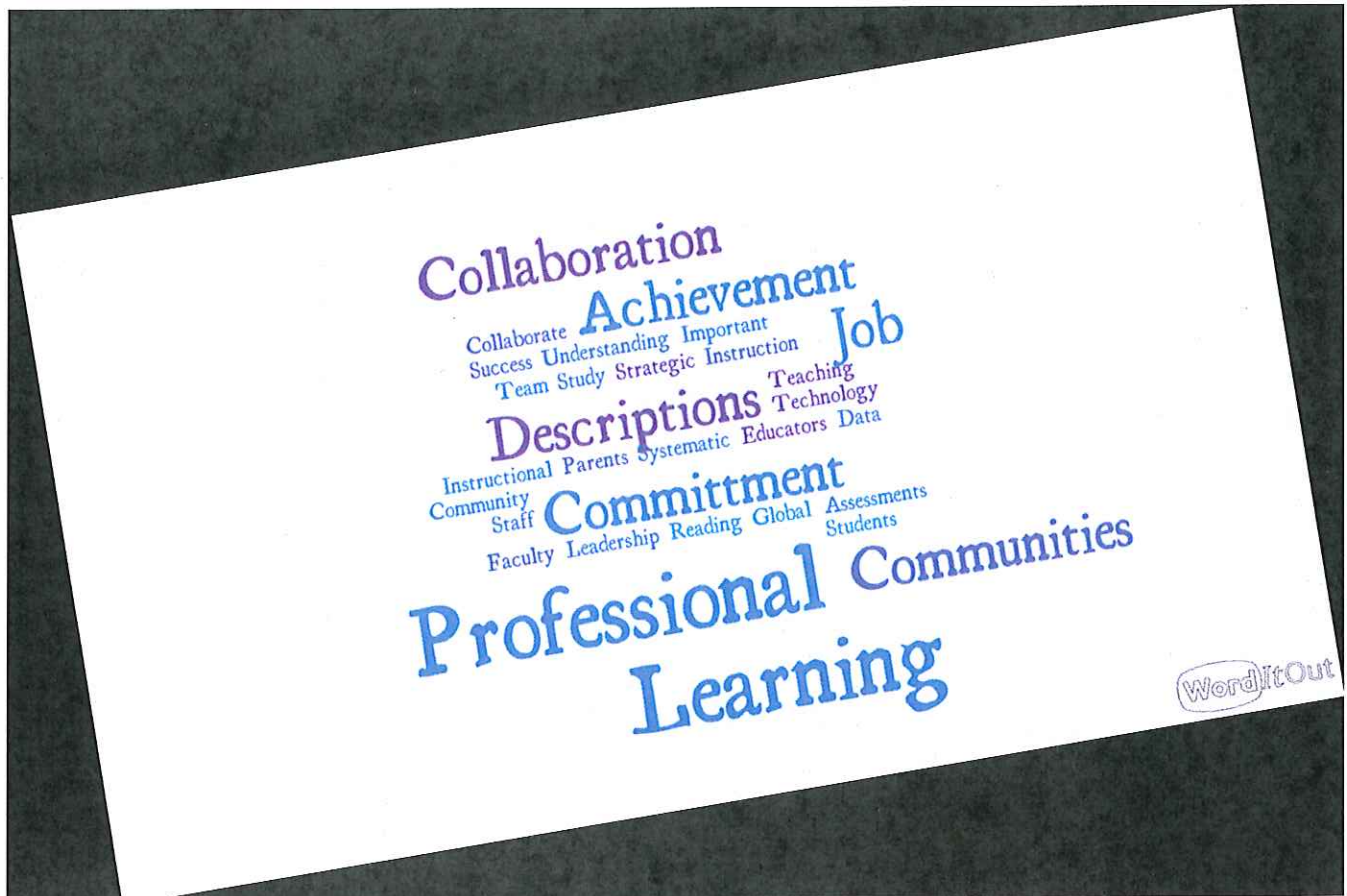


FAYETTE R-III SCHOOL DISTRICT



JOB DESCRIPTIONS THAT SUPPORT



PROFESSIONAL LEARNING COMMUNITY

Fayette R-III School District

Job Descriptions

Job descriptions are required by board policy to provide information and guidance on various aspects of each position to ensure the fulfillment of the District's mission, which is to educate all students to be ethical, successful citizens. Job descriptions identify the minimum and preferred qualifications of each position. In addition, they specify who supervises the position, the goals and general expectations of the position, general and specific responsibilities and basic evaluative information. Within each description, the list of responsibilities is by no means an exhaustive list, but is meant as a guide and gives an indication of the kinds of responsibilities associated with each position.

Job descriptions are to be reviewed and revised every few years, as necessary, to ensure they correctly and adequately describe the ever-evolving responsibilities of educators in the 21st century.

Job descriptions will be distributed with contracts and letters of intent on an annual basis.

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Superintendent
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Master's Degree in Educational Administration. Valid Missouri certification for the superintendency. A minimum of two years of previous administrative experience.

Reports to: Board of Education

Supervises: Building principals, programs directors and coordinators and through them, all personnel of the district.

Job Goal: The Superintendent of Schools is the chief executive officer of the Board of Education. As an administrative school official, a major portion of time will be devoted to the administration and supervision of the entire school district. The Superintendent will exhibit competent educational leadership

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies and display a positive attitude toward the district and the specific responsibilities of the position.

Performance Responsibilities:

1. Serve as the official representative of the Board of Education with the Missouri State Board of Education and other agencies.
2. Carry out all policies, rules and regulations adopted by the Board.
3. Prepare and submit the annual budget to the BOE.
4. Within all limits as approved by the BOE, approve and direct all purchases and expenditures for the district.
5. Recommend for BOE approval all candidates for employment.
6. Formulate and recommend personnel policies, and be responsible for the alternate assignments of all personnel.
7. Formulate and administer a means of evaluating staff members, and report findings to the BOE.
8. Formulate and administer a program of supervision for the schools with the duties and responsibilities delegated to the respective building principals.
9. Prepare monthly financial reports and report on the operation of the school system in general.
10. Provide professional leadership for the educational program of the schools and keep the BOE continuously informed on the progress and condition of the school system.
11. Develop plans for maintenance, improvement or expansion of buildings and site facilities needed to provide an adequate educational program.
12. Plan means of keeping the community informed about school matters and serve as a representative of the school before the public.
13. Make decisions in line with BOE policies; appeals from such decisions may be heard and decided by the BOE.
14. Perform other duties as assigned by the BOE.

Terms of Employment: Salary, work year and vacation to be established by the BOE.

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Evaluation: Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on the evaluation of the superintendent.

Director of Curriculum/Assessment and Federal Programs
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Master's Degree. Missouri certification. Training and experience in working with curriculum and assessment development.

Supervisor(s): Superintendent

Job Goal: To provide direction, guidance, and supervision of the district's curriculum and assessment development efforts, and facilitate the improvement of student learning through collaboration with the Professional Development Committee and district personnel.

Duration: This is a full time position for 10 months each year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

Curriculum

- Work with superintendent and building principals in maintaining a curriculum development program. This will include, but not be limited to, recommending to the superintendent new courses, evaluation, review and revision of curriculum and assessment programs/materials.
- Assist in the coordination of textbook selection throughout the district.
- Work with district-wide testing results to evaluate curriculum needs and to present results to the Board of Education.

Administrative

- Coordinate activities/programs for the beginning of the school year.
- Serve as the administrative representative on the Professional Development Committee.
- Oversee teacher certification issues within the district.
- Coordinate the MSIP review process.
- Coordinate the development of the annual school calendar.
- Maintain up-to-date training in NEE and participate in the staff evaluation process.
- Participate in community civic organizations as a district representative.
- Assist and coordinate district grant writing and administrate budgets for any grants received.
- Chair the district's CSIP committee and prepare updates for the Board of Education regarding progress in this plan.
- Serve on the Technology and Insurance Committees.
- Perform other duties as assigned by the Superintendent.

District Test Coordinator/Assessment

- Serve as the District Test Coordinator.
- Train staff on the proper use of the testing materials.
- Lead district staff in data analysis to determine areas of focus.
- Work with administrators and teaching staff on programs designed to motivate students to do well on assessments.

Federal Programs

- Serve as district coordinator for Title I, Title IIA, and Title VI and any school improvement funds.
- Complete all appropriate forms and along with the superintendent develop and maintain appropriate budgets.
- Maintain required aspects of all programs.

Summer School

- Handle the Summer Food Service Program application
- Work with the summer school director on reporting requirements.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Superintendent/Board Secretary
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: High School diploma or equivalent; knowledge, skills, and abilities to manage accounts payable for the school district, and to manage the business of the school board and the operations of the Superintendent's office. Maintain confidentiality.

Supervisor(s): Superintendent

Job Goal: To efficiently operate the office of the Superintendent for the Fayette R-III School District and effectively manage all business of the Board of Education.

Duration: This is a full time position for 12 months each year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

Public Relations

- Schedule meetings and appointments and communicate with public, staff, and faculty.
- Check out key cards.
- Schedule and contract the use of district facilities.
- Help maintain the web site calendar.
- Advertise, post job openings on MoREAP, Success Link, and district website and in newspapers.
- Receive and maintain personnel applications.
- Greet the public and answer/direct phone calls coming into the office.
- Organize social activities for Central Office.
- Prepare correspondence for the superintendent.
- Answer phone calls for Central Office

Accounts Payable

- Issue district purchase orders.
- Complete accounts payable, data entry, coding per budget, reports to the board, and check signing and mailing after each board meeting.
- Work with departmental directors on purchase orders and budget.
- Print budget reports and answer questions about the budget.

Board Responsibilities

- Compile and upload monthly board meeting packets.
- Register and make lodging reservations for board members to attend conferences.
- Communicate with board members through email and text when necessary.
- Work with OPAA! to provide board meeting meals.

- Post meeting agendas, attend board meetings, provide minutes of the meetings and properly record board records.
- File forms and paperwork for tax rates, bond issues, and board elections.

Office Duties

- Maintain charge accounts for the district; including, but not limited to UPS, Lowes, Amazon, etc...
- Order and stock envelopes, copy paper, and purchase orders for district use.
- Order and stock central office supplies.
- Oversee all district mailings.
- Manage the postage meter and add funds when necessary.
- Receive and sort all district mail.
- Manage copier machines and report meter readings to DACOM copier company when requested.

Organization/Scheduling

- Manage the user accounts for DESE Web applications.
- Keep the official District Calendar, post online and provide a monthly copy and additions to staff.
- Work with Transportation Director on filing board and state reports, driver physicals, and random driver drug screenings.
- Make travel, hotel and conference arrangements for district staff.
- Issue/check out charge cards to district staff and provide tax exempt status.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

District Bookkeeper
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: High School diploma or equivalent, training and experience in accounting/bookkeeping, and the skills and abilities to accurately handle payroll and general ledger responsibilities for the district. A degree in accounting/business would be preferred. Maintain confidentiality.

Supervisor(s): Superintendent

Job Goal: To accurately maintain the district's general ledger for all district finances, and effectively manage the districts payroll.

Duration: This is a full time position for 12 months each year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

Payroll

- Enter staff absences, hourly employee's time sheets, bus driver and extra duties for each month.
- Calculate payroll, check payroll for accuracy, print reports, print checks and pays stubs, take payroll thumb drive to bank, and deliver pay stubs to building principals each month.
- Check insurance and 403(b) invoices to payroll deductions and mail each month.
- Track reimbursements from employee cafeteria plans each month.
- Enter the retirement deductions into OASIS and then transmit to Retirement System of Missouri each month.
- Make payroll tax deposit by phone each month.
- Review new employee paperwork: sections include insurance, retirement, fingerprints, pay day, timesheets, et
- Check Kelly Services invoices monthly to match staff absence reports & submit for payment.
- Complete payroll 941 Quarterly Reports and make sure Quarterly 941 balances with general ledger salary codes.
- Complete SDAC quarterly reports including Personnel Roster, Cost Data, and Salary/Benefits reports.
- Annually set up employee's new contracts.
- Annually conduct open enrollment for employee's insurance, cafeteria, and 403(b) plans.
- Annually enter new insurance premiums.
- Annually enter new contribution amounts for OASIS.
- Report Annual Base Salaries to OASIS(Retirement System).

- Complete Summer School payroll.
- Complete W-2s, 1095s, and 1099s.
- Complete GASB68

General Ledger

- Enter cash receipts from Daly, CMS, & FHS that were deposited for the month.
- Make necessary journal entries for the month.
- Reconcile bank statements.
- Print Board Reports each month.
- Print Superintendent's Reports each month.
- Print department reports each month.
- Reconcile insurance statements and check register each month.
- Complete ASBR-Annual Secretary of the Board Report for the district.
- Present the ASBR to the Board in August.
- Work with auditors to complete the Audit for the school district each year.
- File copies of the ASBR and Audit with the proper officials each year.

Miscellaneous

- Answer Central Office telephones.
- Work with Superintendent on budget issues as needed.
- Answer payroll questions.
- Answer insurance, cafeteria plan, and 403(b) plan questions.
- Work with Superintendent/Board Secretary and others on budget issues.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Core Data/Curriculum Secretary
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: High School Diploma or equivalent, must have excellent computer skills including the use of Excel and Microsoft Word programs. Highly organized with the ability to multi-task and independently meet deadlines and maintain confidentiality.

Supervisor(s): Curriculum Director

Job Goal: Meet all deadlines in a timely manner.

Duration: This is a full time position for 12 months each year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

Core Data

- Complete all core data entries for the district (August, October, December, February, April, June) and Summer School.
- Complete enrollment counts in September and January.
- Enter bus counts, professional development hours on DESE MOSIS.

Curriculum

- Issue purchase orders for PDC and Curriculum & Testing and log information.
- Assist with organizing district standardized tests (including sending in MAP and EOC Pre-coding information).
- Assist with curriculum organization including input into online resources.

Food Service

- Report monthly totals to DESE food service program (free/reduced & regular meals).
- Send out Direct Certification letters in August.
- Fill out the Application Agreement in August.
- Count approved Free & Reduced Lunch applications for the verification process on October 1, complete the verification process by Nov. 15 and complete the verification summary report by Dec. 15.
- Prepare information for the DESE food audit every 3 years.
- Make breakfast and lunch excel chart for the school year for the cashier.

Federal Programs

- Assist with federal programs including issuing P.O.'s.

Office Assistant

- Answer phones and assist with employee questions.
- Report active substitutes to DESE at the end of the school year.
- Keep track of certification requirements for teachers, assist with finding appropriate forms for renewals, and mail certified staff to notify when teaching certificate is expiring.
- Assist with audit information.
- Complete Back to School issue for the newspaper.
- Complete Faculty and Staff updates on SIS and print out listing for all faculty.
- Get tire, oil and gas bids for the bus barn.
- Prepare principal evaluations (hand out, collect, tally)
- Organize Board Awards (print programs and certificates and organize gym for awards).
- Make all contracts (certified, non-certified, extra-duty and summer school).
- Non-tenured staff listing.
- Work every other year on the Civil Service Data Collection.
- Program electronic sign in front of the high school.
- Update district staff FTE report for superintendent to show staff and student totals.
- Add, delete, and update certified staff within NEE evaluation tool.

SIS

- Create new site year and summer school.
- Set up lunch for new school year.
- Complete end of year checklist.
- Promote grade levels.
- Rollover checklist.
- Set up school calendar for attendances.
- Maintain user IDs and permissions.
- Set up new family registrations.
- Set up and maintain faculty and staff.
- Help staff with SIS questions and research resolution for any issues.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

School Nurse
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Licensed Practical Nursing Certification from the State of Missouri and current CPR/AED Certification.

Supervisor(s): Superintendent

Job Goal: To serve as the health professional for the school community and provide services to support student learning.

Duration: This position is a full time position for 190 days each year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities: School nurses facilitate the educational process by improving and protecting the health status of children and staff by identifying, removing, or modifying health related barriers to the learning and teaching process. This is accomplished by following standards of care as established by the State Nurse Practice Act and National Association of School Nurses.

Direct Healthcare Responsibilities

- Provides illness and injury assessment and care for students and staff.
- Identifies, assesses, plans, intervenes, and evaluates student health concerns.
- Provide advanced nursing procedures for students as needed, such as ventilator management, gastronomy tube care, catheterization, etc.
- Medication administration and monitoring per school board policy.
- Provide health screenings for students per recommendations set by the School Health Division of the Missouri State Department of Health and make appropriate referrals for those with concerns. Document screening results on students record.
- Provide chronic disease management and education.
- Provide health education /activities to promote health of students and staff.
- Document care on student's individual health record.
- Report immediately to building principal any suspicion of child abuse or neglect. Take appropriate action as determined necessary.

Administrative Responsibilities

- Oversee school health program.
 - Assists in the development of individual education /504 plans for students with special concerns.
 - Develop and implement Individual Healthcare Plans for students with special health concerns that interfere with learning.
 - Provide health curriculum recommendations
 - Provide guidelines for school district health policies, goals, and objectives.
 - Act as school/community/health care provider liaison.
 - Promotes and assists in the control of communicable diseases thru immunization surveillance, early illness detection, surveillance, and follow up of contagious diseases.
 - Provide health counseling for staff.
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- Assist with student and staff wellness programs.
- Delegation of selected nursing tasks to individuals as deemed competent.
- Provide trainings for medical procedures/tasks.
- Coordinate with the principal and counselor the puberty training for upper elementary students.

Health Office Management

- Keep the health office clean and orderly.
- Participate in maintaining and ordering supplies.
- Initiate health records on all new students.
- Maintain and file health records on all students.
- Maintain and file health records on all students in a confidential manner.
- Assist in the distribution and collection of health information forms.
- Review health information forms and identify students with special health concerns.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Principal – Elementary, Middle, & High School Levels
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Master's Degree. Valid Missouri certification for elementary and secondary principal. A minimum of five years of successful classroom teaching experience preferred.

Supervisor: Superintendent

Job Goal: To use leadership, supervisory, and administrative skills to prepare students for their next academic challenge.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies and display a positive attitude toward the district and the specific responsibilities of the position.

PERFORMANCE RESPONSIBILITIES:

Instructional Leadership

- Facilitate the development of programs and monitors implementation of curriculum that meets the needs of all the students.
- Analyze and utilize summative, formative, and common assessment data for the improvement of curriculum for instruction and student achievement.
- Maintain a school-wide climate and organization for learning (high expectations, cooperation, support, positive attitudes, etc.).
- Facilitate the development of curriculum/instructional programs based on theories, research findings, and needs assessment results.
- Identify and communicate effective teaching strategies, classroom management strategies, and strategies for altering pupil behaviors.
- Incorporate computer and other technology into the management and instructional processes.
- Provide on-going technical assistance to teachers.
- Work with special educators in implementing the IEP for special education students to appropriately modify instruction, services, and expectations for students referred for special education placement.
- Work with staff to implement RTI, PBS, and/or PLCs as appropriate based upon building level.

Program Planning

- Identify and communicate effective instructional planning strategies.
- Determine priorities based on assessed needs, sound theories, financial capabilities, expertise, time-lines, and resource
- Develop the Building Improvement Plan encompassing goals, objectives, activities, time-lines, and resources.
- Develop the school Professional Development Plan with the PD Committee.
- Monitor the implementation of programs/services.
- Supervise the guidance program to enhance individual student education and development.
- Utilize staff in curriculum and instructional improvement.

- Organize schedule for maximum academic learning time.
- Plan, organize and direct implementation of all school activities.
- Develop schedules for teachers and students that will provide for the efficient operation of the school and result in a high level of learning for students.
- Develop schedules for classroom observations, conferences and follow-up activities.
- Work with Athletic Director in coordinating the athletic program and maintain the program in conjunction with all rules and regulations of M.S.H.S.A.A.

School Management

- Utilize effective interview and selection process to select most competent candidate.
- Assign personnel to positions, which ensure optimum performance and equitable disruption of assignments.
- Plan and conduct staff development activities to improve competencies of school personnel.
- Organize and supervise support service personnel for optimum performance.
- Facilitate positive faculty and staff attitudes.
- Conduct staff meetings to keep members informed of the policy changes, new programs, and related concerns.
- Establish the handbook for proper student conduct and maintaining student discipline according to board of education and MSBA policies.
- Provide due process procedures required by law in the management of school employees and students.
- Prepare and supervise the preparation of reports, records, lists, all other paperwork required or appropriate to the schools administration, attendance, and reporting student progress.
- Plan and supervise fire drills, earthquake drills, lockdown drills and emergency preparedness programs.
- Coordinate planning and work of the site administrative staff.
- Delegate responsibility for certain tasks to staff.
- Coordinate curriculum development activities of the school in cooperation with the Supervisor of Instruction.
- Address chronic attendance issues utilizing the counselor and other staff as appropriate.

Community Relations

- Involve parents in the activities of the school.
- Assess community expectations and perceptions of school performance.
- Communicate with citizenry by a variety of means (i.e., media, newsletters, and meetings).
- Utilize community resources to support programs and services.
- Establish and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs.
- Work with other schools and organizations in a professional manner.

Business Management

- Maintain fiscal accountability system (zero-based budgeting).
- Develop and monitor financial plan (budget) based on programs/service priorities and financial capabilities.
- Organize and involve teaching staff in monitoring and developing a financial plan for instructional needs.
- Inspect building and grounds on a daily basis in order to manage the maintenance of the facility and reports maintenance needs to the Director of Maintenance.
- Utilize a system for purchasing and inventory control (i.e. textbooks.)
- Manage financial resources in a most cost-effective manner.
- Apply local and state school board regulations to business management decisions.

Interpersonal Relationships

- Demonstrate effective written communication skills with all public entities.
- Demonstrate effective oral communication skills with all public entities.
- Manage change and new programs by utilizing effective change and pacing strategies.
- Solve problems utilizing a variety of techniques.
- Make decisions from a base of relative information.
- Utilize a process for involving personnel in decision-making activities, including faculty meetings, grade or department meetings, etc.
- Facilitate discussions and decision making sessions efficiently and productively.
- Plan and facilitates meetings for optimum use of time and resources.
- Manage conflict situations in an effective manner.
- Is perceived as an effective listener.
- Keep the Superintendent informed of school activities and issues.

Professional Development

- Attend workshops, institutes, courses, and conferences relevant to continuing professional development, and management of the school programs.
- Maintain membership in appropriate professional organizations.
- Demonstrate knowledge of current professional literature and materials including effective school research.
- Demonstrate effective time management practices.
- React to stress situations in a reasonably calm and positive manner.
- Meet timelines and deadlines as requested.
- Conduct self and administrative office in an organized and business-like manner.
- Exhibit dependability in carrying out assigned responsibilities.
- Accept constructive criticism.
- Exhibit assertiveness as appropriate in dealing with administrative responsibilities.
- Perform professional responsibilities and duties as outlined in the job description including regular attendance and punctuality.

Additional Responsibilities

- Assume responsibility for school-related activities that extend beyond the school day.
- Work with Central Office staff and collaboratively with other support personnel on school programs and goals related to instruction, transportation, professional staff development, and special services.
- Perform other duties consistent with the position assigned as may be requested by the Superintendent.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Assistant Principal Daly/Clark
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Master's Degree. A minimum of five years of successful classroom teaching experience preferred.

Supervisor(s): Daly/Clark Principal, Superintendent

Job Goal: To assist the Daly/Clark Principal and staff in the development and perpetuation of a collaborative culture which ensures continuous student growth and achievement, and the efficient and effective operation of Daly Elementary and Clark Middle School.

Duration: 9 ½ month contract

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies and display a positive attitude toward the district and the specific responsibilities of the position.

Specific Responsibilities:

- Completion of monthly newsletter for both buildings.
- Provide support for the principal with teacher supervision, evaluation and promotion of a collaborative learning culture.
- Assist with parent communication.
- Assist with planning and preparation for school including staff orientation.
- Assist with the supervision of extracurricular activities.
- Provide general supervision for assigned building support staff.
- Share responsibility with building principal in charge of student discipline.
- Provide guidance/supervision and support of facilities such as lunch room, parking lot, hallways and other student transition areas.
- Serve as student leadership administrator in charge.
- Administrator for CMS PBS and DES PBS.
- Evaluation of certified staff.
- Update Facebook page.
- Other responsibilities as assigned.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Athletic Director
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualification: Must have Missouri teacher certification.

Reports to: Building Administration and Superintendent

Supervises: Coaches in extra duty positions

Job Goal: Perform duties relating to all aspects of extra-curricular athletics at both the middle and high school. The main responsibility is to organize and supervise the extra-curricular program at the middle and high school. This position often involves work after school hours, at night, during vacations, on weekends, and on snow days.

Duration: This is a 550 hour position with contracted times to be determined with the Superintendent.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

- Work with the principal and coaches on athletic assemblies.
- Supervise and order awards for the various programs.
- Make arrangements for athletic awards night.
- Sit in on interviews for new coaches and help with the assignment of coaches.
- Arrange for concessions at football, baseball, track, softball, and junior high basketball games.
- Hire officials for all athletic events and do scheduling for all sports, as well as other extra-curricular activities.
- Arrange for doctors and an ambulance for home varsity football games.
- Work with the principal in arranging for workers at home games, e.g., clock keepers, scorekeepers, gate keepers, chain gang, etc.
- Arrange with local doctors for physicals.
- Work with principal, counselor, and coaches on eligibility issues.
- Work closely with coaches on insurance forms, parent permission forms, and insurance waiver forms.
- Assist in fundraising projects for the Booster Club and athletic department.
- Work closely with coaches on arrangements of scouting in various sports.
- Work with central office staff to arrange reservations for any overnight trips.
- Work closely with principals and superintendent in supervising and coordinating the overall program.
- Work with the transportation director to ensure transportation for all away events.
- Set up and organize several tournaments in different sports each year.
- Work closely with MSHSAA to host tournaments and meets when called upon.
- Work with other coaches in regard to field preparation, maintenance, and clean-up.
- Responsible for paperwork exchange with other schools, e.g., schedules, eligibility rosters, contracts, and official approval forms.

- Responsible for budgeting for all sports, bidding and ordering all equipment and first aid supplies.
- Arrange for programs, when necessary.
- Arrange for parking, when necessary.
- Work with coaches to schedule summer camps.
- Assist with daily administrative duties when the high school principal is absent.
- Coordinate supervision of all athletic activities with principals and/or the superintendent.
- Inventory and secure all equipment owned by the school district. Set in motion a rotation of uniform and equipment replacement and share the specific plans with the Board of Education.
- Co-ordinate Parent nights, special occasions/events.
- Keep up to date records and an Athletic Student Handbook.
- Monitor coaches as they implement the Athletic Improvement Plan/Coaching Handbook.
- Additional duties as assigned by principals or the superintendent of schools.

Performance Area I: INTERPERSONAL RELATIONSHIPS

- A. Demonstrates positive interpersonal relationships with students.
- B. Demonstrates positive interpersonal relationships with parents and community.
- C. Demonstrates positive interpersonal relationships with staff.
- D. Maintains confidentiality at all times.

Performance Area II: PROFESSIONAL RESPONSIBILITIES

- A. Participates in professional growth activities.
- B. Follows the policies and procedures of the school district.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance an opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Counselor – Elementary/Middle Level
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: A master's degree with a major emphasis in guidance and counseling from a college or university approved by the Department of Elementary and Secondary Education and Missouri certification for school counselor at the appropriate grade level. A course in the psychology of the Exceptional Child. A valid Missouri teaching certificate. Recommendation for certification from a college or university, approved by DESE, upon completion of a planned guidance and counseling program.

Reports to: Building Administration and Superintendent

Supervises: Comprehensive Guidance Program

Job Goal: Assist elementary students in learning the skills and attitudes necessary to be successful learners by emphasizing that the classroom is their first workplace and that communication, decision-making, interpersonal and career awareness skills are important to their success. Work with students to address their career, personal-social, and educational needs and concerns. Provide middle school students with expanded career awareness and career exploration activities to assist them in the development and utilization of short- and long-range educational and career plans.

Duration: This is a full time, 180 day position, plus 2 additional weeks.

Performance Responsibilities:

- 1. Implement the Elementary and Middle School Guidance Curriculum:** Conduct guidance learning activities in the classroom as planned in conjunction with school administration and teachers, consult with and be a resource for teachers to facilitate the infusion of guidance activities into regular education curricula.
- 2. Guide and counsel groups and individual students through the development of educational and career plans:** Provide orientation activities for students new to the school; participate in orientation programs for parents and students; assist students in the transition from elementary to middle school and middle school to high school; inform students and their parents of test results and their implications for educational planning; provide resources and information to assist in career awareness and career exploration activities.
- 3. Counsel small groups and individuals with problems:** Conduct structured, goal-oriented counseling sessions to meet the identified needs of individuals or groups of students. Session topics at the elementary and middle school levels may include self-awareness, self-identify, academic problems, peer problems, family issues, child abuse and substance abuse. Further topics at the middle school level may include suicide threats and attempts, as well as sexuality issues.
- 4. Consult with teachers, staff, and parents regarding meeting the developmental needs of students:** Participate in staffing; conduct in-service programs for faculty; conduct and facilitate conferences with teachers, students, and parents; conduct or provide opportunities for parent education programs; assist families with school related problems.
- 5. Refer students with severe problems to appropriate community agencies in consultation with their parents:** Consult and coordinate with in-district and community agencies such as school psychologists, nurses, administrators, community-based psychologists, service agencies, and physicians.

6. **Coordinate, conduct, or participate in activities which contribute to the effective operation of the school:** Interpret group test results to faculty and staff; establish effective liaisons with all grade levels; act as an advocate for students as appropriate in conjunction with other staff; assist other school staff in the placement of students with special needs in appropriate programs such as gifted education and special education; participate with the administration and faculty as a team member in the implementation of the district testing program.
7. **Evaluate and revise the Comprehensive Guidance Program for the Elementary and Middle School:** Annually review with students, staff, and administration the guidance program using an Internal Improvement Review process; review and modify the program calendar and evaluate guidance learning activities.
8. **Pursue professional growth:** Attend state and local professional development programs; join professional organizations; read professional journals; attend relevant workshops and conferences sponsored by professional organizations; take post-graduate courses.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the School Board's policy on the evaluation of professional personnel.

Counselor – High School Level
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: A master's degree with a major emphasis in guidance and counseling from a college or university approved by the Department of Elementary and Secondary Education and Missouri certification for school counselor at the appropriate grade level. A course in the psychology of the Exceptional Child. A valid Missouri teaching certificate. Recommendation for certification from a college or university, approved by DESE, upon completion of a planned guidance and counseling program.

Reports to: Building Administration and Superintendent

Supervises: Comprehensive Guidance Program, A+ Schools Program, and Work Study Program

Job Goal: To address the needs of all students by facilitating their academic, career, and personal/social development while helping to create a positive and safe learning environment in the school.

Performance Responsibilities:

- 1. Implement the High School Guidance Curriculum:** Conduct guidance learning activities in the classroom as planned in conjunction with school administration and teachers, consult with and be a resource for teachers to facilitate the infusion of guidance activities into regular education curricula.
- 2. Guide and counsel groups and individual students through the development of educational and career plans:** Work in conjunction with the middle school counselor and careers teacher to help 8th grade students develop a personal plan of study that will be updated annually as students determine high school coursework; provide resources and information to assist in further career awareness and career exploration activities.
- 3. Counsel small groups and individuals with problems:** Conduct structured, goal-oriented counseling sessions to meet the identified needs of individuals or groups of students.
- 4. Consult with teachers, staff, and parents regarding meeting the developmental needs of students:** Participate in staffing; conduct in-service programs for faculty; conduct and facilitate conferences with teachers, students, and parents; conduct or provide opportunities for parent education programs; assist families with school related problems.
- 5. Refer students with severe problems to appropriate community agencies in consultation with their parents:** Consult and coordinate with in-district and community agencies such as school psychologists, nurses, administrators, community-based psychologists, service agencies, and physicians.
- 6. Coordinate, conduct, or participate in activities which contribute to the effective operation of the school:** Interpret group test results to faculty and staff; establish effective liaisons with all grade levels; act as an advocate for students as appropriate in conjunction with other staff; assist other school staff in the placement of students with special needs in appropriate programs such as gifted education and special education; participate with the administration and faculty as a team member in the implementation of the district testing program.

7. **Evaluate and revise the Comprehensive Guidance Program at the High School:** Annually review with students, staff, and administration the guidance program using an Internal Improvement Review process; review and modify the program calendar and evaluate guidance learning activities.
8. **Pursue Professional Growth:** Attend state and local professional development programs; join professional organizations; read professional journals; attend relevant workshops and conferences sponsored by professional organizations; take post-graduate courses.
9. **Act as the A+ Coordinator for the district:** Coordinate the A+ program including scheduling of student mentoring hours, monitoring of student A+ status, and reporting to students, parents, and administration. Stay current with state changes in the requirements of the A+ program.
10. **Coordinate Work Study Program:** Develop activities for students pursuing off campus work study that will facilitate their learning of career readiness skills while on the job.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the School Board's policy on the evaluation of professional personnel.

Terms of Employment: Salary and work year as established by the administration and the Fayette R-III School Board.

Secretary DES/CMS Administrative Office Assistant
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: High school diploma or equivalent is required. The ability to multi-task, precise record keeping, computer literacy, and have positive personal interactions with district patrons, students and staff. The position requires the ability to properly lift 50+ lbs. on a daily basis. Additional training when/as necessary.

Supervisor(s): Building Administration and Superintendent

Job Goal: Efficient daily operation of elementary/middle school office.

Duration: This is a full time position for 10+ months each year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

- Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
- Distribute all incoming mail and stamp all outgoing correspondence.
- Make daily lunch deposits and gate/concession deposits when necessary.
- Coordinate substitutes with Kelly Services and maintain the substitute calendar on the D/C calendar.
- Process staff absence reports on a daily basis.
- Approve weekly timesheets through Kelly Services online.
- Register new students, secure appropriate student records and transfer records for students moving to other schools.
- Create student schedules and input into Tyler SIS.
- Process Free/Reduced lunch applications and prepare notification letter to the parent(s).
- Process all purchase orders and monitor the general instruction and activity budgets.
- Order and check in all office supplies, copier supplies and teacher supplies.
- Monitor the Pepsi machine and order and pay for soda and deposit soda money.
- Prepare all mid-term, quarter and semester grades.
- Notify the newspaper for honor and AAA awards.
- Process ineligibility letters to parents every two weeks.
- Prepare the Optimist Student of the Month certificates and letters.
- Prepare all sport programs and gate and concession boxes.
- Coordinate and attend the preschool and kindergarten screenings each spring.
- Prepare end-of-the-year attendance, honor, sports and 8th grade promotion awards.
- Back-up cashier for lunch when necessary.
- Assist in answering phone, greeting parents/visitors, tracking attendance, taking lunch money, and other general office duties when needed.
- Work with administration to check out teachers before they leave for the summer.
- Prepare students packets with appropriate materials.
- Distribute teaching supplies to teachers including lesson plan books, grade books, etc.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Secretary DES/CMS
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: High School diploma or equivalent. The ability to multi-task, precise record keeping, computer literacy, and have positive personal interactions with district patrons, students and staff. Additional training when/as necessary.

Supervisor(s): Building Administration and Superintendent

Job Goal: Efficient daily operation of elementary/middle school office.

Duration: This is a full time position during the school year when school is in session with additional 5 days before school starts for preparation.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

- Answering phone, taking and delivering messages.
- Maintain staff related records and issues.
- Office correspondence, including attendance and lunch letters.
- Handle, count monies received and assist with deposit slips.
- Maintain attendance: record/amend daily attendance in SIS.
- Make initial contact with parents regarding student absences.
- Welcome and assist visitors, CMU students, professors, and parents.
- Distribute school information to Central Office
- Recurring activities involving students and staff.
- Sort and distribute mail.
- Other tasks as assigned by immediate supervisor.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

High School Secretary
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: High School Diploma or equivalent and knowledge and skills to manage the High School office.

Supervisor(s): High School Principal, Superintendent of Schools

Job Goal: To maintain a smooth and highly functional professional office.

Duration: This position is a full time position for 11 months each year.

General Expectations:

Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

Daily Duties

- Write admit slips/tardy slips.
- Enter and check student attendance and closeout SIS.
- Answer telephones, take messages, assist students, visitors and the public as needed.
- Notify teachers of homework to be sent to absent students upon request by parents or students by email.
- Process purchase orders for signatures, correct coding, and completion after receiving merchandise and send documents to central office.
- Data entry of purchase orders and deposits for each account.
- Assist with preparation and posting of daily bulletin.
- Maintain cash boxes for events - keeping balance, count after each event, prepare and make deposit.
- Assist Principal as needed.
- Complete staff absence sheets and track on calendar to cross check with Kelly Services.
- Schedule substitute teachers as needed through Kelly Services.
- Track all supplies and order as needed.
- Check in all supplies and distribute.
- Track budget of each fund account.
- Maintain copy machine equipment and supplies.
- Assist with medication disbursement for students.
- Update student information as needed.
- Distribute mail and other forms to Central Office including postage on all outgoing mail.
- Inform central office of building activities and emergencies immediately.

Semester Duties

- Make and maintain a "Fine List".
- Attend Parent/Teacher Conferences, assist teachers and parents.
- Mail out attendance letters.

Yearly Duties

- Update the student and teacher handbook (binders) with appropriate materials.
- Prepare student packets with appropriate materials.
- Update all forms for the new year – hall duty, class sponsors, phone tree, et
- Distribute teaching supplies to teachers including lesson plan books, grade books, passes, etc.
- Mail invitations to teachers, parents, and students for freshman orientation.
- Open and check in the supplies that have arrived during the summer.
- Upload student records to Yellow Folder for storage.
- Assist parents when needed.
- Work with Central Office to order textbooks and compare pricing.
- Assist parents/students with transcript requests and enrollment papers.
- Close out previous year budget and enter new budget year information.

End of Year

- Type and code purchase orders from supply requisition sheets turned in by the teachers.
- Order supplies after approval.
- Check out teachers before they leave for the summer.
- Collect all classroom and textbook inventory spreadsheets.
- Update student handbook and send to publisher.

Activities:

- Design and print graduation programs from gathered information.
- Design and print academic awards programs and awards from list received from teachers.
- Send out invitations to parents to attend academic awards program.
- Order all medals for events from list of eligible students from teachers.
- Check in medals and distribute to teachers.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Library Media Specialist – Elementary/Middle School
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Master of Science in Library Science & Information Services and valid Missouri Teaching Certificate.

Reports to: Building Administration and Superintendent

Supervises: Students and LMC Aide

Job Goal: To provide accessible tools for students and staff to direct, enhance, and support the learning process. To create a flexible environment, collaborating with staff, and maintaining the holdings of the media center with the selection and circulation process. To provide weekly classes for the elementary K-5 students targeting Missouri State Standards in literature, research, and technological literacy.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Performance Responsibilities:

1. Organize, operate, and manage the LMC.
2. Coordinate the daily operations of the LMC.
3. Directly supervise the LMC aide.
4. Process all new LMC materials.
5. Provide orientation and instruction in the use of the LMC and its resources to individuals, classes, and teachers.
6. Establish and maintain an environment in which students and staff can work at productive levels.
7. Prepare and oversee the budget for all LMC services according to the needs and objectives of the LMC within administrative guidelines.
8. Organize and maintain records of the LMC acquisitions, circulation, etc., for inventory, maintenance, and certification purposes.
9. Provide for the utilization of equipment unique to the LMC, i.e. computers, audio-visual equipment.
10. Select and maintain media that will compliment and supplement district curriculum.
11. Select materials for a variety of student and staff interests, learning styles, and reading levels.
12. Be aware of multi-cultural/age specific criteria in the selection and recommendations of materials.
13. Keep educationally and professionally informed by participating in professional organizations, course-work, workshops, conferences, and by reading professional literature.
14. Work to coordinate resources and activities with area libraries.
15. Solicit input from students and staff concerning media needs.
16. Perform other such duties and assume other such responsibilities as may be assigned.

Terms of Employment: Salary and work year as established by the administration and the Fayette R-III School Board.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

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Library Media Aide – Elementary/Middle School
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: A minimum of 60 hours of college credit.

Reports to: Library Media Specialist and Building Administration

Supervises: Students

Job Goal: To provide direct assistance to the LMC specialist in responsibility for the library media center and student supervision. To assist with the creation of a flexible environment, collaborating with staff, and maintaining the holdings of the media center with the selection and circulation process.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Performance Responsibilities:

1. Operate, and manage the LMC circulation desk.
2. Prepare and distribute the weekly overdue list.
3. Assist with weekly elementary library skills classes as needed.
4. Manage the LMC during the LMS's lunch break.
5. Retrieve overdue materials.
6. See that all materials are correctly reshelfed.
7. Repair materials.
8. Straighten shelves on a regular basis.
9. Process new LMC materials.
10. Help to maintain an accurate inventory of materials.
11. Supervise library volunteers and student aides.
12. Establish and maintain an environment in which students and staff can work at productive levels.
13. Manage student behavior in a constructive manner.
14. Follow the policies, regulations, and procedures of the school and district.
15. Demonstrate positive interpersonal relationships with students, educational staff, and parents, patrons, and volunteers.
16. Perform other duties and assume other such responsibilities as may be assigned by the district.

Terms of Employment: Salary and work year as established by the administration and the Fayette R-III School Board.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Library Media Specialist - Secondary
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Master of Science in Library Science & Information Services and valid Missouri Teaching Certificate.

Reports to: Building Administration and Superintendent

Supervises: Students

Job Goal: To provide accessible tools for students and staff to direct, enhance, and support the learning process. To create a flexible environment, collaborating with staff, and maintaining the holdings of the media center with the selection and circulation process.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Performance Responsibilities:

1. Organize, operate, and manage the LMC.
2. Coordinate the daily operations of the LMC.
3. Process all new LMC materials.
4. Provide orientation and instruction in the use of the LMC and its resources to individuals, classes, and teachers.
5. Arrive no later than 7:30 a.m. at the designated location.
6. Establish and maintain an environment in which students and staff can work at productive levels.
7. Prepare and oversee the budget for all LMC services according to the needs and objectives of the LMC within administrative guidelines.
8. Organize and maintain records of the LMC acquisitions, circulation, etc., for inventory, maintenance, and certification purposes.
9. Provide for the utilization of equipment unique to the LMC, i.e. computers, Direct TV, ipads, and think pads.
10. Select and maintain media that will compliment and supplement district curriculum.
11. Select materials for a variety of student and staff interests, learning styles, and reading levels.
12. Is aware of cultural diversity/gender fair criteria in the selection and recommendations of materials.
13. Keep educationally and professionally informed by participating in professional organizations, course-work, workshops, conferences, and by reading professional literature.
14. Work to coordinate resources and activities with area libraries.
15. Formulate SMART goals and implement and evaluate them.
16. Solicit input from students and staff concerning media needs.
17. Perform other such duties and assume other such responsibilities as may be assigned.

Terms of Employment: Salary and work year as established by the administration and the Fayette R-III School Board.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

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Teacher - Elementary
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Bachelor of Arts/Science in Elementary Education, Missouri Teaching Certificate, Reading Specialist Preferred.

Reports to: Building Administration and Superintendent

Supervises: Students and Paraprofessionals

Job Goal: To provide students with educational opportunities to acquire subject matter and skills that will ensure normal growth and development and a life-long motivation for learning.

Duration: This is a full time, 180 day position.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Performance Responsibilities:

1. Create a classroom environment that is conducive to learning, appropriate to maturity level, and captivates students' interests.
2. Plan a curriculum of study that motivates, challenges, and meets the needs of individual students.
3. Prepare written plans for daily lessons and procure the resources necessary to teach those lessons.
4. Collaborate with grade-level teachers to provide consistent instruction in both small group and whole group classroom settings.
5. Use a variety of instructional techniques consistent with the physical limitations of the location provided and capabilities and needs of the students involved in the learning process.
6. Guide the learning process toward the achievement of predetermined goals and objectives that reflect the district's philosophy of education.
7. Encourage students to establish and maintain standards of classroom behavior that is conducive to learning.
8. Take all necessary and reasonable precautions to protect the students and the district's equipment, materials, and facilities.
9. Make referrals, as necessary, of individual student's needs for special services available in the district and seek the counsel of the district's specialists in providing these individual students with appropriate services.
10. Assist with administration of progress monitoring and benchmark assessments. Assist with tracking data of student progress.
11. Evaluate students' progress on a regular basis and adjust the instructional process to ensure academic success for each student commensurate with the individual's ability.
12. Avail oneself to parents for conferences or other education related purposes outside of the instructional day.
13. Maintain complete and accurate records according to district policy.

14. Assist the administration in implementing all policies and rules governing student behavior while on school property.
15. Attend faculty meetings, workshops, and other professional development activities as required by the district.
16. Serve on assigned committees or fulfill other non-classroom responsibilities as required by the district.
17. Perform any and all duties that are necessary to ensure student safety and the monitoring of student behavior before, during, and after school hours as necessary.
18. Cooperate with the district when asked to supervise or assist in any way in the training of future teachers.
19. Strive to maintain and improve professional competency through continuing educational experiences and joining professional organizations.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

The above list is only meant to be a guide and does not cover all that may happen in a day, week, month or year.

Teacher - Focus Room
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Missouri Teaching Certificate

Supervisor(s): Building Administration and Superintendent

Job Goal: To provide an environment and area for students to work while in a time-out or ISS situation. To assist with homework and study skills, social skills, and other areas deemed necessary by administration for those students assigned to the Focus room. Complete all disciplinary paper in an efficient and timely manner.

Duration: This is a full time, 180 day position.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies and display a positive attitude toward the district and the specific responsibilities of the position.

Specific Responsibilities:

Focus Room

- Follow protocol for behavior for Focus Room students.
- Ensure all teachers understand procedures.
- Provide training with counselor, if necessary.
- Update Protocol for Behavior with the counselor when necessary.
- Complete monthly discipline reports including the number of students referred to the Focus Room, the types of behaviors referred and the frequency of visits by each student.
- Contact parents if Think Sheets are not signed and returned.

Discipline

- Receive students who are given an office referral form.
- Monitor students in the Focus Room until they can be seen by the principal.
- Assist students with any other paperwork that needs to be completed, including getting pink form back to teacher so s/he knows what disciplinary action has occurred.

ISS

- Supervise students who are assigned ISS.
- Ensure students have work to complete and see to it that the work is turned in to the appropriate teacher.
- Maintain additional work for students to complete when they finish their assignments.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Teacher Title I
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Bachelor of Arts/Science in Elementary Education, Missouri Teaching Certificate, Reading Specialist Preferred.

Reports to: Building Administration and Superintendent

Supervises: Students and Paraprofessionals

Job Goal: To provide students with educational opportunities to acquire subject matter and skills that will ensure normal growth and development and a life-long motivation for learning.

Duration: This is a full time, 180 day position.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Performance Responsibilities:

1. Create a classroom environment that is conducive to learning, appropriate to the maturity level of Title I students and captivates their interests.
2. Plan a curriculum of study that motivates, challenges, and meets the needs of individual students.
3. Prepare written plans for daily lessons and procure the resources necessary to teach those lessons.
4. Collaborate with classroom teachers to provide small group and instruction both in classroom and pull-out settings.
5. Use a variety of instructional techniques consistent with the physical limitations of the location provided and capabilities and needs of the students involved in the learning process.
6. Guide the learning process toward the achievement of predetermined goals and objectives that reflect the district's philosophy of education.
7. Encourage students to establish and maintain standards of classroom behavior that is conducive to learning.
8. Take all necessary and reasonable precautions to protect the students and the district's equipment, materials, and facilities.
9. Make referrals, as necessary, of individual student's needs for special services available in the district and seek the counsel of the district's specialists in providing these individual students with appropriate services.
10. Assist with administration of progress monitoring and benchmark assessments. Assist with tracking data of student progress.
11. Evaluate students' progress on a regular basis and adjust the instructional process to ensure academic success for each student commensurate with the individual's ability.
12. Avail oneself to parents for conferences or other education related purposes outside of the instructional day.
13. Maintain complete and accurate records according to district policy.
14. Assist the administration in implementing all policies and rules governing student behavior while on school property.

15. Attend faculty meetings, workshops, and other professional development activities as required by the district.
16. Serve on assigned committees or fulfill other non-classroom responsibilities as required by the district.
17. Cooperate with the district when asked to supervise or assist in any way in the training of future teachers.
18. Strive to maintain and improve professional competency through continuing educational experiences and joining professional organizations.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

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Teacher - Secondary and Subject Area
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Bachelor of Arts/Science in area of instruction and Missouri Teaching Certificate.

Reports to: Building Administration and Superintendent

Supervises: Students

Job Goal: To provide assigned students with educational opportunities to acquire subject matter and skills that will ensure normal growth and development, to develop a life-long motivation for learning, and to create a desire to become productive citizens of our society.

Duration: This is a full time, 180 day position.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Performance Responsibilities:

1. Create a classroom environment that is conducive to learning, appropriate to the maturity level of students and captivates their interests.
2. Plan a curriculum of study that motivates, challenges, and meets the needs of individual students.
3. Prepare written plans for daily lessons and procure the resources necessary to teach those lessons.
4. Use a variety of instructional techniques consistent with the physical limitations of the location provided and capabilities and needs of the students involved in the learning process.
5. Guide the learning process toward the achievement of predetermined goals and objectives that reflect the district's philosophy of education.
6. Encourage students to establish and maintain standards of classroom behavior that is conducive to learning.
7. Take all necessary and reasonable precautions to protect the students and the district's equipment, materials, and facilities.
8. Make referrals, as necessary, of individual student's needs for special services available in the district and seek the counsel of the district's specialists in providing these individual students with appropriate services.
9. Evaluate students' progress on a regular basis and adjust the instructional process to ensure academic success for each student commensurate with the individual's ability, including administration of the physical fitness test by PE teachers as required by the government.
10. Update and maintain student grades on SIS to accurately track student progress.
11. Avail oneself to parents for conferences or other education related purposes outside the instructional day.
12. Maintain complete and accurate records according to district policy.
13. Assist the administration in implementing all policies and rules governing student behavior while on school property.
14. Attend faculty meetings, workshops, and other professional development activities as required by the district.

15. Serve on assigned committees or fulfill other non-classroom responsibilities as required by the district, including locker room supervision for PE teachers.
16. Perform any and all duties that are necessary to ensure student safety and the monitoring of student behavior before, during, and after school hours as necessary.
17. Cooperate with the district when asked to supervise or assist in any way in the training of future teachers.
18. Strive to maintain and improve professional competency through continuing educational experiences and joining professional organizations.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

The above list is only meant to be a guide and does not cover all that may happen in a day, week, month or year.

Paraprofessional for Instruction
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: High school diploma or equivalent and a minimum of 60 college credit hours. Knowledge and skills to assist students with special needs.

Supervisor (s): Building Administration, Special Services Coordinator, Special Education/Regular Teacher(s).

Job Goal: To work cooperatively with school administration and staff to ensure students have the support necessary to meet their educational goals.

Duration: This is a full time position for the length of the school year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies and display a positive attitude toward the district and the specific responsibilities of the position.

Specific Responsibilities:

- Assist the special/regular teacher in instruction of the students assigned to them.
- Prepare instructional materials and classroom resources.
- Supervise movement of students from one area to another (as needed).
- Provide observation/anecdotal information to teacher upon request.
- Communicate effectively with students and staff.
- Assist in filing, room maintenance, and upkeep.
- Work cooperatively with school administration to implement policies and regulations.
- Complete duties promptly, dependably and accurately.
- Help supervise recess, bus, or other extra duties as assigned.
- Maintain attendance expectations.
- Complete required training hours for paraprofessionals on annual basis (10-15 hours).
- Read tests to students and make other accommodations from the IEP as requested by the special education teacher. **NOTE: Teachers must share student accommodation info per IEP.*
- Facilitate Class-Within-A-Class (CWC) educational activities as assigned; including taking notes during class, monitoring behavior of students, working with individual students, etc.
- Demonstrate understanding of and compassion for student's difficulties.
- Provide substitute lesson plans and copy of current daily schedule to office and SPED (if necessary).
- Other duties as assigned by Supervisor(s).
- PreK and ECSE will have different responsibilities specific to that level.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Superintendent. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Special Services/504 Coordinator
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Minimum of a Masters Degree and Certification in at least one area of special education or related area and knowledge of special education process requirements. Preferred would be a Masters Degree and Special Education Administrator Certificate by the State Board of Education.

Supervisor(s): Superintendent

Job Goal: To oversee the Special Education Program for the district and ensure that appropriate services are being provided for students and that the district remains compliant with all state and federal regulations. To provide direction, guidance, and supervision of the district's 504 caseload following the district's 504 manual and procedures.

Duration: This position is a full time position for 11 months each year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

Leadership/Decision Making

- Provide direction for the Special Education department.
- Assist with instructional management of Special Education teachers.
- Provide for appropriate curricular offerings and assists in organizing personnel to staff those offerings.
- Effectively implement evaluation strategies oriented toward improvement of conducting IEP meetings and completing special education paperwork.
- Provide leadership for positive educational change.
- Demonstrate effective and ongoing communication skills.
- Demonstrate effective skills in problem analysis, decision making and judgment.

504 Coordinator

- Coordinate and provide direction and guidance to the faculty, and overall supervision of the total 504 caseload ensuring procedures are followed.

Organization

- Demonstrate effective organizational ability.
- Ensure efficient, ethical, and legal management of Special Education fiscal resources and complete expenditure requests and reports in a timely manner.
- Promote and maintain a positive climate within the special education department.

Student Involvement

- Work with principals to establish and maintain an effective overall tone for discipline of special education students in the school.
- Promote positive student attitudes about school and self.

Personnel

- Demonstrate effective skill in assisting with the recruitment, selection and evaluation of special education personnel.
- Work effectively with staff in subordinate, peer and super-ordinate roles.
- Promote on-going staff development.
- Ensure appropriate training is provided for district paraprofessionals and maintain records of paraprofessional annual training.

School/Community Relations

- Works effectively with parents.
- Works effectively with community agencies.

Personal/Professional Development

- Demonstrates personal motivation and self-discipline.
- Demonstrates sensitivity to others.
- Follows the policies and procedures of the district.
- Participates in professional growth activities.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Speech Language Pathologist
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualification: Masters of Arts (Science) in Communication Science and Disorders and Missouri teaching certificate

Reports to: Special Services Coordinator, Building Administration, and Superintendent

Supervises: Students

Job Goal: To implement a therapy program which meets the needs of speech, language and hearing impaired students and provides the assigned students with educational opportunities to acquire subject matter and skills that will ensure normal growth and development; to develop a life-long motivation for learning; to create a desire to become productive citizens of our society.

Duration: This position depends on the needs of the students as defined within the IEP and may extend beyond the regular school year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

- Create a classroom environment that is conducive to learning appropriate to the maturity level of the students, and captivates their interests.
- Prepares a therapy plan that motivates, challenges, and meets the need of each individual student.
- Plans and procures the resources necessary to conduct weekly interventions using a variety of service delivery models, including classroom intervention, consultation/collaboration and pull-outs as appropriate to meet student needs in the least restrictive environment.
- Use a variety of instructional techniques consistent with the physical limitations of the location provided and capabilities and needs of the students involved in the learning process.
- Guide the learning process toward the achievement of annually prepared individualized educational plan (IEP) goals for each student in accordance with the district's philosophy of education.
- Encourage students to establish and maintain standards of classroom behavior that is conducive to learning.
- Take all necessary and reasonable precautions to protect the students and the district's equipment, materials, and its facilities.
- Make referrals, as necessary, of individual student's needs for special services available in the district and seeks the counsel of the district's specialists in providing these individual students with appropriate services.
- Evaluate students' progress on a regular basis and adjust the instructional process to ensure academic success for each student commensurate with the individual's ability.
- Provides quarterly progress reports to parents describing the student's academic progress.
- Avail oneself to parents for conferences or other education related purposes outside the instructional day.
- Maintain complete and accurate records according to district policy.

- Assist the administration in implementing all policies and rules governing student behavior while on school property.
- Attend faculty meetings, workshops, and other professional development activities as required by the district.
- Serve on student IEP teams, as appropriate, assigned committees, or fulfills other non-classroom responsibilities as required by the district.
- Cooperate with the district when asked to supervise or assist in any way in the training of future teachers.
- Strive to maintain and improve professional competency through continuing educational experiences and joining professional organizations.
- Analyze and interpret information to make recommendations regarding the need for speech-language services.

Evaluations: Performance of this job will be evaluated in accordance with the provisions of the School Board's policy on evaluation of professional personnel.

Teacher - Special Education
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Bachelor of Arts/Science in Special Education and Missouri Teaching Certificate.

Reports to: Building Administration, Special Services Coordinator, and Superintendent

Supervises: Students and Paraprofessionals

Job Goal: To provide assigned students with academic and life applicable educational opportunities to acquire subject matter and skills that will ensure normal growth and development, to develop a life-long motivation for learning, to create a desire to become productive citizens of our society, and to assist in transition from high school to college and careers.

Duration: This is a full time, 180 day position.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Performance Responsibilities:

1. Create a classroom environment that is conducive to learning, appropriate to the maturity level of Title I students and captivates their interests.
2. Plan a curriculum of study that motivates, challenges, and meets the needs of individual students, as well as meets the standards of learning outlined by the state.
3. Prepare written plans for daily lessons and procure the resources necessary to teach those lessons.
4. Use a variety of instructional strategies and techniques consistent with the physical limitations of the location provided, capabilities, and needs of the students involved in the learning process.
5. Guide the learning process toward the achievement of predetermined goals and objectives that reflect the district's philosophy of education.
6. Encourage students to establish and maintain standards of classroom behavior that is conducive to learning.
7. Take all necessary and reasonable precautions to protect the students and the district's equipment, materials, and facilities.
8. As necessary, make referrals of individual student's needs for special services available in the district, seek the counsel of the district's specialists in providing these individual students with appropriate services, conduct a review of data and meet with a team to help determine a student's eligibility for special services.
9. Create Individual Education Plan (IEP) for students assigned to caseload and meet with team annually to update IEP and set educational/behavioral goals for each student. Provide the IEP to regular education teachers and work to ensure accommodations and modifications are provided. Maintain all appropriate paperwork regarding student IEPs.

10. Evaluate students' progress on a regular basis and adjust the instructional process to ensure academic success for each student commensurate with the individual's ability.
11. Update and maintain student grades on SIS to accurately track student progress.
12. Avail oneself to parents for conferences or other education related purposes outside the instructional day.
13. Maintain complete and accurate records according to district policy.
14. Assist the administration in implementing all policies and rules governing student behavior while on school property.
15. Attend faculty meetings, workshops, and other professional development activities as required by the district.
16. Serve on assigned committees or fulfill other non-classroom responsibilities as required by the district.
17. Cooperate with the district when asked to supervise or assist in any way in the training of future teachers.
18. Strive to maintain and improve professional competency through continuing educational experiences and joining professional organizations.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

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Paraprofessional - Personal Aide
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: High school diploma or equivalent. Knowledge and skills to assist students with special needs. Must be able to lift 50 pounds on a daily basis.

Supervisor(s): Building Administration, Special Services Coordinator, Special Education Teacher(s)

Job Goal: To provide educational support services to individual student(s) who exhibit physical or behavioral concerns and who require constant individual assistance as determined by their IEP. The duties in this area depend on individual student needs and will vary.

Duration: This position depends on the needs of the students as defined within the IEP and may extend beyond the regular school year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies and display a positive attitude toward the district and the specific responsibilities of the position.

Specific Responsibilities:

Instruction

- Work with an individual student on information/skills as directed by the teacher.
- Accompany students to classes as determined by IEP (e.g. music, art, etc. as needed)
- Assist with monitoring student progress and report to special education teacher and others at special education teacher discretion.

Physical Activity

- Feed and complete bathroom duties as needed for physically impaired students.
- Lift out of wheelchair (as needed) physically impaired students.
- Operate chairlift/elevator and other adaptive equipment with physically impaired student (as needed).
- Physically participate in daily physical activities - PE and/or adaptive PE - of the student (as needed).
- Assist with loading and unloading of students on the buses.
- Sanitize room and equipment (as needed).
- Understand and be aware of medical needs of student (as needed).

Supervision

- Demonstrate an understanding of each student's IEP and educational, physical, and behavioral needs.
- Assist with behavior management programs and techniques.
- Work with and supervise individual and small groups of students (at times).

Professionalism

- Have a good working relationship with other school personnel, parents, and students.
- Assume other assigned duties as needed in the absence of assigned special needs student.
- Understand that you may not need to report to work on a day your assigned student is absent.
- Complete required training hours for paraprofessionals on an annual basis (10-15 hours).

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Superintendent. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Secretary – Program/Department
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: High school diploma or equivalent is required. The ability to multi-task, precise record keeping, computer literacy, and have positive personal interactions with district patrons, students and staff. The position requires the ability to properly lift 50+ lbs. on a daily basis. Additional training when/as necessary.

Supervisor(s): Program/Department Director, Building Administration and Superintendent

Job Goal: Efficient operation of program/department to ensure deadlines are met.

Duration: This is a full time position for 10½ months each year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

- Organize and maintain an efficient and effective office that handles a variety of tasks to help ensure deadlines are met.
- Assist the Director in scheduling meetings and with communications to staff and parents.
- Process daily correspondence by mail and email.
- Process purchase orders.
- Assist in managing the program/department budget.
- Manage student schedules to ensure minutes are appropriate.
- Assist in tracking evaluations, re-evaluations, and any and all required follow-up.
- Manage documentation for all program students within software.
- Perform other such duties and assume other such responsibilities as may be assigned.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Teacher – None Traditional Learning Center (NTLC)
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

NTLC Mission Statement: The Fayette R-III School District Non-Traditional Learning Center will provide an individualized program in a non-traditional setting that will assist students in reaching their full potential and becoming educated, productive and employable citizens.

Qualifications: Missouri Teaching Certificate

Supervisor(s): Building Administration and Superintendent

Job Goal: To provide an environment and alternate setting for students to be successful. The NTLC curriculum will cover the basic areas of math, language arts, science, and social studies. The program will also focus on life skills, critical thinking, problem solving, career planning, PE, health, and art. To assist with homework and study skills, social skills, and other areas deemed necessary by administration for those students assigned to NTLC. Complete all individualized learning plans in an efficient and timely manner. Communicate with the administration and other professionals on meeting the needs of this diverse population.

Duration: This is a full time, 180 day position.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies and display a positive attitude toward the district and the specific responsibilities of the position.

Specific Responsibilities:

NTLC

- Provide differentiated instructional lessons for all content areas as appropriate for students in the program.
- Upon student enrollment in the NTLC, the NTLC staff will schedule an interview with the student and his/her parent/guardian during which an Individualized Learning Plan (ILP) and Student Contract will be created.
- Prior to the end of the semester/school year, the NTLC staff will meet with the building principal to evaluate student progress towards meeting ILP goals.
- Prior to the end of the semester/school year, the NTLC staff will meet with the building principals to evaluate student referral and criteria for the upcoming year in order to determine which students will begin the year in the program.
- Keep attendance updated daily and grades updated every ten days.
- Attend training and professional development on alternative programming.
- Maintain a daily log of who is in the program and for what purpose.
- Manage student behavior so learning time is maximized.
- Utilize a variety of behavioral management strategies with OSS the last resort.

Academic Support

- Teach study skills and organizational strategies to students.
- Check grades with students and make student goals.
- Collaborate with teachers and students on work completion.

Credit Recovery

- Manage A+LS software as students progress through lessons and tests.
- Supervise the programming for credit recovery.
- Maintain all records.

Missouri Options

- Must follow the requirements of the MO Options program regarding the application and renewal process.
- Attend the MO Alternative Education Network (MAEN) Conference workshops for new and experienced teachers.
- Access the HiSET system to register students to take the test.
- Encourage and support students in the program as they work to complete competencies enabling them to take a high school equivalency exam as well as complete all other program requirements for high school graduation.

ISS (In School Suspension)

- Supervise students who are assigned ISS.
- Ensure students have work to complete and see to it that the work is turned in to the appropriate teacher.
- Maintain additional work for students to complete when they finish their assignments.

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Paraprofessional NTLC
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: A minimum of 60 college credit hours. Knowledge and skills to assist with special or at risk student needs.

Reports to: Building Principal(s) and NTLC Teacher.

Job Goal: To work cooperatively with school administration and staff to ensure the program continues to meet the needs of students with special or at risk needs.

Duration: This is a full time position for the length of the school year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies and display a positive attitude toward the district and the specific responsibility of the position.

Specific Responsibility:

- Assist the NTLC teacher in instruction of the students receiving services.
- Prepare instructional materials and classroom resources.
- Supervise movement of students from one area to another, as needed.
- Provide observation/anecdotal information to teacher upon request.
- Communicate effectively with students and staff.
- Assist in filing, room maintenance, and upkeep.
- Work cooperatively with school administration to implement policies and regulations.
- Complete duties promptly, dependably and accurately.
- Help supervise where assigned.
- Maintain attendance expectations.
- Complete required training for paraprofessionals on annual basis (10-15 hours).
- Provide accommodations from IEP as needed with at-risk students.
- Participate in Class-Within-A-Class (CWC) educational opportunities; including taking notes during class, monitoring behavior of students, working with individual students, etc.
- Demonstrate understanding of and compassion for student's difficulties.
- Work with NTLC Teacher as a team to determine NTLC student placement.
- Other duties as assigned by Supervisor(s).

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the positions being evaluated. Employees who fail to meet efforts to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Parents as Teachers Director
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Bachelor's degree in Early Childhood Education or related field, previous experience as a Parent Educator, three years of successful supervisory experience, Such alternatives that the board may find appropriate and acceptable

Supervisor(s): Superintendent

Job Goal: To successfully coordinate the Parents as Teachers program and effectively lead Parent Educators toward reaching the following program goals:

- Increase parent knowledge of early childhood development and improve parenting practices
- Provide early detection of developmental delays and health issues
- Prevent child abuse and neglect
- Increase children's school readiness and school success

Duration: This is a part-time position not to exceed 1288 hours per year. NOTE: hours are subject to change each year depending on budget allocation.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

Service Delivery

- Provide parent education services to families in the PAT Plus program
- Plan and coordinate group activities
- Conduct developmental and health screenings
- Participate in ongoing recruitment efforts
- Complete required professional development including the supervisor's training

Program Operations

- Maintain a data tracking system
- Collaborate with other agencies to enhance services to families
- Ensure that all requirements of the Early Childhood Development Act are fulfilled including the Citizen Advisory Board meetings
- Maintain a list of area Care Providers
- Manage the daily operations of the Parents as Teachers program ensuring compliance with the Parents as Teachers standards and funding source guidelines
- Write grant applications in support of services to families
- Monitor budget, order supplies, purchase needed materials
- Report to the School Board on the PAT program as requested

Supervision

- Provide ongoing training, supervision, and evaluation of Parent Educators
- Conduct monthly staff meetings
- Submit all required forms to DESE and the Parents as Teachers National Center including the Application, Final Report, Invoices, Program Report, and the Parent Educator Certification Renewal forms
- Other duties and responsibilities as assigned

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Parent as Teachers Parent Educator
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Bachelor's Degree in Early Childhood Education or related field, demonstrated ability in working with young children and their families, certification as a Parent Educator, must have reliable transportation

Supervisor(s): Parents as Teachers Director

Job Goal: The successful Parent Educator will provide parent education services to families with young children utilizing the Born to Learn curriculum and empower parents to be their child's best first teacher.

Duration: This is a part-time position not to exceed 18 hours per week or 530 hours per year.
NOTE: hours are subject to change each year depending on budget allocation.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

- Offer a minimum of five personal visits to each family per year.
- Prepare, conduct, and summarize personal visits to each family every 3 to 8 weeks
- Participate in the planning and implementation of group activities
- Be responsible for all components of health and developmental screenings
- Participate in recruitment activities
- Maintain accurate and timely records on all families and activities
- Facilitate families utilization of community resources
- Participate in monthly staff meetings
- Complete all required professional development activities

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Maintenance/Transportation Director
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: Must possess a high school diploma or equivalent. Training and experience in facility maintenance. The skills and abilities to perform repairs to doors, windows, roofs, walls, floors, electrical systems, plumbing, HVAC, kitchen and utility equipment. Must possess a class "B" Commercial Drivers License with an "S" and "P" endorsement. Must have the skills and abilities to perform maintenance and repairs on school district vehicles. Must be able to safely lift a minimum of 50lbs.

Supervisor(s): Superintendent

Job Goal: To maintain all district facilities in a manner that creates a safe, secure, and comfortable environment in which employees can work and students can learn. To provide a safe, efficient, and friendly transportation service for the Fayette R-III School District through the training and supervision of drivers, and the maintenance of district vehicles.

Duration: This is a full time position for 12 months each year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

Routine Maintenance

- Maintain building exteriors and fencing
- Maintain internal electrical systems
- Maintain internal plumbing systems
- Maintain HVAC systems
- Maintain computer and telephone wiring
- Maintain parking lots
- Maintain kitchen equipment
- Maintain utility equipment
- Serve as purchasing agent for custodial staff
- Contract with outside contractors as needed

Summer Maintenance

- Schedule and facilitate stripping and waxing of floors
- Complete major repairs that could not be completed during the regular school year
- Complete any necessary renovations
- Clean carpets in Central Office

Maintenance Equipment/Facility Repair

- Repair utility equipment as needed
- Repair sidewalk breaks/pour concrete
- Repair parking lot problems
- Assist Daly Custodian with repairs of playground equipment
- Repair wall and floor problems as needed
- Patch roof leaks as needed
- Repair plumbing leaks as detected
- Repair windows, doors, electrical outlets/switches as needed
- Repair HVAC systems

- Repair kitchen equipment as needed
- Contract with outside contractors as needed

Facility Safety/Security

- Maintain properly functioning fire alarms and fire extinguishers
- Coordinate safety inspections
- Coordinate ice/snow removal efforts
- Maintain telephone, bell, and intercom systems
- Maintain security cameras
- Maintain all exit signs and emergency lighting
- Work with the district emergency coordinator on safety issues

Maintenance Miscellaneous

- Serve as receiving agent for items shipped to the district
- Assist with mowing and grounds keeping duties as needed
- Winterize football and softball field restrooms
- Serve as fill-in custodian as needed
- Assist with limb and tree removal
- Other duties as assigned by supervisor

Transportation Personnel Management/Supervision

- Assist Superintendent with hiring bus drivers
- Schedule required training for drivers
- Ensure all drivers complete all state required testing
- Ensure all drivers maintain all necessary licenses and certifications
- Ensure all drivers complete all required trip inspections
- Serve as substitute driver when needed
- Schedule drivers and buses for extra-curricular activities
- Ensure drivers are maintaining proper cleanliness of buses
- Encourage driver improvement through positive interaction

Transportation Organization/Communication/Reporting

- Develop routes for regular school year
- Develop snow routes for inclement weather
- Develop summer school routes
- Communicate route information to parents and students
- Emphasize the need for good discipline
- Address parent concerns
- Submit monthly time sheets for drivers
- Provide all necessary transportation data for state reporting
- Order supplies and materials necessary for transportation services

Transportation Maintenance/Safety

- Provide maintenance for all buses and district vehicles
- Provide notification and scheduling of all drug testing of drivers
- Seek bids on buses, tires, oil, and other items needed
- Conduct bus safety and evacuation drills for students
- Assist Superintendent with decisions on inclement weather

Evaluations: Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Assistant Maintenance/Transportation Director
Fayette R-III School District

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: High School diploma, CDL with an "S" (school bus) and "P" (passenger) endorsement, skills and abilities to perform duties as described, and the ability to safely lift a minimum of 50 lbs.

Supervisor: Maintenance/Transportation Director and Superintendent

Job Goal: To maintain a clean, safe, and secure environment for students and district staff, and to assist in the prevention of accidents by caring for and maintaining all district facilities and grounds.

Duration: This is a full time position for 12 months each year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies and display a positive attitude toward the district and the specific responsibilities of the position.

Specific Responsibilities:

Grounds keeping:

- Mow grass on district property.
- Weed eat areas including ditches on district property.
- Use weed killer on a limited basis in areas as directed by Maintenance Director.
- Maintain outdoor classroom and school garden during summer months and throughout school year according to principal based upon committee responsibilities.
- Help keep grounds keeping equipment maintained and in good working order.
- Address slope and erosion issues by moving dirt.

Custodial:

- Follow the guidelines in the Maintenance/Custodial handbook to supervise the custodians in the care, cleaning, and maintenance of the district's buildings.

Maintenance:

- Work together with and/or as directed by the Maintenance Director to repair major and minor facility issues that may include the areas of painting, electrical, plumbing, HVAC, floor care, cement, etc.

Transportation:

- Assist with bus and vehicle routine care and maintenance, including engine, tire, and electrical work.
- Wash buses and district vehicles on a regular schedule.
- Drive bus routes when necessary.

Miscellaneous:

- Snow and ice removal from parking lots and sidewalks.
- Pick up paper/other orders that are not shipped.
- Assist Director with organization of supplies and identification of supply and material needs.
- Assist with the delivery of packages/orders to buildings and classrooms.
- Other duties as assigned.

Evaluations: Each employee will be evaluated by his/her supervisor on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees and the specific responsibilities of the position being evaluated.

Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Bus Driver
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: High School Diploma or equivalent, valid Missouri Commercial Driver's License with S endorsement, must have clear results on a state background check and allow access to their vehicle/driver record for information relating to the commercial driver license (CDL).

Supervisor(s): Transportation Director and Assistant Director

Job Goal: Transport students safely to and from school or events and maintain a clean, neat bus.

Duration: This is a part time school year position.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Responsibilities:

- Transport students over specified routes according to an established time schedule.
- Transport students to events and field trips.
- Comply with traffic regulations.
- Drive safely and professionally.
- Perform required pre- and post-trip inspections.
- Enforce the student discipline code.
- Supervise students while transporting them
- Participate in required training.
- Participate in required drug and alcohol testing.

Skills and Abilities:

- Ability to interact in a friendly manner with co-worker, parents, and students.
- Ability to read and write simple sentences in English, read and understand maps and possess basic writing skills sufficient to complete pre and post trip reports and student discipline referrals.
- Ability to add, subtract, multiply, and divide and do so using units of American weight, volume and distance measurement.
- Ability to understand and follow Board policies, administrative procedures, and training and handbook materials.

Physical Demands:

- Drivers must sit for long periods of time; occasionally walk and stand; frequently bend and twist at the torso and neck; frequently use repetitive arm, wrist and hand movements; occasionally lift up to 75 pounds; use close, distance and peripheral vision as well as depth perception.

Attendance: Consistent and regular attendance is an essential responsibility of this position.

Conditions and Environment:

- Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit; occasionally work in rain, sleet and ice and drive on slippery conditions; often work in an area with a high noise level including engine noise and the sound of many children speaking; use a raised voice when necessary.

*NOTE: All bus drivers are responsible to read and be familiar with the *Transportation Handbook* where duties and responsibilities are listed in more detail.

Evaluations:

Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

Building Custodian
Fayette R-III Schools

Job Description

District Mission Statement: To educate all students to be ethical, successful citizens.

Qualifications: High School Diploma or equivalent, ability to positively interact with students and staff and maintain building and grounds according to specific responsibilities. Must be able to lift 50+ lbs. regularly.

Supervisor(s): Building Principals, Maintenance Directors, and Superintendent

Job Goal: Provide a clean, sanitary and functional physical learning environment for students and staff.

Duration: This is a full time position for 12 months each year.

General Expectations: Each employee of the Fayette R-III School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of an ethical, successful citizen. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Partial list of Specific Responsibilities – see note below:

- Keep buildings clean and safe.
- Prevent damage to building and equipment before damage occurs.
- Make repairs as needed.
- Report to principal any unusual misbehavior of a student you may observe.
- Use appropriate language and behavior around students at all times.
- Deny the use of the school or school facilities to any unauthorized person or group.
- Climate Control-clean/change filters, etc.
- Assemble new and maintain current equipment and furniture.
- Maintain ceilings in classrooms, hallways.
- Painting.
- Maintain proper lighting, bulbs, ballasts.
- Snow/ice removal from sidewalks, driveways and entryways.
- Maintain all floors, daily cleaning, buff and wax as needed. Vacuum carpets.
- Maintain restrooms, flush kits, drain clogs.
- Restock paper products daily.
- Hang clocks, pictures, etc. in rooms and hallways.
- Inspect and maintain playground equipment and surface.
- Clean windows and doors and remove cobwebs.
- Vacuum and maintain entryway doormats.
- Clean up outside grounds as needed.
- Empty trash from receptacles inside and out.
- Dust.
- Clean water fountains.
- Clean desks/tables and other furniture.
- Assist during emergency/unexpected clean-ups.

- Assist in other buildings in the absence of that building's custodian.
- Update supervisor on any issue of concern.
- Other duties as assigned by the supervisor

*NOTE: All custodians are responsible to read and be familiar with the *Maintenance & Custodial Handbook* where descriptions of daily, weekly, monthly, and seasonal duties and responsibilities are listed in more detail. Also, see the building custodial responsibility map which clearly defines the area for which custodians are primarily responsible.

Evaluations:

Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.