administer the Federal Programs budget directly and, indirectly, all other program budgets
15. Prepare and maintain documentation for federal monitoring visits as well as respond to needed corrective actions

73

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

74

	GIFTED TEACHER
MINIMUM QUALIFICATIONS	VALID MS (AA) LICENSE IN GIFTED
REPORTS TO	SPECIAL SERVICES DIRECTOR
SALARY	DISTRICT SCALE
WORK YEAR	187 DAYS

This employee is responsible for providing identified gifted students with appropriate learning experiences that develop potential and lead to advanced academic achievement by organizing, implementing and supporting the gifted outcomes.

Specific Responsibilities:

1. Such duties and responsibilities as may be assigned, including, but are not limited to:
2. Develop and implement lesson plans that fulfill the requirements of the gifted program.
3. Plan a program of study that meets the individual needs, interests, and abilities of gifted students based on the gifted outcomes and district goals and objectives.
4. Employ a variety of instructional techniques and media which meet the needs and capabilities of gifted students.
5. Work cooperatively with classroom teachers to address gifted student's needs.
6. Develop and maintain an ongoing student identification process, including the planning, testing of students, review of student data, and scheduling identification meetings.
7. Coordinate assessments with the school Psychometrist and others as needed.
8. Compile, maintain, and file all physical and computerized reports, records, and other student documents required.
9. Provide guidance to teachers in completing the Gifted Referral Form and teacher rating scale.
10. Keep informed of and comply with federal, state, district, and school regulations and policies.
11. Maintain and improve competence through participation in professional training.
12. Demonstrate prompt and regular attendance
13. Support the Perry County School District's Mission, Vision, and Strategic Plan
14. Follow the proper chain of command when necessary.
15. Travel as required to fulfill responsibilities of the job
16. Ensure all documentation on gifted education students is kept confidential
17. Performs any other tasks as required by the Superintendent of Education, and/or Director of Special Services.
18. Build professional relationships with colleagues, community, and parents.

74

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

75

MINIMUM QUALIFICATIONS

REPORTS TO
SALARY
WORK YEAR

MAINTENANCE SUPERVISOR
APTITUDE AND COMPETENCY FOR
ASSIGNED RESPONSIBILITIES
VALID MISSISSIPPI DRIVER'S LICENSE
ELECTRICAL & PLUMBING
CERTIFICATIONS PREFERRED
SUPERINTENDENT OR DESIGNEE
DISTRICT SCALE
250 DAYS

Specific Responsibilities:

Such duties and responsibilities may be assigned, including but not limited to:

1. To manage and supervise all buildings and repair projects.
2. Maintains safety standards and compliance with state and federal laws, regulations, and policies regarding the school building and grounds and risk management.
3. Develops a program of preventive safety rules.
4. Recruits, trains, and supervises all maintenance and grounds personnel. Makes recommendations for personnel employment, transfer, promotion, and release.
5. Administers the building purchased services and landscape maintenance.
6. Authorizes purchases in accordance with budgetary limitations and district rules.
7. Maintains all district-owned physical plant equipment and develops plans for preventive maintenance.
8. Submits all reports required by the State Department of Education.
9. Examines school buildings on a regular basis for needed repairs and maintenance.
10. Establishes priorities on repair projects.
11. Estimates the cost of repair projects.
12. Lays out and inspects work and assists maintenance crew members.
13. Develops a system for dealing with emergency repair problems with efficiency.
14. Establishes a regular preventative maintenance program.
15. Maintains and submits records as required to local, state, and federal agencies.
16. Develops recommendations for future growth and building land needs.
17. Have a working relationship with contractors and architects.
18. Cooperates with principals and site supervisors to ensure that facilities maintain a clean and orderly environment and experience the many benefits that come from pride and ownership among students, faculty, and the support of the community.
19. Successfully completes the district staff development program.
20. Demonstrates prompt and regular attendance
21. Supports the Perry County School District Mission, Vision, and Strategic Plan
22. Performs other duties as assigned

75

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

76

MINIMUM QUALIFICATIONS

REPORTS TO
SALARY
WORK YEAR

MAINTENANCE WORKER
APTITUDE AND COMPETENCY FOR
ASSIGNED RESPONSIBILITIES
VALID MISSISSIPPI DRIVER'S LICENSE
ELECTRICAL & PLUMBING
CERTIFICATIONS PREFERRED
SUPERINTENDENT OR DESIGNEE
DISTRICT SCALE
250 DAYS

Qualifications:

1. Requires thorough knowledge of the standard practices, methods, materials, and tools of the electrical trade, the local and national electrical codes, and the hazards and safety precautions peculiar to the trade
2. Knowledge of the principles and practices applied in the safe and efficient use of tools, materials, and equipment employed in the electrical trade
3. Knowledge of fluorescent and incandescent lighting systems
4. Ability to make accurate estimates of time and materials for required projects
5. Ability to work from blueprints and specifications
6. Ability to prepare and follow verbal and written instructions
7. Skilled in locating and adjusting defects in electrical systems and equipment
8. Skilled in the use and care of tools and equipment of the electrical trade
9. Valid Mississippi driver's license

Specific Duties:

1. Install, alter, maintain, and repair wiring systems, P.A. systems, electronic clocks, fans, lights, and other electrical fixtures and equipment
2. Design, fabricate and install new electrical services as needed
3. Upgrade antiquated circuits and runs that are not within specifications/limitations of the NFPA Electrical Codes
4. Assist other technicians with electrical requirements and circuit management to new or additional equipment or increased load
5. Maintain and repair all HVAC equipment
6. Perform preventative maintenance on all HVAC and Refrigeration systems
7. Oil and grease motors, pumps, and air handling equipment
8. Check, adjust, and/or replace belts on HVAC equipment
9. Housekeeping of all areas around HVAC systems, chillers, boilers, and air handlers
10. Maintain and repair all refrigerators, ice machines, walk-in coolers, and freezers
11. Install, assemble and repair pumps, condensers, motors, and other refrigerating equipment

76

**PERRY COUNTY SCHOOLS
JOB DESCRIPTION**

77

12. Check, evaluate and charge refrigerant as needed
13. Repair/replace and calibrate HVAC and Refrigeration components as needed
14. Ensure all work, repairs and installations meet or exceed local, state, and federal codes
15. Install, maintain and repair water lines, sewer lines, lavatories, commodes and other fixtures, gas lines, steam lines, and steam fixtures in buildings
16. Identifies the location of all water and gas shut-off valves
17. Repair old plumbing, replace leaking water faucets and fixtures, and unstop clogged drains
18. Install restroom and kitchen dispensers as needed
19. Replace boiler certificates as required by state and federal guidelines

77