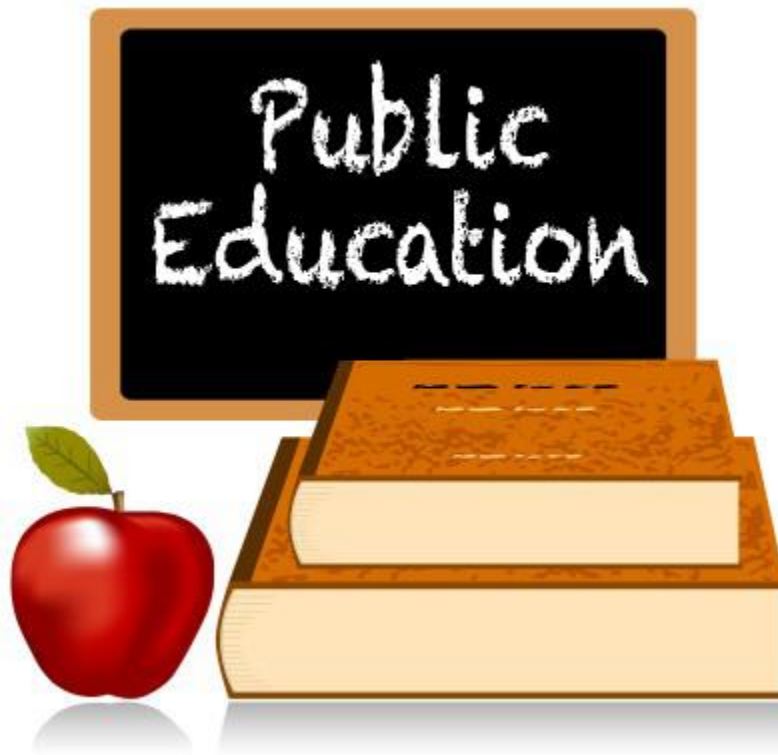


Russell County Public Schools



Job Description Manual

**RUSSELL COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION MANUAL**

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INTRODUCTION

The job titles and descriptions in this manual are meant to be general in nature. It is recognized that there is great diversity in job sites and requirements. Therefore, nothing in this manual shall limit the duties associated with a job description to those listed. Likewise, nothing in this manual shall require that every person performing the job be assigned every duty in the description. All employees will be expected to assume any responsibilities and/or perform any other duties assigned by their immediate supervisor or by the superintendent.

SUPERINTENDENT OF SCHOOLS

The primary function of the superintendent of schools is to serve as the Board's chief administrative officer and school division leader. The superintendent reports to the Russell County School Board.

PLANNING AND ASSESSMENT

- The superintendent effectively employs various processes for gathering, analyzing, and using data for decision-making.
- The superintendent organizes the collaborative development and implementation of a division strategic plan based on the analysis of data from a variety of sources.
- The superintendent plans, implements, supports, and assesses achievement of the Standards of Learning.
- The superintendent develops plans for the effective allocation of fiscal and other resources.

INSTRUCTIONAL LEADERSHIP

- The superintendent communicates a clear vision of excellence and continuous improvement consistent with goals of the school division.
- The superintendent oversees the alignment, coordination, and delivery of assigned programs and/or curricular areas.
- The superintendent selects, inducts, supports, evaluates, and retains quality instructional and support personnel.
- The superintendent provides staff development consistent with program evaluation results and school instructional plans.
- The superintendent identifies, analyzes, and resolves problems using effective problem-solving techniques.

SAFETY AND ORGANIZATIONAL MANAGEMENT FOR LEARNING

- The superintendent actively supports a safe and positive environment for students and staff.
- The superintendent develops procedures for working with the Board that define mutual relationships and strategies for formulating division policies.
- The superintendent effectively manages human, material, and financial resources to ensure student learning and to comply with legal mandates.
- The superintendent demonstrates effective organizational skills to achieve school, community, and division goals.

COMMUNICATION AND COMMUNITY RELATIONS

- The superintendent promotes effective communication and interpersonal relations with the school division.
- The superintendent establishes and maintains effective channels of communication with the Board members and between school and community, strengthening support of constituencies and building coalitions.
- The superintendent works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse student population.
- The superintendent works collaboratively with state department personnel to ensure state regulations are followed, to secure resources available to the school division, and to communicate effectively with personnel to ensure successful use of state funding.

PROFESSIONALISM

- The superintendent models professional, moral, and ethical standards as well as personal integrity in all interactions.
- The superintendent works in a collegial and collaborative manner with school personnel and the community to promote and support the mission and goals of the school division.
- The superintendent takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning.
- The superintendent provides service to the profession, the school division, and the community.

DIRECTOR OF PERSONNEL/TEACHER EVALUATIONS/DIRECTOR OF CTE PROGRAMS/SECONDARY SUPERVISOR

PERSONNEL DIRECTOR

- Coordinates hiring of new personnel and transfers
- Conducts and schedules interviews
- Attends Teacher Recruitment Fairs
- Evaluates new teacher applications
-

PUBLIC RELATIONS

- Is responsible for all activities related to public relations for the Board, Superintendent, and Central Office.
- Coordinates all employee and student recognition activities.
- Secures plaques and awards for School Board presentations.
- Press releases.

TECH PREP (WITH SVCC)

- Coordinates all activities related to the Tech Prep program.
- Plans and implements a career fair for Juniors/Seniors in the three high schools.
- Plans and implements a career fair for all 6th and 7th grade students.

VOLUNTEER PROGRAMS

- Coordinates and advises schools about volunteer programs, as needed.
- Provides Business Partners the opportunities to volunteer in the school system.

AIM SCHOLAR PROGRAM

- Coordinates the AIM Scholar program in the high schools.
- Attends meetings and works with businesses and other school systems in the facilitation of the AIM Scholar program.

MATH, LANGUAGE ARTS, SCIENCE – GRADES 8-12

- Aids principals and teachers, upon request, in the organization and implementation of math/language arts/science instruction in grades 8-12.
- Updates, realigns, and coordinates the Virginia Standards of Learning with the curriculums in grades 8-12.
- Supervises, develops, and revises the curriculums in grades 8-12.
- Observes, evaluates, and supervises personnel in grades 8-12.
- Develops pre-service and in-service plans for personnel in grades 8-12.
- Analyzes test results and provides comparison data for the superintendent, school personnel, and parents of children in grades 8-12.
- Assists principals with the development of improvement plans.

LIBRARY, FOREIGN LANGUAGE, SOCIAL STUDIES 8-12, GUIDANCE

- Is responsible for the instructional program in art, foreign language and Social Studies 8-12.
- Assists the superintendent in planning in-service for above-mentioned teachers.
- Serves as contact person and coordinator for the library program.
- Plans appropriate in-service activities for librarians.

STATE/FEDERAL REPORTS

- Is responsible for following up on state and federal reports that have not been completed and turned in by the central office staff or school staff.

GRIEVANCES

- Is responsible for maintaining records of grievances and assisting principals in following the grievance procedure.

AGRICULTURE

- Is responsible for the agriculture education program.

BUSINESS/TECHNOLOGY/TRADE AND INDUSTRIAL EDUCATION

- Provides the leadership to plan and develop the total program of vocational education in accordance with the needs, interests, and abilities of youth and adults, keeping in mind their employment opportunities.
- Writes annual vocational plan for state funding.
- Prepares all requisitions for vocational funds.
- Recommends selection of professional staff (with principal).
- Provides opportunities for professional growth and development for professional staff through a planned program of in-service education activities.
- Prepares the budget for vocational education and insures that funds are distributed equitably among the various program areas.
- Evaluates the results of the vocational program in light of stated objectives.
- Supervises and assists in the purchase, installation, maintenance, and storage of equipment, along with the purchasing and distribution of curriculum materials and consumable supplies.
- Works with all vocational teachers in maintaining an equipment inventory and annually updates the inventory.
- Establishes and works with advisory committees in the interests of coordinating vocational instruction with occupational needs.
- Maintains a continuous relationship between the general administration of the local school system and state and federal personnel concerned with vocational education.

VOCATIONAL ADULT EDUCATION

- Is responsible for all vocational adult education programs.

OTHER DUTIES

- Secondary parental complaints
- Attends Key Instructional Leaders Meetings
- AdvancEd Division-Level Team Leader
- Performs such other tasks and assumes such other responsibilities as may be assigned by the superintendent.

DIRECTOR OF SPECIAL EDUCATION/DIRECTOR OF 21ST CENTURY GRANTS

SPECIAL EDUCATION ADMINISTRATOR

- Oversees the maintenance of files to document Special Education funds are properly administered and utilized.
- Oversees the maintenance of student files in accordance with state requirements and guidelines.
- Develops annual in-service and/or pre-service plans for Special Education personnel.
- Attends regional, state, and area meetings of Special Educators.
- Works jointly with the superintendent on filling Special Education job vacancies, employee dismissals, and other employment matters.
- Observes Special Education personnel
- Completes and submits requests for federal and state reimbursements and reports: Foster Care Reimbursement, Indicators for Special Education, PACE and Supply/Demand Report
- Math, Science, Reading, Social Studies Pre-K-12 Special Education Coordinator
- IEP Issues/IEP Online/Eligibility
- Aids principals and teachers, upon request, in the organization and implementation of the special education program in the areas assigned.
- Updates, realigns, and coordinates the Virginia Standards of Learning with the curriculum of special education in the areas assigned.
- Analyzes test results and provides comparison data for the superintendent, school personnel, and parents of students in the special education program.
- Coordinates the manifestation determination meetings in the assigned schools, reviews IEP's, and generally insures that teachers follow all state and federal guidelines.
- Observes teachers and gives suggestions for curriculum coordination and teaching techniques and methods.
- Keeps informed of available competitive grants and applies for appropriate ones.
- Assists the superintendent, other supervisors/coordinators, principals, and teachers with information and advice on writing grants.
- Assists in the revision of all special education forms, the annual plan, and the special education procedures manual.
- Assists in the placement of students from another county or state in the appropriate program.
- Coordinates the development of behavior plans.
- Serves as one of the contact persons for such agencies as Head Start, T-TAC, PERT, and the Department of Rehabilitative Services.
- Serves on various boards which relate to services for disabled students.
- Serves as the superintendent's designee in hearing and dealing with parental complaints concerning discipline and other issues for special education students.
- AdvancEd Division-Team Leader
- Performs other such tasks and assumes such other responsibilities as may be assigned by the superintendent.

DIRECTOR OF 21ST CENTURY GRANTS

- Responsible for checking all 21st Century reimbursements; yearly plans, and evaluation of programs.
- Coordinator of all 21st Century meetings, after-school programs, and summer programs.
- Responsible for all 21st Century reimbursements.

DIRECTOR OF MAINTENANCE/DIVISION ATHLETIC DIRECTOR/PROCUREMENT OFFICER

ATHLETICS

- Coordinates the school system's athletic program.

INSURANCE

- Procures and administers health, property, and liability insurance plans, workmen's compensation, and employee benefits.

ENVIRONMENTALLY HAZARDOUS MATERIALS

- Keeps the Board and school personnel advised of current regulations concerning environmentally hazardous materials.
- Is responsible for the disposal of hazardous wastes.

MAINTENANCE OF BUILDINGS AND GROUNDS/TRANSPORTATION SERVICES

- Prepares purchasing guides, including quality of goods and services; the standardization of supplies and equipment; and the necessary controls to implement these guidelines.
- Works under the direction of the superintendent to oversee the work required in the operation of the maintenance department.
- Serves as purchasing agent for the supplies and equipment necessary for the maintenance department and cleaning supplies for all schools.
- Maintains a proper system of record for the maintenance department and custodial staff.
- Makes recommendations for the employment of maintenance personnel.
- Assigns duties and provides supervision for the crew chiefs, the general maintenance force, and the custodial staff.
- Assists principals in the supervision of custodial staff.
- Establishes a handbook of instructions for maintenance personnel.
- Brings to the immediate attention of the school principals all undesirable maintenance practices existing in the schools.
- Informs those relating to the destruction of school property and a general lack of care of the buildings and grounds.
- Is responsible for the purchase and distribution of coal as needed by the schools.
- Establishes a handbook of instructions for all custodial personnel.
- Works with the State Water Control Board and assigns duties as required by them.

WAGE AND HOUR LAW

- Keeps the Board and school personnel advised of current wage and hour laws.

WORKERS' COMPENSATION

- Develops a panel of physicians.
- Informs school personnel of rules and regulations regarding reporting accidents and using the physicians' panel.
- Keeps records of personnel on workers' compensation and develops light duty return to work plans.
- Serves as chairman of School Workers' Compensation Safety Committee.

AMERICANS WITH DISABILITIES ACT

- Responsible for school system compliance with all provisions of the ADA.
- Inspects facilities for compliance with requirements for the handicapped.
- Investigates ADA requests or complaints made by employees.

ARCHITECTS AND BUILDINGS

- Works with architects in planning new facilities and renovations.
- Oversees construction of new facilities and renovations.

LITERARY/PUBLIC SCHOOL AUTHORITY LOANS

- Stays knowledgeable about these funding sources and makes recommendations regarding them to the Board.

BUSINESS PARTNERSHIPS

- Develops, recruits, and maintains business partnerships.
- Coordinates awarding of competitive business partnership grants.
- Plans and facilitates the business partnership recognition banquet.

TEXTBOOK ADOPTION

- Facilitates the formation of adoption committees and coordinates the selection of books to be adopted.
- Orders replacement and new adoption books.
- Maintains a record of available funds to insure financial solvency.

HEALTH AND PHYSICAL EDUCATION – GRADES PRE K-12

- Supervises the Health and Physical Education program.
- Updates, realigns, and coordinates the Virginia Standards of Learning with the Health and P.E. curriculum in grades Pre K-12.
- Supervises, develops, and revises the Health and P.E. curriculum in grades Pre K-12.
- Observes, evaluates, and supervises Health and P.E. personnel in grades Pre K-12.
- Develops pre-service and in-service plans for Health and P.E. personnel in grades Pre K-12.
- Analyzes test results and provides comparison data for the superintendent, school personnel, and parents of children in Health and P.E. in grades Pre K-12.

OTHER DUTIES

- Use of Facilities Coordinator
- Health & Physical Education K-12 Coordinator
- Energy Management
- Driver's Education
- School Calendar
- Division Procurement Officer
- Intercom Systems
- Performs such other tasks and assumes such other responsibilities as may be assigned by the superintendent.

DIRECTOR OF TRANSPORTATION

MAINTENANCE OF TRANSPORTATION SERVICES

- Supervises all aspects of the school transportation services.
- Establishes bus routes and extensions.
- Assists principals in the supervision of bus drivers.
- Assists principals with the discipline of students who are being transported.
- Supervises mechanics and operation of bus garage.
- Provides safety programs and in-service for bus drivers.
- Insures monthly maintenance inspection of the athletic buses.
- Establishes a regular and consistent maintenance inspection schedule (according to state requirements) for all vehicles in the transportation fleet.

PARENTAL COMPLAINTS

- Serves as the superintendent's designee in hearing and dealing with parental complaints concerning transportation and other issues.

OTHER DUTIES

- Coordinator of Gifted Competitions 8-12
- Coordinator of Competitions: *County Forensics, Elementary County Science Fair, County Spelling Bee, County Art Contest, County Track and Field Day, Natural Resources Festival, AG Day*
- Assist with County Elementary Field Day
- Assist with Fair Day
- Assist with DARE Programs
- Field Trips Coordinator
- Bullying Co-Coordinator
- Assists the superintendent in the general operation of the county schools, and performs such other tasks and assumes such other responsibilities as may be assigned by the superintendent.

DIRECTOR OF FEDERAL PROGRAMS/TITLE I/ ELEMENTARY SUPERVISOR

TITLE I INSTRUCTION

- Completes annually a Title I Needs Assessment.
- Completes annually a Title I Project Application in accordance with state and federal requirements and guidelines.
- Completes a project evaluation of Title I grants.
- Prepares an annual list of Title I personnel.
- Develops pre-service and in-service plans for Title I personnel.
- Establishes dissemination plans annually for Title I programs to keep the public informed about Title I.
- Observes, evaluates, and supervises Title I personnel.
- Attends Title I regional and state meetings.
- Coordinates communication between classroom teachers and Title I personnel.
- Works with the Superintendent to prepare an annual Title I budget.

ELEMENTARY EDUCATION FOR READING/ENGLISH

- Aids principals and teachers, upon request, in the organization and implementation of reading instruction in grades Pre K-7.
- Updates, realigns, and coordinates the Virginia Standards of Learning with the core content curriculum areas of Reading/English in grades Pre K-7.
- Supervises, develops, and revises curriculum in Reading/English in grades Pre-K-7.
- Observes, evaluates, and supervises Reading/English personnel, grades Pre K-7.
- Develops pre-service and in-service plans for Reading/English personnel in grades Pre K-7.
- Analyzes test results and provides comparison data for the Superintendent, school personnel, and parents for Reading/English in grades Pre K-7.
- Assists principals with developing improvement plans in K-7.
- Keeps informed of available competitive grants and applies for appropriate ones.
- Assists the Superintendent, other coordinators, principals and teachers with information and advice on writing grants.

ELEMENTARY EDUCATION FOR MATH/HISTORY/SCIENCE

- Aids principals and teachers, upon request, in the organization and implementation of math/history/science instruction in grades Pre K-7.
- Updates, realigns, and coordinates the Virginia Standards of Learning with the curriculums in grades Pre-K-7.
- Supervises, develops, and revises the curriculums in grades Pre K-7.
- Observes, evaluates, and supervises elementary personnel in grades Pre K-7.
- Develops pre-service and in-service plans for elementary personnel in grades Pre K-7.
- Analyzes test results and provides comparison data for the superintendent, school personnel, and parents of children in grades Pre K-7.
- Assists principals with the development of improvement plans.

PROGRAMS FOR THE GIFTED, GRADES PRE K-7

- Assists in writing and evaluating the gifted plan.
- Helps to select a gifted advisory committee and facilitates their meetings.
- Helps to develop a referral process for gifted students in compliance with state guidelines and coordinates referrals from the schools.

- Helps to review and approve school expenditures of funds for the program.
- Helps to notify parents of students placed in Programs for the Gifted.
- Maintains records of expenditures and insures financial solvency.
- Assumes responsibility for the summer elementary Governor's School at Emory & Henry.

TEXTBOOK ADOPTION

- Facilitates the formation of adoption committees and coordinates the selection of books to be adopted.
- Orders replacement and new adoption books.
- Maintains a record of available funds to insure financial solvency.
-

OTHER DUTIES

- Is responsible for instructional program for Pre-K students.
- Is responsible for the instructional program in music.
- Is responsible for elementary and all-county middle school chorus.
- Assists the superintendent in planning in-service for the music teachers.
- Is responsible for working with elementary schools in meeting accreditation standards and benchmarks.
- Assists with reading, language arts, spelling and social studies textbook adoptions for grades K-7.
- Works with curriculum alignment and mapping for grades K-7 in Language Arts.
- Coordinates testing and implementation of PALS program.
- Works with PALS instructors and building administrators in regard to the PALS Program.
- Completes annually a consolidated plan for Title II and Title VI (Rural Ed).
- Works with Superintendent to prepare an annual budget for federal programs.
- Pacing Guides (Pre K-7)
- Attend Key Instructional Leaders Meetings
- Division Homeless Liaison
- Neglected/Delinquent Student Reports
- Elementary Parental Complaints
- AdvancEd Division-Level Team Leader
- Assists the Superintendent in the general operation of the county schools, and performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

DIRECTOR OF EMERGENCY MANAGEMENT AND SCHOOL SAFETY/COORDINATOR OF SCHOOL NURSES

PERFORMANCE RESPONSIBILITIES:

- Is responsible for assisting in the development of School System Crisis/Safety Plans and implementing School Safety reviews.
- Evaluate the district's security program on a continuing basis and recommend changes or assist in drafting plans as needed. The evaluation will include the Virginia School Safety Survey and a Russell County Public Schools Safety Audit on an annual basis.
- Coordinate the preparation of local, state and federal reports relative to areas of responsibilities.
- Serve as the district's emergency control officer, developing procedures and protocols to deal with emergencies and maintaining an emergency management plan.
- Act as a liaison with public safety authorities and school resource officers on all matters affecting school security.
- Work with administrators, faculty, staff and students at each school to ensure proper security and safety measures are implemented as related to students, employees, facilities, and property.
- Develop and implement prevention strategies in an effort to minimize the likelihood of school violence.
- Review Board policies and make recommendations regarding school safety and security.
- Maintain information on Best Practices relative to school safety and security.
- Participate in training programs to increase individual skill and proficiency related to school safety, security, and transportation.
- Conduct presentations to various community groups and organizations relative to school safety and security.
- Conduct, or obtain, training that is required by the state of Virginia in CPR and first aid.
- Conduct training, and assists in Threat Assessments of Students and Staff.
- Is responsible for keeping the Superintendent and the Board informed of safety issues and school system plans.

CRISIS INTERVENTION

- Serves as state contact person for crisis reports.

COORDINATOR OF SCHOOL NURSES

- Ensures that each nurse has an accurate job description.
- Has an individual or group meeting with the school nurses as needed.
- Attends committee meetings and school conferences regarding school nurses.
- Ensures that each school nurse's current CPR certification and other educational requirements are up to date.
- Sees that each school nurse adheres to all requirements that are set forth by HIPPA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and privacy Act).
- Ensures there is adequate security of all medications for each member of the school nurses.
- The Supervisor of School Nurses plans and implements school health management records.
- Exercises professional judgment in making decisions.
- Communicates appropriately with parents, staff, administrators and students in regard to the school nurses and the school nurse program.
- Manages a budget appropriately. Maintains the School Nurse Station with equipment and supplies. Obtains competitive pricing.
- Takes pride in the development of the School Nurse Program for Russell County Schools. Conducts his/herself as a professional.
- Assists nurses as needed.

- Assists with interviewing staff for School Nurse Program and makes recommendations to the Board for employment.
- Assists with writing or re-writing policies for School Nurse Program.
- Assists with writing and submitting grants.
- Responds to complaints from staff or parents. Documents all complaints. Informs the superintendent and the principal of the school involved as to the disposition of the complaint.
- Assures that all nurses are keeping needed documentation.
- Observes nurses at work as much as possible.
- Does a written evaluation on each nurse at the end of the school year.
- Assures that each nurse has the supplies and equipment needed to perform her job.
- Keeps all school nurses up to date on any training or educational opportunities.
- Provides any training required by the school system to perform their duties, especially with the Pupil Accounting System, so that they can input information for each child's cumulative record accurately and efficiently.

HOMEBOUND/HOME SCHOOLING COORDINATOR

- Receives, reviews, and approves all "Intent to Provide Home Instruction" applications.
- Conducts an annual review of students on home instruction.
- Receives, reviews, and approves all homebound applications.
- Maintains accurate records of students on homebound.
- Notifies principals and teachers when students are placed on and removed from homebound.
- Maintains accurate records of hours of homebound instruction for reporting to the State Department for reimbursement.

OTHER DUTIES

- Updates and prepares county policies for the Russell County Public Schools Policy Manual.
- Preparing/Billing Medicaid Options for Division Coordinator
- Bullying Co-Coordinator
- County Elementary Field Day Coordinator
- Fair Day Coordinator
- Safe and Drug-Free Schools Coordinator
- DARE Contact
- Parental Complaints
- Russell County Administrative Procedures Contact
- Religious Exemption Contact
- Contact for Child Abuse Reporting
- Title IX and Sexual Harassment Contact
- Performs other duties as assigned by the Superintendent

**DIRECTOR OF SCHOOL NUTRITION AND FOOD SERVICES/LICENSURE/
ADMINISTRATOR OF HEALTH CARE REFORM PROGRAM/AESOP SUPERVISOR**

SCHOOL NUTRITION

- Is responsible for the management of the school food program.
- Coordinates menu planning and food purchasing.
- Makes recommendations on cafeteria staffing.
- Selects equipment to be purchased.
- Evaluates financial solvency of the food program and makes reports to the superintendent and the Board.
- Is responsible for annual verification report.
- Develops pre-service and in-service plans for cafeteria personnel.

CERTIFICATION AND RECERTIFICATION

- Performs the duties of advisor and director of teacher certification, recertification, and decertification.
- Works with all teachers to obtain initial certification and recertification of their licenses.
- Assists Personnel Director with status of applicants before they are interviewed.

TRUANCY COORDINATOR

- Aids principals and teachers, in accordance with state law, in the organization and implementation of the truancy law.
- Conducts conferences, when necessary, with the administration and parents of students who have six or more unexcused days of absences.

OTHER DUTIES

- Health Care Reform Coordinator
- Supervisor of AESOP Program
- IPAL and Data Reporting
- New Teacher In-Service Co-Coordinator
- Substitute Teacher In-Service Coordinator
- Coordinator for August In-Services
- Summer School/Remediation Coordinator/Reporting
- Supervisor: Fine Arts/Librarians/Guidance
- Professional Development Coordinator
- AdvancEd Division Chair
- Parental Complaints
- Assists the Superintendent in the general operation of the county schools, and performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

DIRECTOR OF TESTING AND DIRECTOR OF TECHNOLOGY

DIVISION DIRECTOR OF TESTING

- Serves as contact person and administrator of the state testing program.
- Surveys school needs and advises the State Department of needed testing materials.
- Receives and distributes tests to all schools.
- Standardizes testing dates in compliance with state guidelines.
- Responsible for collecting and returning tests to State Department.
- Assumes accountability for insuring all tests are returned to prevent loss of validity in the testing program.

DIRECTOR OF TECHNOLOGY

- Assists in the upkeep of networks, Internet Service, the student accounting system, and the library systems.
- Researches technology issues.
- Assists in developing and administering the technology budget – Technology Education Grant and Funds.
- Coordinates and conducts in-service training for personnel, individually or in groups, as requested.
- Assists in updating and carrying out the Technology Plan.
- Participates in training activities.
- Assists in maintaining and repairing all computers.
- Assists personnel in securing replacement parts under warranty.
- Explores ways of obtaining additional technology funding.
- Serves as contact person for the Student Accounting System.
- Writes bid specification for new technology equipment and programming to be purchased.
- Serves as contact person for telephone systems in the school system.
- Is responsible for designing and overseeing all network cabling projects.
- Is responsible for upkeep of payroll (UNIX) system and computerized direct deposit of employee payroll.
- Represents Russell County Public Schools as a member of the Southwest Virginia Public Education Consortium, SVETN (Fiber-Optic Classroom), and Blue Ridge Public Television.
- Responsible for on-line portion of SOL training.
- Policy Manual on Website
- E-rate Data and Information
- Tyler Student Information System
- Internet Acceptable Use Policy
- State Accreditation

COORDINATOR OF ITRT PROGRAMS

- Works collaboratively with individual and/or groups of teachers to integrate technology into instruction.
- Develops and implements an Internet safety program which correlates to the VDOE Guidelines for Internet Safety.
- Assists with curriculum and content development.
- Disseminates information regarding technology resources, emerging technologies, best practices using technology, and professional development opportunities.
- Facilitates or conducts technology-related professional development for school staff.
- Works with division curriculum and technology staff to develop best practices for technology integration.
- Researches use of new technologies in instruction.
- Uses data to design technology-based instructional strategies.
- Recommends hardware, software, and related resources.

- Creates learning resources for teachers, staffs, and students.
- Participates in software selection and use.
- Supervises Instructional Technology Resource Teachers.
- Maintains ITRT web site
- Moodle Administrator/Trainer
- Reports Online System Administrator/Trainer
- Assists Gifted and Talented Director with resources for gifted students and design web page to showcase GATE program.
- Develops electronic data notebook for division and school level data disaggregation and analysis.

OTHER DUTIES

- Assists the superintendent in the general operations of the county schools, and perform such other tasks and assumes such other responsibilities as may be assigned by the superintendent.

DIRECTOR OF FINANCE

- Responsible for overall direction, coordination, and evaluation of finances.
- Assists Superintendent and staff in analyzing financial issues.
- Overall financial operations.
- Participates with county and state organizations.
- Administers business affairs of division.
- Coordinates accounting procedures.
- Directs financial affairs with responsibility for purchasing, accounts payable and receivable, auditing, payroll, and finance reporting.
- Prepares and oversees the preparation of financial reports as required.
- Meets all state, local, and county reporting requirements.
- Assigns work and evaluates the performance of subordinates.
- Attends school board meetings and prepares such reports as requested by the Superintendent and School Board.
- Ensures integrity and reliability of district's financial systems.
- Implements, maintains, and monitors related internal controls for all financial operations.
- Preparation of annual budget.
- Completion of numerous state required reports.
- Preparation of documents to facilitate the annual audit of the Board's financial records by a contracted certified public accountant.
- Works with Insurance; Wage & Hour Law; Worker's Compensation; Americans with Disabilities Act.
- Develops internal controls designed to safeguard the assets.
- Ensures compliance with federal, state, and local board policies and procedures.
- Other duties as assigned by the Superintendent.

SCHOOL PSYCHOLOGIST

- Coordinates and administers psychological testing for all students.
- Coordinates all Early Intervention Programs, including *Head Start, Cumberland Mountain Early Intervention, and Pre-School*.
- Serves as FAPT and Head Start Representative.
- Interprets professional services provided in order to ensure a realistic picture of what psychological services entail.
- Uses clinical instruments to diagnose intellectual and behavioral problems of individual children within the school setting.
- Communicates the findings and recommendations in language readily understood by the school staff. The communication should describe possible favorable and unfavorable consequences associated with alternative proposals.
- Functions as a voting member of the Eligibility Committee.
- Provides both group and individual counseling services for those students that require them.
- Is obligated to ascertain that certain psycho-educational information reaches responsible and authorized persons and is adequately interpreted for their use in helping the student. This involves establishing procedures, which safeguard the personal and confidential interest of those concerned.
- Assumes any other responsibility assigned by the Special Education Director or the Superintendent.

CLERK OF THE BOARD/PAYROLL MANAGER/ASSISTANT TO FINANCE DIRECTOR

CLERK OF THE BOARD

- Attends all school board meetings and keeps the minutes.
- Keeps, in a bound volume, a permanent record of all proceedings of the Board and makes these minutes available to whoever might need them.
- Verifies all statements for payment after the audit by the Board per VSBA regulations.
- Acts as custodian of the official seal of the Board.
- Notifies Board members of all regular, special, and committee meetings and is present at all such meetings unless otherwise directed.
- Responsible for Freedom of Information Act (FOIA) requests for division.
- Responsible for School Board meeting minutes being posted on RCPS website.
- Attends VSBA School Board Clerk meetings.

PAYROLL MANAGER

- Is responsible for processing all aspects of payroll for all employees.
- Enters and verifies employee changes on payroll system including adding and deleting employees, benefits, withholdings/deductions, leave, vacation, etc.
- Collects school and department payroll reports for processing.
- Enters time reported from schools and departments.
- Maintains documentation on ALL payroll changes in an organized filing system by month/payroll.
- Maintains filing system on various computer-generated payroll reports.
- Proofs payroll prior to computer run.
- Distributes employee checks and direct deposit slips to schools and departments and mails checks, if needed.
- Oversees Family Medical Leave Act (FMLA forms/documentation).
- Benefits coordinator for all employees.
- Completes reports from the Virginia Employment Commission.
- Prepares federal and state tax deposits, unemployment records, 941 reports, W-2 forms, etc.
- Is responsible for maintaining sick leave, vacation, personal leave, and compensation time for all employees.
- Performs maintenance on the payroll system to enable the system to reflect updated information (Rate Tables, etc.)
- Maintains confidentiality relative to employee records and procedures.

MANAGEMENT OF THE VIRGINIA RETIREMENT SYSTEM

- Is responsible for employees' monthly retirement payroll submissions.
- Prepares retirement applications.
- Keeps records of early retirement incentive choices.

PERSONNEL RECORDS

- Maintains a personnel file on all active and inactive employees.
- Prepares contracts and re-employment notifications for all personnel.
- Ensures all contracts (even continuing contracts) are signed yearly.

ASSIST DIRECTOR OF FINANCE

- Financial operations of the school division.
- Preparation of annual budget (specifically payroll).
- Completion of numerous state required reports and others.
- Preparation of documents to facilitate the annual audit of the Board's financial records by a contracted certified public accountant.

OTHER DUTIES

- Annual School Report
- Prepares deposits and submits deposits timely.
- Performs updates to accounting software.
- Receipts – Payable
- Food Service Bookkeeping
- Family Medical Leave Data Contact
- Performs any other tasks and assumes such other responsibilities as may be assigned by the Director of Finance or Superintendent.

ACCOUNTS PAYABLE CLERK

- Manages Accounts Payable for the entire school system.
- Bookkeeper for the Title I program.
- Assistant Administrator with Health Insurance.
- Management of Hospitalization Insurance (Retiree Hospitalization Insurance).
- Prepares notice/bill to all retirees for Health Insurance payment.
- Bookkeeper of School Textbook Account.
- Coordinates all workers' compensation claims.
- Assists Payroll Clerk in maintaining a personnel file on all active and inactive employees.
- Back-up for Payroll Manager (Processing all aspects of payroll for all employees.)
- Other duties as assigned by Director of Finance or Superintendent.

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

- Clerical duties for Superintendent/Supervisors
- Prepares School Board meeting agendas and information packets
- Prepares Principals' meetings agendas/packets
- Notice of Vacancies Contact
- Assists Personnel Director in Talent Ed Recruit & Hire
- Processes Purchase Orders
- Maintains Purchase Order Program
- Special Bills Coordinator for reimbursements of grants
- Reimbursements for Rural Ed, Title II A, Title III, Title VI-B, JAG and 21st Century
- Family Medical Leave Forms/Letters
- Food Service Accounts Payable
- Academic Calendar
- Coordinator of Delivery Services
- Maintains credit card log for Central Office
- Maintains Food City credit card log for Central Office
- Other duties as assigned by Superintendent and/or Supervisors

CENTRAL OFFICE SECRETARY

- Greets public and directs problems to proper supervisor
- Receives and transfers incoming calls
- Assists staff with typing memos, rosters, etc.
- Types purchase orders for fuel, technology, etc.
- Processes substitute time cards/sheets for payroll
- Prepares bill lists and types bill heads for accounts payable
- Maintains and creates forms as needed
- Creates and prints certificates for DARE, AIMS Scholars, Board Awards, etc.
- Creates and prints programs for county competitions, luncheons, etc.
- Creates and maintains masters for printing of school materials
- Maintains record of long distance/cell phone usage
- Maintains record of fuel usage
- Processes school mail and U.S. mail
- Daily records all incoming funds on cash and check long
- Completes files for new substitutes, coaches, and volunteers including fingerprinting, DSS background checks and I 9's
- Orders office supplies
- Assists with part-time student clerical assistants
- Maintains log of background checks (both FBI and DSS) for all personnel

MEDICAID COORDINATOR/HEALTH CARE REFORM ASSISTANT/AESOP COORDINATOR/SECRETARY

- Prepares and submits Medicaid claims for billable health services
- Collects monthly service logs from all providers, including OT, PT, nursing, speech, and transportation providers
- Monitors all health services provided by all qualified district health care providers
- Tracks certifications and licenses of school health providers
- Gathers and tracks permission to participate and release of information for Medicaid eligible students
- Maintains database to track all providers, caseloads, students, and Medicaid billable health services
- Reconciles weekly Medicaid remittance statements and acceptance/rejection reports from state Medicaid office
- Maintains files on all Medicaid recipient students receiving special services
- Prepares and submits quarterly administrative claims
- Assists with/submits yearly cost reports and self-audit reports
- Completes yearly internal Medicaid audits on all student files
- Aids Administrator of Health Care Reform Program
- AESOP Coordinator
- Reconciles Central Office absences and submits monthly report to superintendent
- Processes secretary and aide time cards
- Processes conference approvals and vacation requests
- Processes school mail and U.S. mail
- Answers and transfers incoming calls
- Process/check travel and mileage reimbursements
- Greets visitors
- Administers/track Random Moment Time Study
- Trains new substitutes and employees on AESOP
- Distributes/logs county cars
- Other duties as assigned by Superintendent and/or Supervisors

SPECIAL EDUCATION SECRETARY

- Record-keeping of referrals
- Record-keeping of evaluations
- Record-keeping of re-evaluations
- Record-keeping of eligibility meetings
- Record-keeping of IEP's
- Record-keeping of Special Education teacher's schedules and class rolls, exits
- Record-keeping of Special Education Advisory Committee meetings
- Psychological Reports
- Computer programs for Special Education students
- Computer programs for computer generated reports
- Any clerical duties assigned by supervisors

DIVISION COURIER

- Delivers and picks up U.S. mail from post office.
- Transports packages to FedEx & UPS drop boxes.
- Delivers and picks up school mail, textbooks, and other items.
- Operates the print shop.
- Laminates for county.
- Performs any other duties assigned by the Superintendent.

TECHNOLOGY TECHNICIANS

- Install, configure, modify and maintain computer hardware, software and peripherals to assure the smooth running of computer work stations and systems; respond to work orders; configure hardware and software to assure proper computer operations and network connectivity.
- Inspect, troubleshoot, diagnose and resolve hardware, software, application, peripheral and network system malfunctions; install, configure, maintain and repair a variety of peripherals and network components such as servers, cabling, modems, phones, security cameras, scanners and printers as required.
- Prepare computer equipment for staff use; install software and hardware and observe elements of the computer for evidence of incorrect performance; connect work stations to network server and assure access to system information and files; upgrade and update computer software and applications.
- Provide technical assistance (on-site as well as via telephone and email) to District personnel concerning the operation of computer hardware, software and peripherals as assigned; respond to inquiries and provide detailed and technical information concerning related practices, procedures, applications and malfunctions.
- Operate a variety of computers, servers, peripherals and specialized software; utilize various hand tools and testers; drive a vehicle to conduct work.
- Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns including warranty repairs.
- Maintain a variety of records related to work orders, inventory, and assigned activities.
- Assist with the design, development and administration of networks as directed.
- Maintain current knowledge of technological advances in computer hardware, software and networks.
- Monitor inventory levels of computer supplies and equipment as assigned; assist with ordering, receiving and maintaining adequate inventory of supplies.
- Research parts and supplies as needed; recommend computer hardware and software purchases as appropriate, including upgrades, repair and replacement cycle.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Communicate effectively orally and in writing.
- Work independently with little direction.
- Establish and maintain professional, cooperative and effective working relationships with others.

#1

- PC repair, maintenance, and upgrades
- Telephones and Voice Mail Systems
- Software Upgrades
- Network Cabling
- Network Administration
- Computer lab setup and configuration
- Software Evaluation and training
- County E-mail Administration
- Online SQL Testing
- Apple Software, MacBook's IPADS
- Security Cameras
- Smart Boards
- eLearning BackPack Initiative

#2

- Windows Servers (web, e-mail TEMS, Moodle and all schools)
- Troubleshooting and configuring Cisco switches/routers
- PC repair, maintenance, and upgrades
- Telephones and Voice Mail Systems

- Maintain Homework Hotline
- Software Upgrades
- Network Cabling
- Network Administration
- Computer lab setup and configuration
- Software evaluation and training
- County E-Mail Administration
- Online SOL Testing
- eLearning Backpack Initiative

#3

- School System Website Administrator
- PC repair, maintenance, and upgrades
- Software upgrades
- Network Cabling
- Network Administration
- Computer lab setup and configuration
- Software evaluation and training
- County E-Mail Administration
- Online SOL Testing
- eLearning Backpack Initiative

#4

- PC repair, maintenance and upgrades
- Software installation and upgrades
- Network Cabling
- Computer lab setup and configuration
- Telephones and Voice Mail Systems
- Online SOL Testing
- eLearning Backpack Initiative

#5 DATA COORDINATOR/TYLER SIS MANAGER

- Tyler Student Information System
- Division Data Coordinator
- Discipline, Crime and Violence Report
- State and Federal Reports
- Data Uploads for Online SOL Testing
- eLearning Backpack Initiative

INSTRUCTIONAL TECHNOLOGY RESOURCE DEPARTMENT

#1

- Works with teachers and administrators to integrate Technology
- Assists with Curriculum and Content Development
- Creates learning resources for teachers and staff
- Participates in software selection and use
- Algebra Readiness Initiative
- Assists Testing Director with SOL online testing
- Interactive Achievement
- United Streaming Account manager
- Maintain ITRT Website
- Moodle Account Manager/Trainer
- Maintains Online Textbook Database
- Smart Board Setup and Training
- Porta Portal Setup and Training
- ROS Works Training
- Software/Hardware Training
- Team Teaching
- eLearning Backpack Initiative

#2

- Works with teachers and administrators to integrate Technology
- Assists with Curriculum and Content Development
- Creates learning resources for teachers and staff
- Participates in software selection and use
- Algebra Readiness Initiative
- Assists Testing Director with SOL online testing
- United Streaming Account manager
- Maintain ITRT Website
- Moodle Account Contact
- Maintains Online Textbook Database
- Smart Board Setup and Training
- ROS Works Training
- Software/Hardware Training
- Team Teaching
- TEMS Gradebook/Parent Portal
- eLearning Backpack Initiative

ATTENDANCE OFFICER

- Investigates cases of non-enrollment. Warns all students under the age of 18 of possible involvement with the court system.
- Visits targeted truant, at-risk students at school and/or at home, and attempts to identify home or school problems that might be contributing to the truancy for possible correction.
- Visits parents or guardians of targeted truant at-risk students. Determines what their expectations are concerning the education of their children and tries to improve poor attitudes.
- Visits school administrative staff, guidance counselors and teachers to make them aware of problems experienced by at-risk students and consults with them on students already in court.
- Holds conferences with students and parents to ascertain the reason(s) for student's non-attendance.
- Completes written reports of conferences with students and parents. These reports are used when filing petitions and are available for court hearings.
- Files petitions with the Court Service Unit on students who will be taken to court for truancy. Files petitions with the Magistrate against the parents, when necessary.
- Compiles information for court hearings, including an attendance profile, grades, and discipline records. When an attorney is involved, makes copies for him or her prior to the hearing.
- Attends court hearings, presents the case and records the court's orders. When ordered, provides parents or guardians a notice to appear before the Multi-Disciplinary Team.
- Informs the schools of the court proceedings and orders; makes copies of the court order for the school principal, assistant principal, and/or other school personnel when deemed necessary.
- Coordinates the monthly meetings of the Multi-Disciplinary Team. Serves as the secretary to the team, sends notices for the meetings, compiles all the needed information on each student and gives an overview of the truancy cases.
- Sends a copy of the Multi-Disciplinary Team recommendation to the judge.
- Works with the Alternative School Director, special education supervisor, and other school administrators to determine the best placement for at-risk truancy students.
- Checks with doctors of students having an excessive number of doctor's excuses after a Release of Information has been signed and completed.
- Responds to calls from principals and/or parents concerning students that are not in school, conducts an immediate investigation, and transports students to school if necessary.
- Cooperates with the Russell County Department of Social Services, providing them with names of students in court for truancy whose benefits may be terminated.

PRINCIPALS, ASSISTANT PRINCIPALS AND ADMINISTRATIVE ASSISTANTS

QUALIFICATIONS

The high school principals and assistant principals must hold a Postgraduate Professional certificate, which will include graduate study in supervision, administration, curriculum, school law, and school and community relations. This person shall have three years of successful experience as a teacher, principal, or administrator, some of which should be at the secondary level, and shall have leadership qualifications necessary for working with teachers, parents, and children. The middle school principal and assistant principal shall possess the same requirements as those for high school. Elementary school principals and assistant principals shall meet the same requirement as those for the high school principal, except that some of the experience as teacher, administrator or supervisor should be at the elementary level.

RECRUITMENT AND SELECTION

Following a careful screening of applicants for the position, principals will be appointed by the Board upon the recommendation of the superintendent.

DUTIES AND RESPONSIBILITIES

- The principal shall involve the community and school staff in the preparation and implementation of the school improvement plan. This plan shall be consistent with the Comprehensive Plan and must be approved by the division superintendent.
- The principal shall develop a school handbook of policies and procedures, which are in compliance with and implement division policies.
- The principal shall coordinate the services of all persons who work in the school to provide a safe, healthful, and stimulating school environment, and an efficient and effective operation.
- The principal shall assign pupils to classes, programs, and activities that are designed to promote maximum learning, (making sure that all pupils, whose achievement is below a level commensurate with their scholastic aptitude are diagnosed for learning disabilities and appropriate instruction prescribed).
- The principal shall ensure that instructional materials and equipment are used to provide learning experiences that are compatible with the education needs of pupils.
- The principal shall direct the school staff in establishing methods of evaluation, the progress of individual students, and the effectiveness of the instructional program in each classroom.
- The principal shall participate in interviews of prospective employees and recommend suitable candidates for hiring to the superintendent.
- The principal shall provide direct instructional supervision and assistance to teachers to help them meet the standards for classroom planning and management, and SOL achievement as related to accreditation.
- The principal shall utilize available supervisory and other consultant personnel as needed to ensure an effective instructional, athletic, and student activity program in the school.
- The principal and staff shall provide for the cooperative evaluation of all employees in the school, basing teacher evaluation upon the Russell County Teacher Evaluation Manual.
- The principal shall be responsible for the school report card and for facilitating state and AdvancEd accreditation.
- The principal shall be responsible for the fiscal management of school funds.
- The principal shall be accountable for cafeteria funds collected in the school.
- The principal shall prepare a satisfactory emergency plan for evacuating the building. Copies of the plan shall be given to each teacher in the school.
- High school principals shall make arrangements for supervision of all athletic events – both at home and away.

- The principal will assume any other responsibilities and/or perform any other duties assigned by the superintendent.
- The principal will yearly evaluate instructional staff based on the current Teacher Evaluation criteria.

ASSISTANT PRINCIPALS AND ADMINISTRATIVE ASSISTANTS

The position of assistant principal and administrative assistant have been created primarily for the purpose of relieving the principal of some duties in order that the principal will be able to devote the major portion of his/her time to the more important administrative duties, concerns, needs and to the supervision of instruction. The duties of the assistant principal and the administrative assistant will vary somewhat from school to school, depending on the viewpoint of the principal, the ability and experience of the assistant, the nature of the school staff, the school plant, the school environment, and the community served by the school.

TEACHERS

The contract provides that teacher shall perform such duties as are deemed necessary by the Board and the superintendent for the efficient and successful operation of the school system. These conditions may vary from school to school depending upon the organizational plans of each school. Teachers' duties will include extra-curricular activities, attendance of meetings, fulfilling committee assignments, and other activities as assigned by the principal.

Teachers are under the authority, direction, and supervision of the principal and will comply with such duties and regulations as the principal may require of teachers. Teachers shall cooperate with the principal in maintaining good order and a proper atmosphere during the time that students are on the school premises. In order that all persons share in the work involved with the many school activities, teachers may be given special assignments by the principal. Teachers will be evaluated yearly based on the current Teacher Evaluation criteria.

Teachers who drive activity buses or serve as substitute bus drivers must have a commercial driver's license and be trained and licensed to drive a school bus in the state of Virginia. These teachers are required to be drug and alcohol tested under policy GBCBC. When driving a bus, the teacher will be subject to the job responsibilities in the job description for bus drivers.

Teachers shall possess a valid teaching license.

CLASSROOM PLANNING AND MANAGEMENT

- In accordance with local policies and regulations, the teacher shall be responsible for discharging the following duties:
 - I. The teacher shall provide the humanizing of instruction in the classroom. In order to accomplish this, the teacher should:
 1. Know the academic strengths and weaknesses of each student.
 2. Treat each student as an individual in accordance with the child's needs.
 3. Understand and appreciate each student as an individual of worth.
 4. Help all students to recognize their potential, to develop their abilities, and to assume responsibility as members of the class.
 - II. The teacher shall provide for individual differences in the classroom. To accomplish this, the teacher should:
 1. Provide different subject matter and learning experiences and have different achievement standards for individuals with different abilities.
 2. Provide opportunities for pupils to work independently on meaningful tasks that derive from and contribute to the planned activities of the class.
 - III. The teacher shall make use of available instructional materials and other resources that are appropriate to the needs of the students. To accomplish this, the teacher should supplement the textbook and make appropriate use of:
 1. All SOL resources.
 2. Additional reading materials, such as library books and reference materials, magazines, and newspapers.
 3. Use relevant technology to support instruction.
 4. Demonstrations, dramatizations, and other classroom activities.
 5. Field trips as approved by the Board.
 6. Cooperative learning.
 7. Resource persons and school-related youth organizations.
 8. Individual and group projects, in or out of the classroom setting.
 - IV. The teacher shall organize learning activities to achieve specific objectives which should include:
 1. The development of needed skills.

2. The understanding of specific concepts.
 3. The solution of meaningful problems.
 4. The development of wholesome attitudes.
- V. The teacher shall provide a favorable psychological environment for learning. To accomplish this, the teacher should:
1. Develop and use various techniques that require students to employ the higher cognitive processes as well as to demonstrate retention and comprehension.
 2. Encourage students to express their ideas in group discussions.
 3. Consider the needs of students in planning and conducting class activities.
- VI. The teacher shall evaluate the progress of students. To accomplish this, the teacher should:
1. Emphasize the application of knowledge to new situations.
 2. Include achievement in areas of instruction, habits of work, attitudes, personal traits, and group relationships.
 3. Communicate to all students the evaluation process.
 4. Submit grades on a six-weeks basis.
- VII. Other duties of teachers include:
1. Attend promptly all meetings planned by the superintendent, the supervisory staff, and/or the principal.
 2. Prepare in writing a general plan for each day's work in order to carry out an effective program of instruction.
 3. Notify the principal, or his/her designee, of any impending absence in time to procure a substitute before the beginning of the school day.
 4. Report to the principal any neglect or damage done to school property.
 5. Deposit all monies collected from students, with the principal or authorized designee, at a time designated by the principal.
 6. Keep an accurate record of student attendance.
 7. Notify librarians of all classroom equipment purchases and/or changes.
 8. Prepare carefully and promptly, such reports as may be requested by the principal, supervisors, and/or the superintendent.
 9. Advise and counsel students, making optimum use of personal pupil data.
 10. Supervise and control behavior of all students.
 11. Report all cases of suspected abuse to the principal.

GUIDANCE COUNSELOR

Guidance Counselors are in all high, middle, and elementary schools. Guidance Counselors will be evaluated by school principal based on current evaluation criteria. Some duties of guidance counselors are specific to one level. Unless otherwise noted, the following duties apply to all counselors at all levels.

- Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
- Collects, maintains, and updates student records, both written and electronic, and protects their confidentiality.
- Works with the Special Education Department to properly identify students with disabilities and provide placement in the appropriate academic program.
- Works to discover and develop special abilities of all students.
- Guides students in their participation in school and community activities.
- Organizes and conducts "Career Day" and/or "College Day". This includes the dissemination of occupational information to students and classes studying occupations. A guidance counselor also helps students evaluate career interest and choices.
- Works with students on an individual basis in the solution of academic and personal problems related to such problems as home and family relations, health and emotional adjustments, tutoring, etc.
- Confers with parents whenever necessary.
- Interprets the guidance program to the community.
- Advises administrators and faculty on matters of student discipline.
- Assists in the orientation of new faculty members.
- Is responsible for administering the testing program and interpreting the results.
- Works with community agencies to provide student services within the schools.
- Assumes any other responsibilities as directed by the principal or assistant principal.
- Guides 7th grade students in preparing Academic and Career Plans.

High School only:

- Aids students in course and subject selection.
- Identifies students for alternative placement.
- Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
- Plans guidance field trips to schools, colleges, and industry for interested students.
- Makes recommendations to colleges for admissions and scholarships.
- Provides job placement services for students, as requested.
- Monitors graduation status of students in regard to both academic credits and verified credits.
- Determines eligibility for all Virginia High School League activities.
- Reviews and revises the Academic and Career Plan in the 8th and 10th grade.

LIBRARIAN

The librarian supervises the library and instructs teachers and students in its use. The librarian must have a degree or computer literacy.

- Requisitions material best suited to the needs of students, teachers, and counselors and prepares these materials for distribution and schedules their use.
- Acquaints students and school staff with materials available in the library.
- Accepts responsibility for the physical condition and appearance of the library, the furniture, books, and materials.
- Prepares activities and displays that encourage the use of library materials.
- Cooperates with the school staff to improve the instructional program through in-service activities, departmental meetings, joint projects, and sharing of ideas and materials.
- Maintains records necessary for preparing reports requested by the principal, superintendent, or State Department.
- Administers automated circulation and cataloging.
- Assists students with learning the basics of research by the use of electronic research facilities, networking, and printed materials.
- Assists students, teachers, and administrators with the use of library computers and other library materials.
- Maintains, with the assistance and cooperation of teachers and administrators, an inventory of all school equipment and provides the Central Office with an update at the end of each school year.
- Readies books for reserve on teachers' request, organizes units of study, and maintains the Reserve Shelf.
- Coordinates the use of Channel One within each applicable school.
- Supervises the library clerk.
- Assumes any additional duties as directed by the principal.
- Is evaluated by school principal based on the current evaluation criteria.
- Assists school with SOL data and remediation.

ATHLETIC DIRECTOR

The athletic director shall have a valid teaching certificate and must demonstrate the leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, coaches, parents, community, and the administrative staff of the school. The athletic director will be under the supervision of the high school principal and will supervise the high school athletic program, coaches, and cheerleading sponsors. The goal of the athletic director is to provide each enrolled student of secondary age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principals of fair play and sportsmanship.

- Coordinates the total athletic program in compliance with federal, state, local, and Virginia High School League rules and regulations.
- Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic, for the high school.
- Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
- Provides leadership in the annual selection, assignment, and evaluation of athletic coaches and cheerleading sponsors.
- Establishes the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility.
- Develops and places into operation appropriate rules and regulations governing the safety and conduct of athletic activities.
- Hires officials, team physicians, and policemen or security personnel, as required, and assumes general responsibility for the proper supervision of home games.
- Develops and maintains good school-community relations by keeping the community informed of and responsive to the athletic program.
- Arranges transportation for athletic event participation.
- Prepares and submits, for principal approval, then administers the school's athletic budget by June 1.
- Arranges for physical examination, by a licensed physician, of all athletes prior to the beginning of each season.
- Arranges for the provision of meals for athletes and coaches, when necessary.
- Administers the insurance program covering school athletes, and assumes responsibility for all required reports and claims.
- Supervises and requisitions, in cooperation with appropriate staff, supplies, uniforms, and equipment for the athletic programs. Checks all invoices for accuracy and submits them for payment.
- Supervises all ticket sales and fund-raising activities connected with the athletic program and assumes responsibility for the proper handling and accounting of funds.
- Supervises the inventory, cleaning, storage, and care of all athletic equipment.
- Arranges for the needs of visiting teams, including lodging, meals, towels, gymnasium services, and field services.
- Arranges practice schedules for coaches on the fields and gymnasiums.
- Makes arrangements for the use of non-school playing fields and facilities (i.e. tennis court, swimming pool, etc.)
- Makes arrangements for all athletic banquets and purchases all school letters and awards for athletes.
- Performs any additional duties as directed by the school principal.

COACHES

All coaches shall have a valid teaching certificate. In the event a certified person cannot be obtained within the school environment, a community representative may be employed. All coaches must be able to instruct athletes in the fundamental skills, strategies, and physical training necessary to realize a degree of individual and team success. At the same time, the students shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence. In cases not specifically covered in this job description, it shall be assumed that all coaches shall exercise common sense and good judgment. Coaches will be under the supervision of the high school principal.

DUTIES OF HEAD COACH:

- Is knowledgeable of existing school, county, state, and league regulations and implements the same consistently and interprets them for the staff.
- Establishes the fundamental philosophy, skills, and techniques to be taught by the staff and is responsible for communicating to all assistant coaches their necessary responsibilities.
- Is responsible for attending all coaches' meetings set by the school, county, and league including pre-season rules clinics.
- Is responsible for attending all district, regional, and state meetings for the recognition of his/her players. He/she must attend all school board meetings at which his/her players are recognized.
- Is responsible for the recognition of his/her players at the school level (i.e. Athletic Banquets).
- Provides transportation to all sporting events and is responsible for the "pre- and post-trip" bus inspections.
- Provides documentation to fulfill state and school requirements concerning physical examinations, parental consent, insurance and eligibility.
- Is responsible for the distribution and collection of signed copies of the Student Athletic Handbook and team rules.
- Is knowledgeable of existing school and county fundraising policies and procedures and the Procurement Policy.
- Gives constant attention to student athlete's grades and conduct.
- Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- Must possess emergency procedure documents at all sporting events and practices.
- Determine discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is dropped or becomes ineligible.
- Assists athletes in their college or advanced educational selection.
- Participates in the budget process with the athletic director and is responsible for operating within budget appropriations.
- Is responsible for organizing practices and informing all parties involved of schedule changes.
- Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing, and reconditioning of equipment and submits an annual inventory and current records.
- Is responsible for the cleanliness and maintenance of equipment.
- Checks on the general cleanliness of the facility.
- Secures all doors, lights, windows, and locks before leaving the building when the custodians are not on duty.
- Instills in each player a respect for equipment and school property, its care, and proper use.
- Organizes parents, coaches, and players for pre-season meetings.
- Maintains good public relations with the news media, booster club, parents, officials, volunteers, and fans.
- Performs such other duties that may be assigned by the athletic director, principal, or superintendent.

DUTIES OF ASSISTANT COACHES:

- Carries out the aims and objectives of the sports program as outlined and assigned by the head coach and school administration.
- Has knowledge of all the athletic policies approved by the Board and is responsible for their implementation and has knowledge of the existing school, state, and league regulations.
- Understands the proper administrative line of command and refers all student and parent requests or grievances through the proper channels.
- Maintains discipline and works to increase moral and cooperation within the school sports program and school community.
- Assists the head coach in carrying out his/her responsibilities.
- Performs such other duties that may be assigned by the head coach, athletic director, principal, or superintendent.

SCHOOL NURSES

RN/LPN

SUMMARY:

The school nurse focuses on the needs of the individual child, parents, the school community as well as all the caregivers involved with the school age child. Provides appropriate preventive, acute, emergent and chronic health care management for students, promotes student wellness, supports student academic achievement, encourages safe environment, acts as a health resource for students, families and faculty/staff.

Nurses must assess students daily to learn the daily habits of each child in the school setting. These assessments will help minimize health problems which impair learning, and promote participation in the classroom.

All school nurses must be involved with the implementation of a healthy lifestyle process. This process will include prevention and changes for a healthy lifestyle. This process must include parents, child, teacher, school administration and all other concerned parties involved with the education and well-being of the student

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Uses the nursing process, communicates with the parent, student and all assigned caregivers to implement a care plan for each student that has individualized health care needs.

These duties are not exclusive or all-inclusive

- Operates and maintains the school clinics;
- Assists with child health screenings as needed;
- Assists with medical examinations and reviews findings to evaluate health status of students and progress of program, reviews the progress of healthy lifestyle processes;
- Administers routine first aid to students and staff as needed;
- Develops Procedures and provides for emergency nursing management for injuries and illnesses;
- Assists with First Aid/CPR certification for teachers and school personnel;
- Dispenses medication following school policy and procedures;
- Keeps accurate records, accurately documents in the Student's Health Record daily;
- Develops a nursing diagnosis and care plan, for those students with individual needs, with goals and interventions, reviews the care plan monthly for any changes in the student status and revises the care plan as needed. The nurse must immediately document any changes to a care plan and give the rationale;
- Responds to all health care issues within the school as needed;
- Carries out communicable disease prevention and infection control based on current guidelines for universal precautions, prevention of blood-borne pathogens exposure and hazardous medical waste disposal. The school nurse must meet with the safety officer's periodically for updates on safety issues of each school;
- Adhere to HIPPA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act). Maintain and ensure that a written log of who accessed the records and when access occurred;
- Keeps up with supplies and orders replacement as needed;
- Organizes time, keeps school clinic clean and neat, focuses on improvement, accepts responsibility for assigned school clinics, maintains confidentiality at all times;
- Communicates appropriately with parents, staff, administrators, students etc...
- Attends all required training sessions or meetings;
- Provides health education and guidance on health issues as needed;

- Counsels with students concerning problems such as pregnancy, sexually transmitted diseases and substance abuses in order to facilitate responsible decision-making practices, while following applicable protocol and state laws;
- Acts as a resource person in promoting health careers;
- Provides consultation in the formation of health policies, goals, and objectives for the school district;
- Where applicable, participates in the IEP plan development;
- Keeps the building principal and the nursing coordinator aware of actions and problems;
- Exercises professional judgment in making decisions;
- Is aware and follows all county policies pertaining to their job and to student health.

KNOWLEDGE, ABILITIES, AND SKILLS

The complex role of the school nurse demands, but is not limited to an understanding and knowledge of:

- Applicable laws, regulations and standards pertaining to school nursing practice (e.g. Nurse Practice Act, Standards of School Nursing Practice);
- School Health Law;
- Special Education legislation and services;
- Leadership, networking and collaboration;
- Pediatric/adolescent Nursing;
- Communicable Disease;
- Promotion of health through education and counseling;
- Case finding, case management and health advocacy;
- Ethnic and cultural sensitivity and competence.

SPEECH THERAPIST

The Speech Therapist is responsible for diagnosing speech and language disorders and for providing professional services to students through assessment, planning, goal development and provision of appropriate intervention services designed to enable students to access the general education curriculum.

They must possess the ability to work cooperatively with others in a positive manner; possess the ability to communicate and develop effective working relationships with students, parents, administrators, teachers, and staff.

They must be a graduate of an accredited college or university and possess, or be eligible to acquire, appropriate license(s) and/or endorsement(s) for position as required by the Commonwealth of Virginia and School Board. Must be eligible to participate in school-based Medicaid claiming.

The Speech Therapist will be evaluated by a school principal based on current evaluation criteria.

- Maintains a working knowledge of Response to Intervention and participates as assigned with the school team to plan and implement interventions at all tier levels according to student need.
- Assesses, screens, and evaluates students and effectively shares results with parents and educational staff, and participates in the eligibility determination process in accordance with state and school division requirements and best practices.
- Develops and implements Individual Education Plans (IEPs) for students with Speech/Language Impairment and assists with IEPs for students with speech/language as a related service, on an annual basis or according to requirements.
- Addresses all components of the IEP.
- Addresses appropriate Present Level of Performance.
- Develops goals and objectives for the IEP.
- Sends home quarterly progress reports.
- Responsible for hearing screenings according to state regulations and school division policy.
- Complies with all Medicaid requirements for school-based claiming, including obtaining written Medicaid consent from parents of all students served and timely filing of claims that meet Medicaid standards.
- Demonstrates knowledge of child growth and development and individual student needs by providing relevant instruction according to the IEP, Personalized Learning Plan, and educational best practices.
- Meets and instructs students in the locations and at the time designated using materials, instructional techniques, and resources in accordance with school division curriculum, special education policies and procedures, and recommended best practices.
- Provides consultative services for school staff by sharing and demonstrating specific techniques and working with school teams to facilitate relevant and consistent interventions for targeted students.
- Establishes a system of documentation that is measurable, accountable, and that conforms to state and school division policy.
- Maintains records and information concerning individual students in the prescribed confidential manner and uses the records and information only for the purposes for which they are maintained, according to FERPA guidelines.
- Attends meetings and staff development as requested by the principal and Department of Special Education.
- Arranges for purchase of necessary instructional supplies for speech and language services and maintains an inventory of supplies.
- Establishes and maintains cooperative professional relationships with administrative and school staff.
- Models non-discriminatory practices in all activities.
- Complies with and supports school and division regulations and policies.
- Performs related duties as assigned by the administration in accordance with school division policies and procedures.

VISION/HEARING SPECIALISTS

The county provides special services for children with visual /hearing sensory deficits through the employment of a specialist in this area. The specialist works with teachers and students in the schools and gives assistance in working with children who have minor defects. Students with severe defects may be scheduled for special sessions with a specialist or with qualified persons from the State Department for the Blind and Vision/Hearing Impaired. The Vision/Hearing Specialists will be evaluated by a school principal/supervisor based on current evaluation criteria.

The duties of the vision/hearing specialist are as follows:

- Serves as a resource to school staff members in the development of a balanced program for improved use of vision/hearing
- Provides a therapeutic program to meet individual needs of visually/hearing impaired children
- Assists and guides teachers in observing, describing, and referring suspected and identified vision/hearing impairments
- Provides a thorough assessment and diagnosis of vision/hearing problems and interprets any medical reports relating to vision/hearing impairment
- Assists in the proper referral of individuals to agencies and specialists in the community as appropriate
- Collaborates with classroom teachers and other school staff members to implement therapy by making suggestions for the student's daily activities
- Provides information, support, and counseling to parents and families when appropriate
- Provides in-service education and serves as a consultant to teachers and school staff members on topics concerning vision/hearing impairments and eye/ear diseases
- Works with the Department for the Blind and Vision/Hearing Impaired to provide programs of service for identified students as well as transition services
- Provides necessary documentation required for the Department of the Blind and Vision/Hearing Impaired
- Keeps thorough ongoing records for the individual student receiving therapy or other school-provided vision/hearing services
- Maintains lists of referred, screened, and eligible students, as well as, a directory of outside agencies, consultants, specialists, and related services
- Assumes any other responsibilities as directed by the special education supervisor or superintendent.

SCHOOL SECRETARIES

Secretaries employed by the school system are under the supervision of the superintendent, principal, or supervisor in immediate charge. Secretaries will be evaluated by the school principal based on current evaluation criteria. The secretaries are appointed and the Board approves their salaries annually. They are employed for a forty-hour week unless otherwise designated.

RECEPTIONIST DUTIES

- Usually the first impression of the school that is made upon visitors, parents, and students is made by the secretary. It is very important that the secretary present a professional appearance and adopt a pleasant manner for greeting and dealing with people.
- Secretaries are responsible for placing and receiving calls, screening calls, taking messages, and making appointments. A polite, considerate voice answering the phone makes a good impression on the caller. Attention paid to taking and distributing messages correctly make a good impression on fellow workers and the public.
- Secretaries will maintain records of where staff members are and will advise callers or visitors as to their availability.

CORRESPONDENCE DUTIES

- Secretaries are responsible for typing outgoing letters and filing copies of them in appropriate files. They receive incoming letters and direct them to the proper recipients.
- Secretaries assist the administrative staff with typing and distributing or filing memos, rosters, bus duty sheets, schedules, forms, eligibility lists, driver's education certificates and any other needed paperwork.
- Secretaries are responsible for distributing memos and other inter-system mail to the appropriate recipients.
- Secretaries must keep an up-to-date file of names, addresses, and telephone numbers that maintain a regular correspondence with the administrative staff.
- High school secretaries are responsible for VHSL reports and other athletic correspondence for the athletic department.

COMPUTER DUTIES

- Secretaries will maintain all payroll data and payroll reports for all personnel in their building. At the end of each month, Forms of Verification of Hours Worked are to be compiled and sent to the Central Office.
- School secretaries will be the "Aesop designee" at each school unless directed otherwise by the principal. Secretaries are responsible for getting a substitute if not automatically filled through Aesop. A daily log of substitutes will be maintained by the secretary. A reconciliation of absences is to be completed monthly.
- Secretaries will complete the Compensation Time Log for custodians as directed from the Maintenance Department Supervisor and sent to the Central Office monthly.

CAFETERIA RELATED DUTIES

- Secretaries will maintain cafeteria reports and free lunch records. Monthly reports will be sent to the Central Office.
- Cafeteria bills are to be sent weekly to the Central Office by secretaries.
- Secretaries will collect and maintain accurate records of lunch monies. Cafeteria check is to be sent monthly to the Director of School Nutrition by the school secretary.
- Secretaries will maintain daily lunch and breakfast rosters and distribute lunch menus.

FINANCIAL DUTIES

- School secretaries will count money and write receipts for all money collected at the school. They will prepare the deposits and take them to the bank in a timely manner.
- School bookkeepers will write checks to pay bills and maintain accurate record of payments.
- Secretaries will use the bookkeeping system selected by the county to keep financial records for school accounts. These accounts will be audited annually. The Bank Reconciliation Report and General Ledger Report must be sent to the Director of Finance monthly.
- Secretaries will maintain a Purchase Order Log listing each purchase order in sequential order stating date assigned, to whom and vendor.
- Secretaries will type purchase orders and keep a record of purchasing. They will check incoming shipments for accuracy and make a record to be sent to the Central Office for payment.
- Secretaries are to maintain W-9 forms on vendors and properly identify all 1099 vendors in the bookkeeping system for IRS reporting.
- Secretaries are to maintain a Credit Card Log specifying name, date, and time an employee checks out the credit card and when returned.
- High school secretaries will receive money and write receipts for ball game gates. They will maintain an accurate record of ticket sales.

DUTIES PERFORMED FOR TEACHERS

- School secretaries, if directed by the principal, will assist teachers with duplicating and other tasks to provide teaching and testing materials.

DUTIES INVOLVING STUDENTS

- Secretaries will maintain all records on the Student Information System concerning student attendance, scheduling and grade reporting and will print out reports when appropriate. Monthly reports will be sent to the Central Office.
- School secretaries will assist students who come to the office, directing them where to go, and/or supervising them if they remain in the office.
- Secretaries will dispense medications when they are designated to do so by the principal. Secretaries will receive training for this process in accordance with the Manual for the Training of Public School Employees in the Administration of Medication which is approved by the Virginia Department of Education.
- Secretaries should also be familiar with Policy JHCD, Administering Medicines to Students, of the Russell County Public Schools Policy Manual.
- Secretaries will not dispense an over the counter medication, except in accordance with Policy JHCD.
- Secretaries may dispense simple first aid items in accordance with Policy JHCD.

OTHER DUTIES

- Secretaries will assume any other duties and responsibilities as may be assigned by the principal or superintendent.

TRANSPORTATION/TEACHER AIDE (SPECIAL EDUCATION)

- Assumes duties as directed by the bus driver during transit. (Transit is defined as loading, traveling, and unloading of students).
- Loads and secures children safely in their seats before traveling; and unloads children in a safe and responsible manner.
- Ensures the safety of all children while loading, traveling, and unloading by responsibly managing children's behavior.
- Under the supervision of a certified teacher, prepares for classroom activities.
- Instructs groups of children to reinforce material initially introduced by the teacher.
- Assists individual pupils in need of special attention.
- Assumes clerical duties as requested.
- Guides independent study, enrichment work, and remedial work under the direction of the teacher.
- Assists the teacher with non-instructional classroom duties, such as snacks, toilet, and clothing routines.
- Checks notebooks, corrects papers, and supervises testing and make-up work under a teacher's supervision.
- Assists in review of materials taught and remediation.
- Assists with reading, storytelling, math, science, social studies and learning stations.
- Assists individual and/or groups of students in the library.
- Participates in in-service training programs.
- Assumes duties as directed by the special education supervisor, director, or the principal.
- Is expected to follow the chain-of-command by:
 - reporting all classroom problems to teacher/principal.
 - reporting all bus problems to the driver/principal.
- Will be evaluated by school principal based on current evaluation criteria.

TEACHER PARAPROFESSIONAL (NON TITLE I)

- Under the supervision of a certified teacher, prepares for classroom activities.
- Instructs individual or small groups of students by reinforcing material initially introduced by the teacher.
- Assists individual pupils in need of special attention.
- Performs clerical duties as requested.
- Guides independent study, enrichment work, and remedial work under the direction of the teacher.
- Assists the teacher with non-instructional classroom duties, such as snacks, toilet, and clothing routines.
- Checks notebooks, corrects papers, and supervises testing and make-up work under the direction and supervision of the teacher.
- Assists with student practice and remediation.
- Assists with reading and storytelling.
- Assists small groups and/or individual students in the library.
- Participates in in-service training.
- Assumes duties as directed by the teacher or school principal.
- Will be evaluated by school principal based on current evaluation criteria.

TITLE I PARAPROFESSIONAL

Title I paraprofessionals are employed to provide support to the instructional program by maintaining appropriate reading and/or math assistance with a specific responsibility for working with individual and small groups of students. Title I paraprofessionals may also be employed for the purpose of providing support for the Pre-Kindergarten program. Title I paraprofessionals work in coordination with a teacher (or teachers) as well as the building principal and the Title I Director. All duties performed by the Title I paraprofessionals must be in compliance with federal and state guidelines.

- Provides individual or small groups instructional assistance by reinforcing material initially introduced by a teacher
- Provides instructional support by assisting students in a Title I technology lab setting
- Guides independent study, enrichment work, and remedial work under the direction of a teacher.
- Assists with reading, math, storytelling and learning stations
- Assists with instructional and social development skills as well as snacks, toileting and clothing in the Pre-K class setting under the direction of a teacher
- Participates in in-service training.
- Assumes duties as directed by the school principal and/or the Title I Director
- Is required to work 180 days per school year plus additional hours and/or days to total 15 work days per school year
- Will be evaluated by school principal based on current evaluation criteria

CAFETERIA MANAGER

- Will be evaluated by school principal based on current evaluation criteria.
- Ability to establish and maintain a positive and professional relationship with coworkers, students and parents.
- Check e-mail daily.
- Assign responsibilities to and supervise kitchen personnel.
- Keep complete inventory records.
- Determine needs and prepare weekly food orders.
- Cooperate with the school principal as to time schedule for serving.
- Maintain an acceptable work environment in order to pass all health department inspections.
- Supervise the preparation and serving of all foods.
- Supervise the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware, and utensils.
- Create a climate conducive to harmonious work.
- Is accountable to the principal for fiscal management and makes sure collections are made in compliance with local, state, and federal regulations.
- Completes production records and SNP-12 forms daily.
- Prepare food according to a planned menu and recipes. Determines that the finished product is of best quality both of flavor and appearance prior to serving.
- Is responsible for immediately reporting problems or accidents occurring in the kitchen or in the cafeteria and confers with the Director of School Nutrition in regard to personnel problems.
- Check food/supplies/equipment shipments into the school; signs invoices only after verification of each order.
- Cooperatively works with the cafeteria staff to assist or solve problem as the need arises.
- Demonstrate professional behavior with strong adherence to confidentiality.
- Assumes any other responsibilities as directed by the principal or the Director of School Nutrition.

CAFETERIA STAFF

- Will be evaluated by school principal based on current evaluation criteria.
- Attends in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans linens, utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Evaluates prepared food for flavor, appearance, and temperature for the purpose of providing items that will be accepted by students and staff.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Maintains records and reports (e.g. counting and recording the amount of leftovers, number of opened cans, student lunch balances, collection and reconciliation of money, informing students of their lunch balances, etc.) for the purpose of keeping an accurate record of food used and student accounts.
- Merchandises food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Monitors kitchen and cafeteria areas (e.g. proper charging procedures for items taken, employee safety, working procedures, etc.) for the purpose of ensuring a safe and sanitary working environment.
- Oversees the preparation, cooking, and serving of food (e.g. regular food items, special diets, students with allergies, etc.) for the purpose of providing students and staff with food of high nutritious quality as well as meeting individual needs.
- Performs functions of other nutritional service positions as requested by manager (e.g. cashiering, etc.) for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares food and beverage items according to standardized recipes and established food preparation procedures for the purpose of meeting mandated nutritional and projected meal requirements.
- Receives food items and/or supplies and places them in designated areas utilizing temperature requirements and food spoilage guidelines for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Reports needed supplies and equipment malfunctions for the purpose of notifying cafeteria manager of needed items and repair and/or replacement.

TRANSPORTATION AND MAINTENANCE SUPPLY CLERK

The transportation and maintenance supply clerk will be required to have a commercial driver's license (CDL) and be licensed to drive a school bus in the state of Virginia. Drug and alcohol testing is required by Policy GBCBC.

- Keeps the time sheets and time cards for the maintenance and transportation departments.
- Types and maintains absentee reports for the maintenance and transportation crews.
- Types and maintains purchase orders for the maintenance and transportation departments.
- Keeps any records that may be deemed necessary concerning supplies, parts, and equipment.
- Assists the maintenance and transportation supervisors in purchasing supplies.
- Picks up and delivers parts, supplies, and materials as directed.
- Delivers parts and materials to the maintenance crews in the field.
- Delivers school buses and maintenance vehicles where they are needed.
- Keeps an inventory of all custodial, maintenance, and garage supplies.
- Keeps records of maintenance done on the school fleet.
- Keeps records of maintenance done at all schools.
- Loads and unloads trucks with supplies.
- Has a Class IV water license and takes water samples as required by the Virginia Department of Health.
- Delivers custodial supplies to the schools as needed.
- Substitutes for bus drivers as necessary. When substituting for a bus driver, the employee will be subject to the responsibilities in the job description for bus drivers.
- Will be evaluated by maintenance supervisor or the transportation supervisor based on current evaluation criteria.
- Accepts any other responsibilities as directed by the maintenance supervisor or the transportation supervisor.

ASSISTANT MAINTENANCE SUPERVISOR

- Works under the direction of the maintenance supervisor to oversee the work required in the maintenance of the school buildings and grounds.
- Must be skilled in the same areas as a maintenance crew chief.
- Works under the direction of the maintenance supervisor to oversee the work required in the custodial care of the buildings and grounds and the distribution and inventory of custodial supplies.
- Shall be responsible for the distribution of cafeteria food supplies in cooperation with the food services director.
- Shall establish work schedules for custodians and JTPA personnel, in conjunction with the building principals that are consistent with well-kept buildings and grounds.
- Will be evaluated by maintenance supervisor based on current evaluation criteria.
- Will assume any responsibilities and/or perform any other duties assigned by the maintenance supervisor or the superintendent.

SCHOOL CUSTODIANS

Custodians are employed by the Board upon the recommendation of the superintendent, maintenance supervisor, and the school principal. Duties, along with performance evaluations, are assigned by the principal who has direct supervision. The Maintenance Supervisor will assist the principal and/or custodian to ensure professional custodial growth as requested.

Please find below the list of custodial duties that each custodian will be evaluated on each year.

1. Keeps building and grounds, including sidewalks, driveways, and play areas neat and clean at all times.
2. Regulates heat, ventilation, and air conditioning to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
3. Shovels, plows, and/or salts sidewalks, driveways, parking areas, and steps as appropriate.
4. Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Sweeps/vacuums classrooms daily and dusts furniture.
6. Cleans corridors after school each day and during the day when their condition warrants it.
7. Cleans and disinfects toilets, urinals, and floors daily and cleans all sanitary fixtures and drinking fountains daily.
8. Washes all windows, inside and out, at least two times each year and more frequently if necessary.
9. Keeps the grounds free of trash.
10. Performs grounds keeping duties such as cutting the grass in areas the maintenance department cannot access, weed eating, and tree trimming in order to maintain the school grounds in a safe and attractive manner.
11. Keeps all floors in a clean and attractive manner.
12. Makes such minor building repairs that are within the person's capability.
13. Reports major building repairs needed promptly to the principal.
14. Maintains, on a regular schedule, all motors and other mechanical equipment (air filters, boiler maintenance, removes boiler ashes, and reports, etc.) requiring scheduled servicing.
15. Immediately reports to the principal any damage to school property.
16. Remains on the school property during school hours and during non-school hours when the use of the building has been authorized and attendance is required by the principal.
17. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving at the end of the school day, that all doors and windows are secured, and all lights in the building are turned off, excluding those lights left on for security purposes.
18. Keeps an inventory of supplies, equipment, and fuel in stock, and requisitions needed supplies in advance to ensure all duties can continue to be performed.
19. Conducts a continuous program of general maintenance and repair.
20. Moves furniture and/or equipment in the building as required for various activities and as directed by the principal.
21. Complies with local laws and procedures for the storage and disposal of chemicals, garbage, cleaning supplies, fuel, and other waste.
22. Performs periodic inspections and tests of all electrical installations in the school to insure their safe working condition.
23. Supervises auxiliary help when assigned to the school's custodial department (i.e. after-school workers, community workers, etc.)
24. Maintains all fire marshal reports and oversees the maintenance of all fire extinguishers in the school.
25. Displays appropriate signage when an unsafe or hazardous condition exists (wet floors, etc.).
26. Each summer, custodians will remove all furniture from classrooms, paint as deemed necessary by the principal, and perform needed maintenance duties necessary for the successful start of the following school year.
27. Will be evaluated by school principal based on current evaluation criteria.
28. Assumes any other responsibilities at the direction of the principal or the maintenance supervisor.

SCHOOL BOARD OFFICE CUSTODIAN

- Cleans the bathrooms and kitchen every day. Cleans sinks, commodes, and countertops. Mops the floors. Refills paper towels, toilet tissue, and soap dispensers as needed.
- Empties all trash containers every day and washes out cans as needed.
- Keeps all outside trash picked up and sweeps the sidewalks as needed.
- Vacuums all carpet every day except in the school board meeting room.
- Checks the school board meeting room every day and vacuums if needed. Thoroughly cleans and vacuums the school board meeting room before and after every meeting.
- Checks the conference rooms daily and cleans as needed.
- Mops all tile floors and stair treads every other day and waxes as needed.
- Cleans the door glass and main entrance glass once a week, or more often if needed.
- Checks furniture and molding daily and dusts as needed.
- Requests supplies as needed from the maintenance supervisor.
- Reports any maintenance problems noted to the maintenance supervisor.
- Will be evaluated by maintenance supervisor or superintendent based on current evaluation criteria.
- Performs any other tasks as directed by the maintenance supervisor or the superintendent.

MAINTENANCE CREW CHIEF

The maintenance crew chief will be required to have a commercial driver's license (CDL), and trained and licensed to operate a school bus in the state of Virginia. He/she must also have the proper certification to operate all vehicles owned by the Russell County School Board. Drug and alcohol testing is required under Policy GBCBC. The maintenance crew chief will be evaluated by the maintenance supervisor based on current evaluation criteria.

Please find below the list of duties that the crew chief will be evaluated on each year.

The maintenance crew chief shall be skilled in one of the following areas:

- Installing or repairing plumbing.
- Designing, installing, operating, or repairing electrical equipment or machinery.
- Carpentry and skilled cabinet building.
- Operating or repairing tools or machinery and knowledgeable of the mechanism of equipment and machinery.

The maintenance crew chief must have at a minimum, some knowledge of all of the above, being skilled in one field but able to do some repairs in all fields.

The maintenance crew chief shall do all jobs assigned by the maintenance supervisor and is responsible for the supervision of the maintenance helper assigned to him/her. Actions of both the crew chief and the helper are the responsibility of the crew chief. The maintenance crew chief shall report all problems with the helper to the maintenance supervisor. Any decisions made on the job are the responsibility of the maintenance crew chief.

The maintenance crew chief will report to work on time and take charge of the helper and the work assigned to him/her as soon as they have clocked in. It is the responsibility of the crew chief to obtain permission from the maintenance supervisor if either leaves work early. The maintenance crew chief is expected to insure that both members of the crew stay on task, as needed to maintain the school system. In cases where jobs in the field are completed early, the crew chief should direct the helper in keeping the maintenance shop and grounds clean and the service truck restocked. The maintenance crew chief should insure that no more than one-half hour is taken for lunch and work breaks are kept to a minimum. The crew chief is expected to set an example of good work habits.

DUTIES

1. Performs manual labor of maintenance assignments.
2. Insures that all parties of the crew follow all safety regulations.
3. Reports all unsafe working conditions or equipment on the job to the maintenance supervisor.
4. Keeps work orders and records of all work completed that was not on work orders.
5. Is responsible for an assigned truck, keeps it neat and clean, and reports any problems to the maintenance supervisor.
6. Keeps a record of the tools on the truck and keeps them in good working order, informing the maintenance supervisor of any damaged or missing tools.
7. Performs the duties of substitute bus drivers when necessary. When substituting for a bus driver, he/she will be subject to the job responsibilities in the job description manual for bus drivers.
8. Will assist in properly maintaining the maintenance shop and grounds.
9. Will report to work on time daily.
10. Performs to the best of his/her ability any job assigned by the maintenance supervisor or the superintendent.

MAINTENANCE FOREMAN

The maintenance foreman will be evaluated by the maintenance supervisor based on current evaluation criteria. Please find below the list of duties that the maintenance foreman will be evaluated on each year.

DUTIES

1. Works under the direction of the maintenance supervisor to oversee the work required for the maintenance of school buildings and grounds.
2. Must be skilled in the same areas as the maintenance crew chief.
3. Works under the direction of the maintenance supervisor to oversee the work required in the custodial care of the buildings and grounds and the distribution and inventory of custodial supplies.
4. Shall be responsible for the distribution of cafeteria food supplies in cooperation with the food service director.
5. Shall assist with principals in developing work schedules for custodians that are consistent with well-kept buildings and grounds.
6. Will be on time for work daily.
7. Will assume any responsibilities and/or perform any duties as assigned by the maintenance supervisor or the superintendent.

MAINTENANCE HELPERS

The maintenance helpers will be required to have a commercial driver's license (CDL), trained and licensed to operate a school bus in the state of Virginia. They must also have the proper certification to operate all vehicles owned by the Russell County School Board. Drug and alcohol testing is required under Policy GBCBC.

The maintenance helpers should have some experience in all areas of maintenance work. They will be under the leadership of the maintenance crew chief and will be assigned to help any crew as the maintenance supervisor directs. They shall report to work on time every day and not leave early without the permission of the maintenance supervisor.

Maintenance helpers will be evaluated by the maintenance supervisor based on current evaluation criteria. Please find below the list of duties that the maintenance helper will be evaluated on each year.

DUTIES

1. Drive and operate any vehicle or piece of equipment as directed by the maintenance supervisor.
2. Pick up and deliver parts.
3. Pick up and deliver commodities.
4. Deliver supplies, equipment, and furniture to the schools.
5. Use the lawn mowers, farm tractors, or weed eaters as directed by the maintenance supervisor to mow grass at all schools.
6. Cut brush, build fences, or any other task that will enhance the appearance of school property.
7. Paint, as directed by the maintenance supervisor.
8. Substitute for any custodian at any school as directed by the maintenance supervisor.
9. Keep maintenance department grounds mowed and shop area clean.
10. Substitute for any school bus driver whenever necessary. When substituting for bus drivers, he/she will be subject to the job responsibilities for the bus driver as found in the job description manual.
11. Perform manual labor as assigned by the maintenance supervisor.
12. Be on time for work on a daily basis.
13. Perform to the best of his/her ability, any job assigned by the crew chief or the maintenance supervisor.

SCHOOL BUS DRIVERS

School bus drivers are employed by the Board upon the recommendation of the transportation supervisor. A careful check of qualifications and experience of applicants precedes the recommendation.

Bus drivers are required to pass an annual physical examination given by a licensed physician. Initially, each bus driver is required to pass a driving test given by the Division of Motor Vehicles and to have a commercial driver's license (CDL). Drug and alcohol testing is required under Policy GBCBC.

Assignment to a position is made by the transportation supervisor with the approval of the superintendent and the Board. Schedules, stops, and other details are prepared by the supervisor in cooperation with the school principals.

Bus drivers are required to attend meetings arranged by the supervisor for instructions on rules and procedures with particular emphasis upon safety measures and preventive maintenance.

Bus drivers will be evaluated by the transportation supervisor based on current evaluation criteria.

DRIVING AND MAINTENANCE DUTIES

- Performs manual operations of driving the bus and loading and unloading children.
- Keeps the assigned bus clean, sweeping it out daily.
- Completes and records a daily pre-trip inspection of the bus and reports any needed repairs in writing.
- Notifies the proper authority in case of mechanical failure or lateness.
- Operates the bus over the assigned route, maintains an assigned schedule, and makes no changes unless duly authorized by the Transportation Director.
- Governs the speed of the bus according to limits for school buses while transporting students.

DUTIES INVOLVING STUDENTS

- Maintains discipline and reports all cases of disobedience to the school principal.
- Discharges students only at authorized stops.
- Transports only authorized students.
- Checks cameras daily to make sure they are recording properly.
- Monitors students to prevent alcohol, illegal drugs or tobacco use on the bus.
- Insures that students are not subjected to any form of harassment or bullying while on bus.

DUTIES INVOLVING SAFETY

- Complies with motor vehicle laws and regulations of the State Board of Education.
- Wears the driver's safety lap belt.
- Remains in the driver's seat while the bus is loading or unloading students.

DUTIES INVOLVING ACCOUNTABILITY

- Completes all reports and turns in to bus garage on schedule.
- Attends all meetings and training sessions as required by school authorities.
- Drivers will enter all absences in AESOP and will be responsible for driving if no one accepts absentee.
- Drivers will be random drug tested according to Russell County Drug Policy.
- Drivers will park buses in areas designated by the Transportation Director during schools hours and at night.
- No use of tobacco products on school buses at any time.
- Drivers will maintain confidentiality regarding students and personnel at all times while employed with the Russell County School System.
- Refrains from use of unclean or profane language while on school bus.

ADDITIONAL DUTIES

- Accepts any other responsibilities as directed by the Transportation Director or the Superintendent.

In addition to the above duties, the bus driver shall be familiar with and adhere to the following regulations of the State Board of Education concerning the transportation of students:

EXCERPTS FROM THE REGULATIONS OF THE STATE BOARD OF EDUCATION CONCERNING THE TRANSPORTATION OF STUDENTS

- A) The greatest care shall be exercised at all times in the transportation of school children.
- B) A school bus transporting school pupils shall be operated at a safe speed not in excess of 45 miles per hour, or minimum legal speed allowable; except, on interstate highways and when no stops are made to pick up or discharge pupils between the point of origin and the point of destination the speed shall not be in excess of 55 miles per hour. When taking on and discharging children, the maximum speed limit shall be 35 miles per hour between the first stop and the last stop, not including the school. The school and the designated school bus parking area shall not be considered the first or last stop.
- C) The total number who can be seated shall determine the number of pupils who may ride a school bus. During the first 30 instructional days of the school year, standees may be permitted for short distances in the aisle behind the driver's seat. Pupils may not be permitted to stand after the first 30 instructional days, except under unforeseen emergency conditions as identified by the local school board.
- D) The school bus driver shall open and close the entrance door and keep it securely closed while the bus is in motion. This responsibility shall not be delegated to any other person.
- E) Every school bus operated at public expense for the purpose of transporting school children shall be equipped with traffic warning devices of the type prescribed in the Standards and Specifications of the Board of Education. The warning lights shall indicate when the bus is about to stop, is stopped, and when it is loading or discharging children. The warning lights shall be in operation for a distance of not less than 100 feet before the bus stops, if the lawful speed limit is less than 35 miles per hour, and for a distance of at least 200 feet before the bus stops if the lawful speed is 35 miles per hour or more. When the school bus is equipped with a warning sign or crossing control arm or both, these devices shall be extended when and only when, the bus is stopped to load or discharge children.
- F) When loading or discharging pupils on the highway, stops shall be made in the right-hand lane and shall be made only at designated points where the bus can be clearly seen for a safe distance from both directions. While stopped, the driver shall keep the school bus warning devices in operation to warn approaching traffic to stop and allow pupils to cross the highway safely. Pupils who must cross the road shall be required to cross in front of the bus. They shall be required to walk to a point 10 feet or more in front of the bus, stop before reaching a position in line with the left side of the bus, and await a signal from the bus driver to start across the highway. On dual highways divided by a physical barrier or unpaved area, buses shall be routed so that pupils will be picked up and discharged on the side of the road on which they live.
- G) Persons operating a school bus equipped with a safety belt assembly shall wear it while the bus is in motion.
- H) All school vehicles, including school buses operated by city or county transit systems, used primarily to transport public school pupils to and from school and school activity events shall be inspected and maintained by competent mechanics immediately before being used in the fall and at least once every 30 operating days or every 1500 miles traveled, whichever occurs first. The inspections and maintenance shall be conducted in accordance with provisions of the "Preventive Maintenance Manual for Virginia School Buses" and recorded on the prescribed inspection forms. If the inspection and maintenance are not made in a shop operated by the school board or the local governing body, the school board shall designate one or more inspection centers to make the inspections and require a copy of the results of the inspections to be furnished to the division superintendent.
- I) All school buses in operation shall be carefully scheduled on routes to schools. The schedule shall show the time the bus starts in the morning, the time it leaves each point at which pupils are taken on, and the time of arrival at school. It shall also show the bus's odometer reading at the beginning of the route where the first pupil is picked up, where the other stops are made, and the reading upon arrival at the school. One copy of such schedule shall be kept in the bus and one copy shall be kept in the office of the division superintendent of schools.
- J) School buses shall stop as required by law, at railway grade crossings. The bus driver shall open the entrance door of the bus and determine when it is safe for the vehicle to cross the railroad tracks. The entrance door

shall be closed when the bus is in motion. No stop need be made at any grade crossing where traffic is directed by a police officer or a green traffic-control signal.

- K) School Boards shall require that a report on the number of pupils transported and miles traveled, be made by all school bus drivers to principals or other designated school officials.
- L) The use of posters, stickers, or advertising material of any kind is prohibited in or on school buses.
- M) No object shall be placed in the bus that will restrict the passage to the entrance or emergency doors.

TRANSPORTATION MECHANIC FOREMAN

The transportation mechanic foreman will be required to have a commercial driver's license and be licensed to drive a school bus in the state of Virginia. Drug and alcohol testing is required under Policy GBCBC. The transportation mechanic foreman will be evaluated by the transportation supervisor based on current evaluation criteria.

- Supervises the diagnosing, assigning, and repairing of district transportation equipment.
- Maintains a current inventory of supplies and equipment.
- Establishes an efficient and effective system of routine transportation maintenance and preventive care.
- Supervises a system for the receipt and issuance of parts and supplies and the keeping of records and inventories.
- Assigns, supervises, and inspects the work of the mechanics in the overhaul and repair of district transportation equipment.
- Assists in the recruitment, screening, training, and evaluating of garage employees.
- Promotes high standards of safety and good housekeeping methods in all work-connected areas.
- Verifies time cards of garage workers.
- Reports accidents promptly to his/her immediate supervisor.
- Substitutes for school bus drivers when necessary. When substituting for bus drivers, the employee will be subject to the job responsibilities in the job description manual for bus drivers.
- Must have the basic computer skills needed to keep inventories, service and maintenance information on buses, and financial information.
- Accepts any other responsibilities as assigned by the transportation supervisor or superintendent.

MECHANICS

Mechanics are employed by the Board upon the recommendation of the transportation supervisor. These persons service and repair the school buses, trucks, and cars used by school personnel. They are employed for a forty-hour week with overtime paid in accordance with Policy GCB-1. Because of the nature of operations, mechanics will be on call for overtime duties in case of breakdowns, inclement weather, or other emergencies. Mechanics are allowed the same sick leave, personal leave, and hospital coverage as allowed for certified personnel. Salaries of mechanics are fixed annually by the Board.

Mechanics must have a commercial driver's license (CDL) and be licensed to drive a school bus in the state of Virginia. Drug and alcohol testing is required by Policy GBCBC.

Mechanics must have knowledge in the field of bus maintenance, servicing and repairing. Preferably they should have had experience as mechanics. Mechanics are under the immediate supervision of the Transportation Director. Mechanics will be evaluated by the Transportation Director based on current evaluation criteria.

1. Perform all mechanical duties on all school buses and fleet vehicles.
2. Disassemble and make a determination of the malfunction and decide the most economical repair.
3. Inform the Transportation Director or his designee of the parts needed to be purchased to complete the job.
4. Fill out a work order for each repair and notify the Transportation Director or designee of parts used so they can be restocked.
5. Will substitute for bus drivers when necessary.
6. Take necessary training to use a computer for troubleshooting engine and electrical systems.
7. Accept any other responsibilities as directed by the Transportation Director.
8. Change oil, grease, and properly service all vehicles in the fleet.
9. Understand and complete the preventive maintenance schedule in accordance with the Virginia State Department of Education regulations.
10. Properly inspect all vehicles for State Inspections.
11. Be able to perform all tire work, break down, reassemble, and repair flats.
12. Keep all vehicles properly tuned for the efficient daily operation of each vehicle.
13. Properly cut and weld all metals.
14. Properly connect and tow vehicles with the wrecker.
15. Properly use engine analyzer.
16. Be responsible for upkeep of tools and securing of tools in tool chests.
17. Be responsible for keeping working areas of the shop clean.
18. Be on call for break downs and inclement weather.
19. Notify Transportation Director immediately of issues of driver neglect to buses.
20. Do minor body work to vehicles.
21. Establish and maintain professional, cooperative, and effective working relationships with others.