

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: Department Head JH

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Conduct regular department meetings focused on teaching and learning.
2. Assist with implementation of the course of study and Ohio standards effectively.
3. Serve on curriculum articulation and review committees.
4. Provide leadership in revising the curriculum and advocating for instructional best practices.
5. Assist department or grade level colleagues with instructional issues.
6. Work collaboratively with colleagues and the principal to ensure a quality learning environment.
7. Work with the principal to promote good school-community relations.
8. Assist mentor with orienting new teachers to the building procedures.
9. Provide input on scheduling, inventorying educational materials, planning professional development opportunities, and other tasks associated with the academic program.
10. Review textbook and educational materials orders.
11. Inventory textbooks and other department level materials.
12. Order new and replacement materials when necessary.
13. Participate in the interview process when hiring new department members.
14. Serve as a liaison between the principal and department members.
15. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
16. Help instill in students the belief and practice of ethical principles and democratic values.
17. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
18. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Expertise and experience in a selected academic (department) content area or grade level.
6. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Department Head JH

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: Eighth Grade Band Director

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Supervises and directs the eighth grade band.
2. Assists the sixth and seventh grade band director during rehearsals and performances.
3. Conduct the band concerts during the school year.
4. Attends all band performances.
5. Complete all reports concerning activities and fund-raising.
6. Comply with all fund-raising policies and procedures.
7. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
8. Help instill in students the belief and practice of ethical principles and democratic values.
9. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
10. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Eighth Grade Band Director

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: Finance Director

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Count and rectify all monies with receipts.
2. Account for all monies collected during each twenty four hour time period.
3. Deposit all monies with the treasurer's office within each twenty four hour period.
4. Accurately complete all reports concerning collections and deposits.
5. Be available for non contracted days. Fee monies to be accounted for and placed in proper accounts
6. Making sure that all account numbers are accurate and up to date
7. Daily responsibilities in checking safe and talking to secretary to make sure money is counted and deposit slips are filled out.
8. Keeping accurate records for verification of collection, deposit, or refund purposes.
9. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
10. Help instill in students the belief and practice of ethical principles and democratic values.
11. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
12. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Proficient with excel spreadsheet software.
3. Excellent oral and written communication skills.
4. Ability to work effectively and respond timely to the duties of the job.
5. Organizational and problem solving skills.
6. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Finance Director

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

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Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: IAT Coordinator JH

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Disseminate information to team members about meeting the needs of at-risk students and inclusionary best practice.
2. Schedule and conduct regular IAT meetings – develop agenda, prioritize students in greatest need, copy referral information for committee members, schedule referring teachers, facilitate the meeting, take meeting notes, and contact and arrange for parents to attend the meeting.
3. Collaborate with referring teacher, school guidance counselor, social worker, psychologist, and principal concerning appropriate interventions for students.
4. Track and keep accurate records of IAT student progress.
5. Communicate with referring teachers the status of the IAT interventions.
6. Assign assessment inventories and screenings to IAT members, teachers, and parents.
7. Ensure that paperwork submissions meet established deadlines.
8. Develop an articulation plan from year-to-year so that the needs of at-risk students are addressed.
9. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
10. Help instill in students the belief in and practice of ethical principles and democratic values.
11. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
12. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: IAT Coordinator JH

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Lead Mentor

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Plan and attend August orientation for entry year teachers and mentors.
2. Disseminate information to team members about meeting the needs of at-risk students and inclusionary best practice.
3. Schedule and conduct monthly meetings – develop agenda, prioritize needs, prepare program or presentation, and take meeting notes.
4. Collaborate with mentor teacher, EYT, committee, and curriculum administration concerning appropriate seminars and interventions.
5. Track and keep accurate records of mentor and EYT progress for year end report.
6. Co-chair the steering committee with an administrator.
7. Report to the steering committee the status of the EYT meetings and progress.
8. Schedule orientation meeting for state required assessment.
9. Develop with the administration the annual EYT orientation program prior to the start of the school year.
10. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
11. Help instill in students the belief in and practice of ethical principles and democratic values.
12. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
13. Conducts other duties related to lead mentor.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher.
2. Excellent oral and written communication skills.
3. Ability to work effectively and professionally with other teachers, the steering committee and administrators.
4. Organizational and problem solving skills.
5. Demonstrates a commitment to professional growth in self and other teachers.
6. Demonstrates professionalism in their job.
7. Possesses skills of a self starter and demonstrates ability to lead others
8. Has shown the clerical skills for accurate record keeping
9. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Lead Mentor

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Superintendent or Designee

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: District

BLDG.NO:

POSITION: LPDC Member

JOB#:

REPORTS TO: Assistant Superintendent

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Review staff goals and objectives (Individual Professional Development Plans).
2. Keep current on state licensure/certification rules and guidelines.
3. Present information to staff members concerning licensure issues.
4. Meet as an LPDC committee on a regular basis to make decisions about student teacher vouchers, IPDPs, and licensing issues.
5. Meet individually with staff members concerning their professional credentials.
6. Keep accurate records of LPDC decisions.
7. Work collaboratively with the secretary to the assistant superintendent to ensure that paperwork has been properly filed.
8. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
9. Help instill in students the belief in and practice of ethical principles and democratic values.
10. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
11. Conducts other duties related to mentor as assigned by the committee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Full time employee.
3. Technology experience in basic windows software.
4. Excellent oral and written communication skills.
5. Ability to work effectively with colleagues.
6. Organizational and problem solving skills.
7. Committed to professional growth in self and others.
8. Such alternative or additional to the above qualifications as stated in the collective bargaining contract.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: LPDC Member

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: Math Counts Advisor JH

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Recruit students to join Math Counts .
2. Develop the selection criteria for membership in Math Counts.
3. Conduct weekly practices for Math Counts.
4. Provide instruction of Mathematical concepts related to Math Counts competition.
5. Supervise all related activities and events.
6. Coordinate all building and competition activities.
7. Complete all reports concerning Math Counts activities and fund-raising.
8. Comply with all fund-raising policies and procedures.
9. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
10. Help instill in students the belief in and practice of ethical principles and democratic values.
11. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
12. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Math Counts Advisor JH

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

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Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING:

BLDG.NO:

POSITION: Mentor

JOB#:

REPORTS TO: Entry Year Committee

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Attend August orientation for your entry year teacher.
2. Disseminate information to entry year teacher regarding District practices.
3. Schedule and conduct regular meetings with the entry year teacher.
4. Develop assistive action plans for working with your entry year teacher.
5. Attend and participate in monthly entry year/mentor meetings.
6. Engage in alternative supervisory practices.
7. Provide non-evaluative support and assistance in teaching models and methodology.
8. Schedule two to five full day observations with feedback sessions.
9. Completes appropriate reports on progress to the Lead Mentor.
10. Provide the Lead Mentor with a log of time spent with mentor and program evaluation.
11. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
12. Conducts other duties related to mentor as assigned by the committee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Full time employee.
3. Three years of teaching experience in Sylvania and five years of teaching experience.
4. Pathwise trained.
5. Excellent oral and written communication skills.
6. Ability to work effectively with colleagues.
7. Organizational and problem solving skills.
8. Committed to professional growth in self and others.
9. Such alternative or additional to the above qualifications as stated in the collective bargaining contract.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Entry Year Committee

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Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: Orchestra Director JH

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Supervises and directs the junior high school orchestra.
2. Schedules all junior high school orchestra rehearsals and performances.
3. Conduct the orchestra concerts during the school year.
4. Attends all orchestra performances.
5. Complete all reports concerning activities and fund-raising.
6. Comply with all fund-raising policies and procedures.
7. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
8. Help instill in students the belief in and practice of ethical principles and democratic values.
9. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
10. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Orchestra Director JHS

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Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: Power of the Pen Advisor JH

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Encourage and support talents in competitive creative writing.
2. Recruit students to join Power of the Pen.
3. Develop the selection criteria for membership in Power of the Pen.
4. Conduct monthly activities that promote writing.
5. Supervise all activities and events.
6. Coordinate all building and competition activities.
7. Complete all reports concerning Power of the Pen activities and fund-raising.
8. Comply with all fund-raising policies and procedures.
9. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
10. Help instill in students the belief in and practice of ethical principles and democratic values.
11. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
12. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Power of the Pen Advisor JH

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: Quiz Bowl Advisor JH

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Encourage and support drug-free living and healthy choices.
2. Recruit students to join Quiz Bowl.
3. Conduct weekly practices for Quiz Bowl.
4. Supervise all related activities and events.
5. Coordinate all building and competition activities including match location, a reader, writing current event questions, and scoring the match.
6. Complete all reports concerning Quiz Bowl activities and fund-raising.
7. Comply with all fund-raising policies and procedures.
8. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
9. Help instill in students the belief in and practice of ethical principles and democratic values.
10. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
11. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Quiz Bowl Advisor JH

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: Seventh Grade Band Director

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Supervises and directs the sixth and seventh grade band.
2. Assists the eighth grade band director during rehearsals and performances.
3. Conduct the band concert during the school year.
4. Attends all band performances.
5. Complete all reports concerning activities and fund-raising.
6. Comply with all fund-raising policies and procedures.
7. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
8. Help instill in students the belief in and practice of ethical principles and democratic values.
9. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
10. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Seventh Grade Band Director

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: December 2010

BUILDING: High School Building

BLDG.NO:

POSITION: Special Education Liaison JH

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Model and provide leadership, coordination, and innovation in the curricular area.
2. Conduct regular department meetings focused on teaching and learning.
3. Serve on special education committees.
4. Provide leadership in revising the curriculum and advocating for instructional best practices.
5. Assist department colleagues with instructional issues.
6. Providing colleagues with clarification about new information relative to procedures, state standards, legal issues, EMIS, IEPs, testing
7. Discussion of critical issues relative to behavior and discipline.
8. Providing information on upcoming essential professional development (alternate assessments, etc.)
9. Defining intervention specialists' roles – collaborative teaching, curriculum modifications
10. Discussion of multi-factored evaluations, reevaluations, and dismissal of students from services.
11. Participate in the interview process when hiring new department members.
12. Assist in the orientation of teachers new to the building and daily substitute teachers in the department.
13. Within the compensation are five days beyond the teacher work year and one period of release time per day.
14. Serve as a liaison between the principal, special education coordinators, director, and colleagues.
15. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
16. Conducts other duties related to position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Expertise and experience in a selected academic (department) content area or grade level.
6. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Special Education Liaison JH

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Superintendent or Designee

Date

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Signature

Date

Revised 12-10

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: Student Council Advisor JH

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Provide direction and guidance to elected student body representatives.
2. Organize regular student council meetings.
3. Assist student council in planning and implementation of school-wide activities (pep rallies, community service projects, Spirit Week, Teacher Appreciation Luncheon).
4. Coordinate supervision and chaperones for school wide activities.
5. Coordinate elections.
6. Keep faculty and principal apprised of student council activities.
7. Comply with fund-raising guidelines and procedures.
8. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
9. Help instill in students the belief and practice of ethical principles and democratic values.
10. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
11. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Knowledge of the democratic process and how student council works in a school setting.
3. Excellent oral and written communication skills.
4. Ability to work effectively with students, educators, and parents.
5. Organizational and problem solving skills.
6. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Student Council Advisor JH

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: Vocal Director JH

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Supervises and directs the junior high school vocal music program.
2. Decides upon all rehearsals and performance schedules.
3. Conduct the vocal concerts during the school year.
4. Attends all vocal performances.
5. Organize, conduct, and rehearse ensembles.
6. Coordinates with the principal all vocal budget requirements and equipment needs.
7. Complete all reports concerning activities and fund-raising.
8. Comply with all fund-raising policies and procedures.
9. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
10. Help instill in students the belief in and practice of ethical principles and democratic values.
11. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
12. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Vocal Director JH

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Superintendent or Designee

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Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: Yearbook Advisor – Junior High School

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Supervise the production of the school yearbook.
2. Teach students effective journalism practices including interview techniques, writing copy to match pictorial content, photography, proofreading, headlines, and layout design.
3. Provide leadership opportunities by assigning students to specific positions (editor-in –chief, advertising sales manager, yearbook sales manager, production editor, section editor, and index manager).
4. Communicate regularly with photography and publishing companies.
5. Train students to use layout and editing software.
6. Train students in basic photography skills.
7. Establish a publication time line and assist students in meeting those deadlines.
8. Communicate regularly with students, parents and staff about important deadlines associated with senior portraits and yearbook orders.
9. Coordinate yearbook distribution.
10. Comply with fund-raising guidelines and procedures.
11. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
12. Help instill in students the belief and practice of ethical principles and democratic values.
13. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
14. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Prior journalism experience (preferred).
3. Knowledge of journalism practices and trends.
4. Excellent oral and written communication skills.
5. Knowledge of basic computing skills (word processing, lay-out...).
6. Ability to work effectively with students, educators, and parents.
7. Organizational and problem solving skills.
8. Such alternative to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Yearbook Advisor – Junior High School

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Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: Youth-to-Youth Advisor JH

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Encourage and support drug-free living, activities, and healthy choices.
2. Recruit students to join Youth-to-Youth.
3. Conduct monthly activities that promote drug-free living with members.
4. Supervise all activities and events.
5. Complete all reports concerning class activities and fund-raising.
6. Comply with all fund-raising policies and procedures.
7. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
8. Helps instill in students the belief in and practice of ethical principles and democratic values.
9. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
10. Conducts other duties related to advisor as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Youth-to-Youth Advisor JH

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Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2008

BUILDING:	Secondary Schools	BLDG.NO:	
POSITION:	Media Support Supplemental	JOB#:	
REPORTS TO:	Instructional Technology Director	TYPE:	Supplemental Limited
FSLA:	Exempt	STATUS:	Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Provide support for the elementary resource consultants and assist other secondary media specialists in meeting library/media content standards.
2. Prepare and organize lessons to be used at the elementary level to cover elementary library content standards.
3. Meet with elementary resource consultants at least 3 times a year between 7:30 am and 4:00 pm to go over issues, relay information, or demonstrate lessons. This can be done during the school day or at a Late Start.
4. Serve as a liaison between the resource consultants and the Instructional Technology Director.
5. Observe each resource consultant in action at least twice (once in each school) during the school year.
6. Provide support for library/media functions.
7. Serves as a liaison between the media staff and the Instructional Technology Director.
8. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
9. Conducts other duties related to advisor as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher with Library certification.
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Media Support Supplemental

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Superintendent or Designee

Date

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Signature

Date

Revised 5-08