



Position title: Teacher

Job goal: To help student's master subject matter and skills that will contribute to their development as mature, able, and responsible members of society.

Reports to: Principal

Supervises: Students and assigned personnel

Performance Responsibilities:

1. Determines individual and class needs.
2. Establishes objectives and plans learning experiences.
3. Implements activities to meet objectives using a variety of techniques that utilize instructional time.
4. Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.
5. Exhibits positive human relations skills.
6. Evaluates the educational program and/or student progress.
7. Communicates with parents/guardians, colleagues, and community groups.
8. Demonstrates proficiency in written and oral communication.
9. Maintains and submits accurate records and reports.
10. Adheres to school system rules, administrative procedures, local board policy, state and federal rules and regulations.
11. Engages in personal professional growth and demonstrates professional ethics and leadership.



Position title: Library Media Specialist

Job goal: To help student's master subject matter and skills that will contribute to their development as mature, able, and responsible members of society. To provide for students and teacher's the utilization of a comprehensive program of library media skills and services.

Reports to: Principal

Supervises: Students and assigned personnel (determined by LEA's)

Performance Responsibilities:

1. Determines individual, class and school needs.
2. Establishes program objectives and plans learning experiences.
3. Develops and implements policies and procedures for library media management.
4. Implements activities to meet objectives, using a variety of techniques that utilize instructional time.
5. Organizes media and equipment to provide accessibility for users.
6. Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.
7. Exhibits positive human relations skills.
8. Evaluates the educational program and/or student progress.
9. Communicates with parents/guardians, colleagues, and community groups.
10. Demonstrates proficiency in written and oral communication.
11. Maintains and submits records and reports.
12. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
13. Engages in personal professional growth and demonstrates professional ethics and leadership.



Position title: Speech Language Pathologist

Job goal: To enable students to develop communication skills needed to achieve their maximum academic and social potential.

Reports to: Principal

Supervises: To be determined by LEA's

Performance Responsibilities:

1. Conducts screening to identify students with communicative disorders.
2. Evaluates and diagnoses speech and language disorders.
3. Develops and implements individualized education plans to meet the unique needs of each student receiving therapy services.
4. Develops appropriate service delivery models to meet the needs of students.
5. Refers students to other professional and community agencies.
6. Consults with classroom teachers and other school personnel to facilitate carryover of therapy gains into classroom activities.
7. Provides information, support, and guidance to parents, guardians, and families.
8. Assists teachers in the identification of children with communicative disorders.
9. Maintains records for students evaluated and receiving services.
10. Informs administrators and other members of the educational team of program developments and student progress.
11. Engages in personal professional growth and demonstrates professional ethics and leadership.
12. Coordinates services with other school programs.
13. Demonstrates proficiency in written and oral communication.
14. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.



Position title: Counselor

Job Goal: To help students develop skills in the areas of personal/social growth, educational planning, and career vocational development this will contribute to their growth as mature and responsible members of society.

Reports to: Principal and/or designated supervisor

Supervises: Paraprofessionals, volunteers, and clerical assistants

Performance Responsibilities:

1. Develops, implements, and evaluates annual local school guidance and counseling plan in accordance with standards set forth by the state plan and commensurate with the local system plan.
2. Provides individual and group counseling and guidance.
3. Provides orientation for new students, parents/guardians, and faculty.
4. Consults with parents/guardians, teachers, and staff about the special needs of students and makes appropriate referrals.
5. Provides appropriate appraisal services to assist teachers, parents/guardians, and students.
6. Administers tests and analyzes and interprets test results to provide information about educational, vocational, and personal/social needs.
7. Assists with placement and follow-up services for students.
8. Assists students in selecting programs of study to enhance career planning.
9. Provides information and resource services for students, parents/guardians, and faculty.
10. Assists students in building self-esteem and developing decision-making, problem solving, and positive human relations skills.
11. Plans with teachers, principal, parents/guardians, and students, steps for modifying student behavior.
12. Utilizes community resources in addressing the needs of students.
13. Provides data concerning students' needs to determine curriculum development.
14. Maintains comprehensive records and reports.



Position title: Registrar/Bookkeeper/Secretary

Reports to: Principal

Performance Responsibilities:

1. Assume responsibility for all purchase orders, invoices, local and state funds.
2. Type correspondence.
3. Answers the telephone and takes messages.
4. Maintain school budget.
5. Maintain financial files.
6. Does bookkeeping.
7. Prepare payroll (semi-monthly and monthly).
8. Assist students with all relative office needs, whenever necessary.
9. Maintain good public relations with visitors, teachers, students, etc.
10. Perform any other duties assigned by principal.

Position Title: Custodian

Reports to: Principal

Performance Responsibilities:

1. Sweeps, mops, waxes and polishes floors; washes walls, windows and woodwork.
2. Dusts and polishes furniture and equipment.
3. Empties trash baskets and garbage cans.
4. Cleans and replenishes restroom supplies; sets up rooms for meetings, conferences, or other events.
5. Cleans and polishes brass and other metal work.
6. Vacuums and cleans rugs and carpeting.
7. Buffs floors and cleans sidewalks, picks up paper, cuts grass and trims hedges.
8. Assists in making minor repairs to buildings and equipment.
9. Performs any other duties assigned by supervising administrator.
10. Adheres to school rules as outlined by supervisors.
11. Submits records and reports, as required.

Job descriptions for other areas may be found in the main office.