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## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Superintendent

**TITLE OF SUPERVISOR:** Board of Education

**SUPERVISES:** Directly or Indirectly, Every Employee in the District

**GENERAL RESPONSIBLES:** Administers all phases of the school program in providing leadership in developing and maintaining the possible educational programs and services in conformity with the policies which have been adopted.

**SALARY:** Salary is set by the Trustee Board of Education.

#### **QUALIFICATIONS:**

1. Administrative/supervisory experience; and
2. At least one year of completion of an approved master's specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning;
3. Completion of Mississippi Administrator Assessment Instrument (MAAI) Portfolio.

#### **DESCRIPTION OF DUTIES:**

1. Serves as chief executive officer and adviser to the Board, with authority to manage and direct all affairs of the schools under the policies and regulations established by the Board.
2. Serves as official spokesperson for education in the district.
3. Administers and enforces all Board adopted policies and regulations relating to the operation of the schools.
4. Furnishes creative leadership to the Board of Trustees, the professional employees, and the community.
5. Prepares, adopts and amends, if needed, the program of studies, curricula, and courses of study, with the counsel and cooperation of the faculty and the Board
6. Prepares, and organizes at the district level the implementation of the districts instructional management program.

SUPERINTENDENT

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7. Nominates all employees to the Board for election, determines and assigns their powers and responsibilities, and directs them in the performance of the same.
8. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record.
9. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
10. Selects and employs all substitute and emergency teachers, pending a regular Board meeting.
11. Prepares the annual financial budget for approval, amendment, and final adoption by the Board and implements the same.
12. Acts as purchasing agent for the Board, purchasing all supplies, materials and services authorized by the annual budget in accordance with state law.
13. Assist the Board in reaching sound judgments and establishing sound policies by giving personal advice on technical matters when such is needed and by placing before the Board, when needed, helpful facts, results of investigations, information and reports.
14. Informs and advises the Board about the programs, practices and problems of the schools, and keep the Board informed of the activities operating under the Board's authority.
15. Holds meetings with principals, teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
16. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
17. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools, including the annual calendar .
18. Provides for continuous, comprehensive evaluation of facilities, personnel, programs, and policies for Board review and approval.
19. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
20. Maintains adequate records for the schools, including a system of financial accounts, business and property records, personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.

**SUPERINTENDENT**  
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21. Assumes responsibility for the safety, proper care and use *of* all school property, so far as means at his disposal will permit.
22. Makes recommendations with reference to the location and size of new school sites or additions to existing sites; the location and size of new building on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.
23. Attends all board meeting and its committees, unless specifically excused and/or except when own employment or salary is under consideration.
24. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
25. Monitor student achievement at the end of each grading period in tracking desired student performance and improvement needed within the district.
26. Submit to the Trustee Board of Education an annual program evaluation.
27. Attends School Executive Management institute (SEMI) sessions.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**TITLE OF POSITION:** Superintendent of Title I/Personnel

**TITLE OF SUPERVISOR:** Superintendent

**GENERAL RESPONSIBLES:** Federal Program-Title I, Personnel and Drug Certifications  
Supervisor

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

- Assist with administrative assessments (informal) by conducting surveys, informal reviews monthly, reporting findings to superintendent on a monthly basis.
- Coordinates and supervises the development and implementation of the Consolidated Federal programs project.
- Directs/coordinates/supervises Title I program development and implementation at the district and school level.
- Ensures timely submission of projects, amendments, reports, etc.
- Appropriates allocated funds to schools and monitors expenditures.
- Develops and maintains budgets-approves all requisitions, provides monthly reports of expenditures for building principals.
- Informs building level administrators and staff of Title I regulations and facilitates the dissemination of relevant materials and information to staff, parents and community.
- Schedules regular training sessions and/or consultations for/with staff and parents.
- Assist schools and staff in the development and implementation of policies.
- Provides technical assistance for schools in school improvement.
- Works with superintendent and other administrators to resolve conflict(s).
- Maintains data base and records of all personnel in district.
- Ascertain proper certification and placement of all district personnel.
- Works closely with the finance and payroll department relative to contracts, salary schedules, site and fund assignments.

Superintendent of Title I/Personnel

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- Assist with administrative assessments (informal) by conducting surveys, informal reviews monthly and reporting to the superintendent on a monthly basis.
- Submits appropriate applications and documents to secure license(s) and/or endorsement(s).
- Administers appropriate pre-employment test for identified support staff.
- Directs the finger printing and district drug screening certification program and maintains screening records in personnel file.
- Schedules and supervises finger printing and drug screening for pre-employment and/or identified staff.
- Attends meetings, conferences and workshops and maintains membership in professional organizations to keep abreast of regulations and program developments.
- Perform any other duties as assigned by the Superintendent of Education.

**SOUTH DELTA SCHOOL DISTRICT  
JOB DESCRIPTION**

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**Position Title:** Director of Curriculum and Instruction

**Qualifications:**

1. Valid Endorsement Code of 486 and 488 (Administrator)
2. Ability to communicate effectively with students, staff, parents and community and a willingness to provide the leadership in the development of a high quality instructional program
3. A minimum of two years of administrative experience

**Reports to:** Superintendent

**Job Goal:** To provide leadership in developing, implementing, coordinating, and evaluating the district curriculum and instructional program

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in the formulation of a philosophy, goals and objectives for the instructional program that are consistent with the district's vision, mission and goals and enhances the probability of success for all students
2. Works with superintendent, principals, department and grade level chairpersons in the development of an implementation plan reflective of curricular alignment in grades K-12.
3. Provide principals and teachers leadership in aligning the K-12 curricular with the State Frameworks to ensure content and context alignment and curriculum coordination and articulation.
4. Submits instructional pacing guides to the Trustee Board for approval of curricular and train teachers in effective use of the guides
5. Provides assistants leadership in generating nine week tests for systematic testing, scans answer documents and provides principals and superintendent summary reports of student performance and teacher effectiveness
6. Analyzes data at all levels and makes decisions and/or recommendations for program improvement and system effectiveness on an on-going basis
7. Maintains necessary documentation of data analyses and program decisions for improvement
8. Assists in the development and coordination of the section of the budget that pertains to curriculum and instruction



**Director of Curriculum and Instruction**

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9. Keeps abreast of developments in curriculum and instruction, and provides leadership in determining their appropriateness for inclusion in the district's educational program
10. Monitors and evaluates the progress at school toward accomplishment of adequately yearly progress program goals as required in NCLB
11. Communicates high expectation for students, professional and support staff, other stakeholders, and self
12. Treats all individuals with fairness, dignity and respect
13. Regularly interacts with educators, parent, community agencies/groups, students, and other stakeholders
14. Assists principals in monitoring instructional program
15. Guides development, implementation, and evaluation of the professional development
16. Ensures that personnel appraisal data, school improvement plans and effective instruction are the foundation for professional development programs and activities.
16. Provides mentors leadership in effective mentoring
17. Assists principals in monitoring instructional program
18. Assists principals in on-going evaluation of the instructional program
19. Assists principals in developing strategies and interventions for improving the instructional program
20. Writes grants, as time permits, to generate funds for the enhancement of the instructional program
21. Evaluates district's grading, promotion and retention policy
22. Assists in the recruitment, screening and training of instructional personnel
23. Works will appropriate personnel to establish positive home-school communication about curriculum concerns
24. Works very closely with curriculum assistants in carrying out all duties of the curriculum unit

**Director of Curriculum and Instruction**

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24. Projects information technology needs and aggressively seek to acquire needed hardware and software
25. Manages professional responsibilities
  - a. Completes tasks accurately and on time
  - b. Demonstrates punctuality to work, meetings, and appointments
  - c. Considers the interests of all stakeholders when making decisions
  - d. Makes decision in a timely manner
  - e. Provides information to the Board, other administrators, and other stakeholders in a Timely manner and appropriate format
  - f. Maintains accurate, up-to-date information about his/her unit and programs
  - g. Resolves conflicts fairly and in a timely manner
  - h. Adheres to all applicable federal, state, and local laws and policies and procedures
  - i. Models oral, written, and technological communication skills
  - j. Responds to requests for service positively
  - k. Provide information and data in a timely manner and appropriate format
25. Performs other duties as assigned by the superintendent

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**Position Title:** Curriculum Assistant

**Title of Supervisor:** Director of Curriculum and Instruction

**General Responsibilities:** Serves as an assistant to the director of curriculum in key entering the curriculum for the various disciplines and generating a nine weeks mastery tests.

**Qualifications:** At least two years of college education, computer skills, work well with others, pleasing personality/attitude, and good office skills.

### **DESCRIPTION OF DUTIES**

1. Performs special duties requested by the director of curriculum (e.g. typing, filing, making telephone calls and appointments, etc.)
2. Types and files all correspondence, memos, etc. as directed by the director of curriculum.
3. Answers phone, receives messages and visitors referring them to the appropriate office personnel.
4. Maintains a filing system for daily and yearly usage.
5. Key enters all curriculums (skills, teaching strategies/resources) for all disciplines in the alignment of the curriculum.
6. Key enters Test Banks for all disciplines.
7. Generates nine weeks mastery test as requested by teachers.
8. Assists in copying all nine weeks mastery test.
9. Assists in publication of handbooks, reports, evaluation data, etc.
10. Marks packages to be disseminated to schools.
11. Scans all nine weeks tests answer documents and generate required reports for teachers, principals and superintendent in tracking student and teacher performance.
12. Performs any other tasks as assigned by the Director of Curriculum.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Case Manager

**TITLE OF SUPERVISOR:** Superintendent

**GENERAL RESPONSIBILITIES:** An individual appointed to insure the completion and adequacy of all aspects of the assessment IEP development and placement process for a child referred for Comprehensive Assessment

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

### **QUALIFICATIONS:**

The Case Manager must:

1. Hold a Bachelor's degree in education or an educationally related field,
2. Receive training by MDE,
3. Have knowledge of the special education process,
4. Have knowledge and a basic understanding of children with disabilities,
5. Have skills to document and report proceedings in compliance with special education regulations and,
6. Have good interpersonal skills

In addition to above, assist regular education teachers in completing teacher narratives and writing instructional interventions. Also coordinates on the job training program for special education seniors through vocational rehabilitation.

### **DESCRIPTION OF DUTIES:**

1. The Case Manager's responsibilities are to insure the following steps occur sequentially and regulations outlined in Sections IV through IX are followed:
  - Parent conference is held by a Parent Interviewer,
  - Assessment Team is appointed
  - Comprehensive Assessment is Conducted,

## **Case Manager**

### **Page 2**

- Initiates, designs, and implements programs to meet specific needs of the school.
- Keeps the superintendent informed of the school's activities and problems.
- Keeps abreast of changes and development in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- Provides input into the master teaching schedule of the feeder schools and any special assignments.
- Orients newly assigned staff members and assists in their development, as appropriate.
- Participate in administrator's meetings, and such other meetings as are required or appropriate.
- Communicates with all principals of the feeder schools.
- Assessment information is reviewed and report written.
- Assessment data are submitted to appropriate persons within the timeliness.
- Transmittal of data between multi disciplinary teams occurs within timelines and that the presence or absence of a disability is determined by a Screening Team.
- IEP committee is appointed.
- WPN for Initial Placement is given to parents and receipt verified and documented.
- Parents are given the opportunity to attend a meeting to develop the IEP.
- IEP is developed in a meeting with required personnel within 30 days of the eligibility determination,
- Written parental permission is obtained for placement.
- Child is placed in an appropriate program.
- Reevaluation is conducted appropriately.
- Justification is on file when timelines are not met.

The Case Manager must document that these fourteen steps have occurred. The date the Case Manager verified that the step occurred and the initials of the Case Manager must be documented for each step.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Technology Specialist/ERATE

**TITLE OF SUPERVISOR:** Superintendent

**GENERAL RESPONSIBILITIES:** To maintain the school computers and peripheral components in a condition of operating excellence so that full education use of them may be made at all times.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **QUALIFICATIONS:**

- Bachelor's degree license preferred.
- At least three years of experience preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### **GENERAL RESPONSIBILITIES:**

1. Provides curricular consultation and technical assistance on the use of technology to personnel, schools, and sites.
2. Plans and implements comprehensive technology training programs.
3. Coordinates and conducts workshops, gives technical assistance, and previews opportunities in the areas of educational technology including the following:
  - Technology awareness.
  - Educational applicability of a variety of computer programs and optical media.
  - Evaluation and selection of software and hardware and optical media.
  - Technological advancements (interactive video, robotics, etc).
  - Curriculum integration as it relates to technology.
  - Technology program evaluation.
  - Other topics as identified by a building need assessment.

Technology Specialist/ERATE

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Major Duties and Responsibilities:

1. Coordinates, and conducts teach/administrator workshops on instructional and administrative applications for microcomputers and related technologies.
2. Provides technical curriculum assistance regarding hardware usage, software applications, computer technology, and the general instructional use of technology in the classroom.
3. Works with teachers in the integration of technology applications in the K-12 curriculum.
4. Conducts mini hardware/software training session with teachers.
5. Assists teachers with students in the use of computers for smooth instructional integration and usage.
6. Establishes systems for educators to access, preview, or receive training in hardware usage and software applications.
7. Develops and participates in computer user groups.
8. Develops training workshops and maintains a staff development program to meet district needs related to the instructional use of technology.
9. Updates, personal technological knowledge and skills.
10. Provides on-site technical assistance to all teachers, administrators, etc.
11. Installs hardware, software, and other enhancements.
12. Establishes and maintains a computer repair inventory.
13. Maintains and updates the building inventory records.
14. Keeps all technological equipment operable with very limited down time.
15. Works with director of curriculum and principals in getting needed equipment repaired (out-of- district repair work).
16. Develops the technology plan.
17. Develops the ERATE Application and keep records, order requested equipment/materials and administer the implements of ERATE as reflected in application. Performs any other tasks as assigned by the director of curriculum.

## SOUTH DELTA SCHOOL DISTRICT

### JOB DESCRIPTION

**POSITION TITLE:** Technology Technician

**TITLE OF SUPERVISOR:** Superintendent

**GENERAL RESPONSIBILITIES:** To maintain the school computers and peripheral components in a condition of operating excellence so that full education use of them may be made at all times.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **QUALIFICATIONS:**

- Bachelor's degree license preferred.
- At least three years of experience preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

#### **DESCRIPTION OF DUTIES:**

- Install and/or work with vendor personnel on installation of hardware and peripheral components.
- Loads specified software packages such as operating system, word processing, or spreadsheet programs.
- Refers major hardware problems to vendor service personnel for correction. Work with vendor personnel to ensure problems are corrected.
- Instructs user in use of equipment, software, and manuals.
- Answer inquires in person and via telephone concerning systems operation. Recommends or performs minor remedial actions to correct problems based on knowledge of system operation.
- Replace defective or inadequate software packages.
- Consults with administration about problems such as computer equipment performance, output quality, and maintenance schedule and replacement schedule.
- Recommend purchase of equipment.
- Work with State Department of Education Personnel to maintain regional hub at South Delta School District.
- Attends technical conferences and seminars to keep abreast of new software and hardware product developments.
- Completes and files with appropriate agencies, required paper work that relates to computer support technology.
- Keep administrators and staff current in the new technology development of new technologies.
- Train administrator, teacher, and students in the use of various technologies.
- Assist in updating the district's technology plan.
- Performs other such duties as assigned by the superintendent or designee.



## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** 16<sup>th</sup> Section Physical Manager

**TITLE OF SUPERVISOR:** Superintendent

**GENERAL RESPONSIBILITIES:** To oversee all 16' Section Land in the South Delta School District and make reports to the South Delta School District's Superintendent and the Board of Trustee concerning said land.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:** As set by the Board of Trustee of the South Delta School District.

#### **DESCRIPTION OF DUTIES:**

1. Work closely with Superintendent's office, office manager and business manager. Keep the superintendent informed about all 16<sup>th</sup> section leases and concerns.
2. Makes recommendations concerning 16<sup>th</sup> section agriculture conservation program to the Superintendent.
3. Supervises the maintenance of the 16<sup>th</sup> section land with different agriculture practices.
4. Keeps the Superintendent informed of events and activities of an unusual as well as routine matters related to the 16<sup>th</sup> Section Land.
5. Works with various members of the central administrative staff on 16<sup>th</sup> section problems such as purchasing and leasing land.
6. Keeps abreast of changes in 16<sup>th</sup> section leases and policies.
7. Communicates with all 16<sup>th</sup> section leases about the changes in lease policies.
8. Responds to written and oral requests for information in a timely manner concerning 16<sup>th</sup> section land.
9. Perform other tasks and responsibilities as assigned by the Superintendent

**SOUTH DELTA SCHOOL DISTRICT  
JOB DESCRIPTION**

**POSITION TITLE:** Financial Officer

**TITLE OF SUPERVISOR:** Superintendent

**GENERAL RESPONSIBILITIES:**

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:**

1. A Bachelor of Business Administration degree from a four (4) year accredited university with a concentration in accounting.
2. Have at least five (5) years experience in Mississippi School District Accounting.
3. Must obtain a current valid certificate endorsed in school administration from the State Department of Education.
4. Be familiar with all financial requirements issued by the State Audit Department, Federal Grantors, and other state and federal agencies
5. Be able to communicate the school districts financial situations to the school board and the superintendent.
6. Be able to work closely with the other school administrators and federal program coordinators.
7. Eighteen (18) hours of continuing training must be completed each year to maintain certificate.

**DESCRIPTION OF DUTIES:**

1. The Business Administrator is responsible for all financial accounting records. It is his/her responsibility to assure that the financial records comply with the financial accounting manual for Mississippi Public School Districts prescribed by the Office of the State Auditor.
2. The Business administrator shall report to the Superintendent and Board of Education on a monthly basis the financial condition of the school district. This reporting must include all information required by the State Audit Department.

## **Financial Officer**

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3. The Business Administrator is responsible for supervising the Accounts Payable Clerk and Payroll Clerk. It is his/her responsibility to review all work performed by these clerks. He must also be available to assist and guide in their daily work.
4. The Business Administrator is responsible for the preparation of the annual budget. Under the supervision and advice of the superintendent the Business Administrator must prepare the schools annual operating budget. The Business Administrator must insure that the budget is prepared in compliance with all requirements of the Department of Education and The Department of Audit.
5. The Business Administrator is responsible for the year end financial statements. He must insure that the financial statements comply with the State Audit Department's requirements. He must also produce all records to he auditors upon request.
6. The responsibility of the Business Administrator for all purchasing is to insure that all requisitions do not exceed the budget amount and that they meet all purchasing laws. He must approve all requisitions before purchase orders are produced and submitted to the superintendent.
7. The Business Administrator must reconcile the financial accounting records to the monthly bank accounts and report the reconciled balances to the Board of Education.
8. It is the responsibility of the Business Administrator to insure that the district complies with all state and federal laws concerning all financial matters.
9. Any other duties assigned to the Business Administrator by the Superintendent.

**SOUTH DELTA SCHOOL DISTRICT  
JOB DESCRIPTION**

---

**Position Title:** Fixed Asset Clerk

**Qualifications:**

1. Must have at least a high school diploma or GED equivalent;
2. Must have some knowledge of accounting procedures;
3. Demonstrate aptitude or competence for assigned responsibilities which includes word processing and computer skills;
4. Must be punctual and dependable in reporting to work;
5. Must cordially greet and demonstrate good interpersonal skills when working with the general public and staff; and
6. Must be able to withstand pressure.

**Reports to:** Financial Officer

**Job Goal:** To contribute to the efficient operations of the business officer in its vital role in the education process

**Job Tasks and Performance Responsibilities Include:**

1. **Processing of Purchase Orders** - The accounts payable clerk receives requisitions prepared throughout the district. The accounts payable clerk reviews the requisition for errors and completion, and then gets approval from the business manager of fund availability for the purchase. After getting the business manager's approval the accounts payable clerk then key enters the requisition into the main computer system which produces the purchase order. The accounts payable clerk then takes the purchase order to the superintendent for his/her approval of the purchase and disperses the purchase order as necessary.
2. **Processing of Invoices** - The accounts payable clerk receives all invoices, stamps them as to the date received, and files them in their appropriate place. Nearing the end of the month, the accounts payable clerk matches all invoices with purchase order and requisitions, checks the invoice in detail against the purchase order, checks the fund coding, and then key enters the invoices into the computer. When all invoices have been key entered, the computer system produces the claims docket for board approval. Following board approval, the accounts payable clerks assists in writing the checks, matches checks with remittances, and mails checks.
3. **Fixed Assets** –
  - Maintains a master fixed assets inventory ledger.
  - Maintains property and equipment (general fixed assets) records by posting additions and deletions.
  - Periodically audit and verify inventory records and equipment (general fixed assets) at all locations.
  - Performs a 100 percent audit of all fixed assets annually.
  - Post records on all equipment transferred within the district.

**FIXED ASSET CLERK**

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- Produces fixed assets reports as requested by principals/supervisors.
  - Submit inventory to be retired to the business manager for Board approval.
  - Keeps a monthly report of all additions, transfers and deletions.
4. Maintains a pleasant and positive public relations image through telephone communications, assistance to individuals on a walk-in basis, and excellent rapport with co-workers.
  5. Performs usual office routines.
  6. Maintains all office records as required.
  7. Assume added performance responsibilities as assigned by the Superintendent of Education and/or Financial Officer.

**SOUTH DELTA SCHOOL DISTRICT  
JOB DESCRIPTION**

---

**Position Title:** Payroll Clerk

**Qualifications:**

1. Must have a High school diploma with at least one (1) year of Accounting with an accredited college;
2. Must have at least five (5) years experience in payroll related responsibilities;
3. Must be familiar with all requirements of Federal and State agencies regarding payroll reporting;
4. Must be familiar with Wage and Labor Laws;
5. Must have an understanding of cafeteria plans and be able to implement such;
6. Must have a working knowledge of computers and be able to set up, enter, and process payroll information;
7. Must be punctual and dependable in reporting to work; and
8. Must cordially greet and demonstrate good interpersonal skills when working with the general public and staff.

**Reports to:** Financial Officer

**Job's Goal:** To contribute to staff morale by the prompt and accurate handling of all payroll matters.

**Job Tasks and Performance Responsibilities Include:**

1. Maintains a pleasant and positive public relations image through telephone communications, assistance to individuals on a walk-in basis, and excellent rapport with co-workers.
2. Provide a contract or work agreement for all positions based on salaries and employees approved by the Board of Trustees on a yearly basis and as new employees come in or new positions are approved. Set up personnel files with all necessary identification forms, certification, if applicable, and copies of contracts.
3. Provide tax forms, retirement cards, and insurance application forms to new employees and to those wishing to make changes. Enter information from above forms into the computer.
4. Send out leave reports at the beginning of each pay period to the administrator or supervisor at each district site listing each employee and their available leave.
5. Review time sheets, leave reports, and work agreements monthly. Enter hours, leave time, and substitute pay into computer for computation of payroll.
6. Reconcile insurance invoices monthly, entering changes and updates into computer. Record garnishments, court ordered withholdings, bank warrants, and credit union deductions, verifying continuation of such on a monthly basis.

**PAYROLL CLERK**  
**PAGE 2**

7. Compile a listing of substitutes to be paid each month for Board approval.
8. Compute monthly payroll on main computer system. After verifying reports for accuracy, print payroll reports and checks. Make journal entries and post all payroll transactions to general ledger. Send payroll checks to Superintendent for signatures; sort checks for distribution to employees at each site. Prepare information for finance officer to make necessary payroll clearing transfers.
9. Figure payroll tax deposits for federal and state agencies. Print checks for all payroll deductions and mail out with invoices.
10. Prepare retirement report and send payment for contributions monthly to Public Employees Retirement System (PERS).
11. Prepare quarterly payroll reports, yearly payroll summary reports, and W-2 reports for employees at calendar year end. Prepare fiscal year end reports and close out school year.
12. Enter salary schedules for upcoming school year into computer and print contracts for those employees returning. Prepare budget reports from contract information.
13. Verify employment by telephone or mail in verifications requested by various agencies.
14. Fill out requests for wage information sent to the school district by agencies with assistance programs.
15. Respond to unemployment notices as to reasons employees have either left our employment or been dismissed, along with salaries for stipulated time periods. Follow up on any notices that do not seem legitimate.
16. Attend various workshops or seminars pertaining to State Department of Education requirements, Wage and Labor laws, PERS reporting and requirements, insurance and computer updates.
17. Assume added performance responsibilities as assigned by the Superintendent of Education and/or Financial Officer.

**SOUTH DELTA SCHOOL DISTRICT**

**JOB DESCRIPTION**

POSITION TITLE: Activity Fund Bookkeeper

TITLE OF SUPERVISOR: Financial Officer

SALARY: Salary is reflective of the South Delta School District salary schedule.

DESCRIPTION OF DUTIES:

1. The Activity Fund Bookkeeper is responsible for finances of all extra-curricula activities in the entire district.
3. The Activity Fund Bookkeeper journalizes and posts all money received and keeps a balance for each account.
4. The Activity Fund Bookkeeper issues purchase order numbers and completes the purchase order upon receipt of the requisition. The invoice, when received, is then matched with the requisition and purchase order. This completes the process, making the invoice ready for payment.
5. The Activity Fund Bookkeeper writes checks for these invoices journalizes and posts.
6. The Activity Fund Bookkeeper the end of each month reconciles checkbook with the bank statement; completes forms and hands all records to Business Administrator so that he/she can incorporate this report with his/hers.



**SOUTH DELTA SCHOOL**

**DISTRICT JOB DESCRIPTION**

**POSITION TITLE: Director of Food Service**

**TITLE OF SUPERVISOR: Superintendent**

**GENERAL RESPONSIBILITIES:** Plans, organizes, and directs the school food service program in the school district.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:**

**Educational requirements include:**

1. A Bachelor's Degree from an accredited college or university with a major in dietetics; foods and nutrition; hotel and restaurant management; institutional management; institutional, business, or public administration; or a related field.
2. Status as a Registered Dietitian with the American Dietetic Association and/or certification as a Director of Food Service.

**DESCRIPTION OF DUTIES:**

1. Directs the district wide school food service program in conformance with federal and state laws and regulations, local and state health ordinances, and school district policies.
2. Develops and recommends changes in food service program policies and procedures to district administrators, including application processing and meal ticket or token handling procedures under the free and reduced-price meal program for needy students.
3. Provides liaison between education and food service staffs in establishing and conducting nutrition education programs.
4. Prepares and administers the food service department budget, including subsidy and other income projections and control of expenditures.
5. Analyzes food service department financial statements and takes corrective action, when necessary, to prevent financial loss.
6. Develops and implements standards for the operation of an efficient, sanitary, and high quality food service program.
7. Develops specifications for and orders food, related supplies, and food service equipment.

## **Director of Food Service**

### **Page 2**

8. Orders USDA-donated foods when available and assures its proper use in accordance with government regulations.
9. Tests food and other products prior to and after purchase to determine acceptability.
10. Works with vendors regarding new products and services and/or problems involving their products.
11. Develops and tests menus and recipes, plans menus that provide nutritional and appetizing foods, and recommends prices for all operations.
12. Plans and directs district wide meetings and workshops to provide training on food preparation and service, sanitation, and nutrition.
13. Selects, assigns, transfers, handles grievances, and recommends discipline of food service personnel in accordance with district policies and procedures.
14. Reviews and provides input in wages, benefits, working conditions, costs, and other issues to the personnel office, on behalf of the food service department.
15. Develops public information materials and media releases pertaining to school food service programs.
16. Meets with students, teachers, parents, vendors, employees, and community groups on school food service program matters.
17. Conducts research in and keeps abreast of developments in school food service management and in nutrition education.
18. Performs related duties as assigned.
19. Supervises the purchasing of food, related supplies, and food service equipment through formal and informal bid solicitation and the awarding of purchase orders in accordance with district policies and state and federal laws.
20. Supervises accounting functions pertaining to school food service operations and financing.
21. Is responsible for the preparation and sale of meals for school-related and community functions and/or other public or private agencies, under a contractual relationship.
22. Coordinates the district's nutrition education program for students.
23. Supervises capital outlay projects.

## **Director of Food Service**

### **Page 3**

#### **Knowledge and Abilities Required**

##### **Must have the knowledge of**

1. Federal and state regulations governing child nutrition programs, such as free and reduced price meals for needy students, USDA-donated food usage, and competitive food sales.
2. Principles of good nutrition and their application to school food service and the nutritional well being of students.
3. Food sanitation principles and control of microbiological and physical contamination of food.
4. Food testing procedures, including sensory evaluation.
5. Management principles of accounting, budget, data processing, purchasing, and personnel management.
6. Quality food preparation, service, storage, delivery, sanitation, and safety.
7. Principles of work scheduling and time and motion studies.
8. Staffing formulas and work production standards.
9. Principles of food merchandising.
10. Menu planning to meet nutritional needs and taste preferences of students and to control plate waste.
11. Food pricing and portion control.
12. Kitchen layout and food, supply, and food service equipment specification preparation.
13. Purchasing ethics.

##### **Must have ability to:**

1. Apply professional knowledge and administrative ability in directing a comprehensive school food service program.
2. Establish and maintain cooperative working relationships with school administrators, teachers, students, community groups, vendors, employees, and their organizations, subordinate personnel, and the general public.
3. Direct and supervise employees for maximum productivity and morale.
4. Analyze situations accurately and adopt appropriate courses of action.
5. Speak before groups and write effectively.

##### **Physical abilities include:**

Ability to travel to various district facilities.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Food Service Manager

**TITLE OF SUPERVISOR:** Director of Food Service

**GENERAL RESPONSIBILITIES:** The manager is responsible for the efficient operation of food service programs in an individual school within the budget restraints under the direction and guidance of the Office of Food Service in coordination with the principal(s).

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **QUALIFICATIONS:**

1. A minimum of a high school diploma or equivalent and four years' experience in food service preferred; or a degree in foods and nutrition, institution management, or a related field or a combination of education and experience equivalent to either of the above.
2. Special training beyond a high school education -- e.g., a bachelor's degree, an associate degree or a certificate in school food service management is recommended.
3. Ability to read and write English and complete basic math.
4. Physical fitness and emotional stability to carry on the responsibilities of the job.
5. Ability to organize, delegate, instruct, train, supervise, evaluate, and discipline people.
6. Ability to extend a recipe and accurately determine food requirements.
7. Ability to prepare and maintain necessary records.
8. Ability to operate an efficient program within the budget restraints.
9. High personal standards for food service.
10. Interest in merchandising food and in selling the program.
11. Interest in children.
12. Courtesy and tact in dealing with people.
13. Transportation to and from work.

FOOD SERVICE MANAGER

PAGE 2

DESCRIPTION OF DUTIES:

1. Coordinate food service with school activities.
  - a. Strives for good public relations with customers, co-workers, supervisor, and community.
  - b. Cooperates with principal, faculty, students and staff to make the food service program an integral part of the total school program.
  - c. Endeavors to increase participation in school food service.
  - d. Strives to improve the food service program.
  - e. Arranges, plan, prepare, and serve meals for special functions as needed.
2. Train, supervise, direct, and evaluate each employee on the staff.
  - a. Provides leadership and direction of goals for the staff.
  - b. Trains assistant(s) in all phases of duties, and function in the manager's absence.
  - c. Designates and instructs a specific staff employee to function in the absence of the manager and/or the assistant manager(s).
  - d. Refers prospective employees to the Office of Food Service for interview.
  - e. Provides orientation and training to new employees.
  - f. Provides ongoing on-the-job training to staff in efficient operational practices.
  - g. Prepares and review with each employee the job description prior to the opening of school.
  - h. Prepares and post master daily production schedule.
  1. Instructs staff in accepted food service practices.
  - J. Informs staff of policy and procedural changes when received from the Office of Food Services.
  - k. Establishes and enforce standards for personal appearance and cleanliness and review them periodically with the staff.

FOOD SERVICE MANAGER

PAGE 3

- l. Strives to resolve staff grievances.
- m. Evaluates employee performance and discipline employees.
3. Maintain an efficient, well-organized food service program.
  - a. Supervises and assists in food preparation and serving, ensuring that food is tasty, served attractively and at the correct temperature, prepared economically, and portioned properly.
  - b. Uses correct quantity cookery techniques.
  - c. Enforces time and motion economy.
  - d. Demonstrates use and care of all equipment.
  - e. Practices and instructs staff in safety precautions in all phases of food service operations.
  - f. Uses recommended sanitation measures.
  - g. Issues, extends, and use only recommended USDA and school district tested recipes.
  - h. Supervises proper handling, storing, and use of leftover food.
  1. Receives and verify deliveries and designate area for proper storage.
  - J. Inspects all areas of the kitchen before dismissing the staff and execute Night Check List.
  - k. Prepares orders (food, supplies, equipment) according to schedule and submit to Office of Food Service.
  1. Checks freezer/refrigerator temperatures daily on regular work days; check on Monday, Wednesday, and Friday on holidays and during summer.
4. Administer the food service program.
  - a. Operates the food service program within the budget, taking necessary steps to ensure that the program maintains a positive balance.
  - b. Supervises the counting and rolling of all money.

FOOD SERVICE MANAGER

PAGE 4

- c. Read, react, take appropriate action regarding, and inform staff of pertinent information before filing all notices, memoranda, and other official information.
  - d. Prepares accurate records and *submit* them to the proper authorities at the designated time.
  - e. Notifies principal and director of manager's absence.
  - f. Requests approval from director when proposing deviation from policy.
5. Participate in all in-service meetings.
6. Perform related work as required by the Office of Food Services.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Cashier

**TITLE OF SUPERVISOR:** Director of Food Service

**GENERAL RESPONSIBILITIES:** The cashier works under the direction and supervision of the manager, and assumes responsibilities for all cash and non cash transactions at the point of service in the meal count and collection system. Responsible for any cashier's report for meals by category (free, reduced, paid, in-kind, adults).

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **QUALIFICATIONS:**

1. A minimum of a high school diploma or equivalent and at least one (1) year experience as a cashier or sales clerk.
2. Ability to count and make correct change.
3. Ability to handle a crowded student environment.
4. Ability to read and write.
5. Ability to make quick and accurate observation of numbers.
6. Courtesy and tact in dealing with people.
7. Attend training meetings as required.
8. Physical fitness and emotional stability to carry on the responsibilities of the job.

1. Responsible for all cash handled.

#### **DESCRIPTION OF DUTIES:**

2. Responsible for all meal counts by category.
3. Responsible for all cashier's reports and papers.



CASHIER  
PAGE 2

4. Responsible for ensuring that cashier's station is equipped with necessary and proper meal count sheet prior to serving first meal.
5. Responsible for change fund.
6. Responsible for notifying manager of new students without a number.
7. Responsible for ensuring that each student receives a reimbursable meal.
8. Notify manager at the earliest possible time when unable to work,
9. Perform any other duties as assigned.

**SOUTH DELTA SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Food Service Staff Employee

**TITLE OF SUPERVISOR:** Director of Food Service

**GENERAL RESPONSIBILITIES:** A staff employee is a staff member who assumes the responsibilities and duties designated by the manager. The staff employee is supervised by the manager and performs duties such as:

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:**

1. Ability and willingness to follow instructions, either written or oral.
2. Willingness to work in any situation when kitchen is involved.
3. Emotional stability and physical fitness to perform duties assigned at sufficient speed to carry out an efficient operation.
4. Personal standards of appearance and dress commensurate with those required by food service.
5. Interest in food preparation and service.
6. Courtesy and tact in dealing with people.
7. Interest in children and school programs.
8. Desire to put forth best effort in all assigned duties.
9. Ability to perform moderate physical work efficiently with continuous standing.
10. Ability and willingness to learn prescribed food preparation methods.
11. Ability to furnish own transportation

FOOD SERVICE STAFF EMPLOYEE  
PAGE 2

DESCRIPTION OF DUTIES:

1. Perform efficiently and to the best of his or her ability the duties assigned in relation to preparation of food, serving of food, cleaning all areas of the kitchen, or other assigned duties in the time allotted.
2. Attend training meetings as required.
3. Report to work at designated time, clock in, and remain on the job until dismissed by the manager.
4. Notify manager at earliest possible time when unable to work.
5. Maintain pleasant working relations with fellow employees by showing consideration for others, patience, respect, self-control, and other desirable character traits.
6. Maintain desirable relations between school and community.
7. Follow all policies of the School Board and instructions of the manager relating to safety measures, sanitation practices, personal standards, work techniques, and methods of performing duties.
8. Perform duties involved in the safe preparation of handling food, cleaning and sanitizing of equipment and facilities, and serving of food.
9. Perform other duties as assigned by the Food Service Supervisor.

**SOUTH DELTA SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Food Service Substitute Employee

**TITLE OF SUPERVISOR:** Director of Food Service

**GENERAL RESPONSIBILITIES:** The substitute employee, under close supervision, performs (in the absence of a regular employee) the more routine duties involved in the preparation and serving of food and in cleaning the kitchen equipment and facilities. The work requires continuous standing, moderate physical work, and the ability to work harmoniously with others.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:**

1. Ability to read and write and follow oral and written directions.
2. Ability to learn and follow prescribed preparation methods of handling food and supplies.
3. Capability of being available on short notification.
4. Ability to furnish own transportation.

**DESCRIPTION OF DUTIES:**

1. Assists with food preparation.
2. Operates equipment after receiving instructions,
3. Portions food.
4. Cleans kitchen equipment and work area.
5. Sets up serving counter.
6. Serves food on line after receiving instructions as to portion size.
7. Washes dishes, trays, flatware, pots, pans, utensils.
8. Washes dining room tables.
9. Unpacks supplies and assist with stocking dry storage shelves and/or refrigerator shelves.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Elementary School Principal

**TITLE OF SUPERVISOR:** Superintendent

**SUPERVISES:** Assistant principal, lead teacher, teachers, paraprofessionals, support staff, and others

**GENERAL RESPONSIBILITIES:** Manages assigned schools as to promote the educational development of each student by using leadership, supervisory, and administrative skills.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **QUALIFICATIONS:**

1. Administrative/supervisory experience; and
2. At least one year of completion of an approved master's, specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning;
3. Completion of Administrator Assessment Instrument and Portfolio, annually.

#### **DESCRIPTION OF DUTIES:**

1. Maintains an open line of communication with superintendent
2. Supervises the school's educational program.
3. Recommends to the superintendent qualified professional, paraprofessional and non-certified personnel for Board approval.
4. Submits to the superintendent for approval a written plan for assigned school for the ensuing year.
5. Assumes the responsibility for the implementation and observance of all Board policies and regulations by the school staff and students:
6. Assumes responsibility for overseeing the school plant and for the proper care of school property by the staff and students. Conducting facilities check each nine weeks and report finding to Superintendent and plant supervisor.
7. Supervises emergency preparedness program (fire drills, tornado drills, etc.)

## **ELEMENTARY PRINCIPAL**

### **PAGE 2**

8. Maintains high standards of student conduct and enforces discipline as necessary.
9. Supervises and evaluates the school's extra-curricular program.
10. Organizes the work of staff members to secure their maximum contribution in the planning, execution, and evaluation of the overall program.
11. Acts as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
12. Develop and monitor plans to maintain proactive parent and community involvement. Submit plan to superintendent by August 1<sup>st</sup>
13. Schedule parent/teacher conferences and assure that one or more conference contact is executed weekly.
14. Conducts faculty meetings as necessary to ensure functioning of the school.
15. Attends all scheduled administrative meetings.
16. Conducts formal evaluations during the months October and November during the first semester and February and March during the second semester.
17. Conducts formal evaluations of support service personnel annually.
18. Demonstrates the requirements of the administrator's personnel appraisal instrument annually.
19. Assures that the approved personnel appraisal plan has been explained to all certified staff and is available to them in written form.
20. Assures that each certified staff member who fails one or more of the competencies will have appropriate staff development made available.
21. Spends seventy(70%) percent of the instructional day activity monitoring instruction. Weekly follow-up observation logs shall be submitted to the superintendent on Tuesday for previous weeks observations.
22. Monitors teachers' review/revision of curriculum.
23. Monitors teacher's grade and department meetings.
24. Attends ALL professional development workshops for effective monitoring of classroom instructions
25. Conduct conferences with teachers following nine weeks mastery examination to discuss student performance.
26. Track student performance during nine weeks grading period.
27. Work with superintendent, curriculum coordinator and other program supervisor to assure successful program implementation.

ELEMENTARY PRINCIPAL

PAGE 3

28. Work with teachers in the interpretation and use of standardized test data in the classroom.
29. Monitors teachers' progress toward achieving objectives by reviewing on-line lesson plans and tests on Friday for the following week to verify sequencing of skills, delivery, activities, remediation, conformity to the instructional management plan and that teachers are testing the objectives taught. Lesson plans are to be on-line at the end of day on Friday of each week.
30. Responds to each teacher's lesson plan no later than Monday of each week, and confers with teachers when inadequate planning activity is found.
31. Assures that daily lesson plans routinely provide for use of a teach/test/ reteach/retest cycle.
32. Provides specific training activities to help classroom teachers and support staff improve inadequate instructional practice.
33. Uses exemplary teacher practices as models for staff development.
34. Collects data on disciplinary problems systematically and use the data to improve the disciplinary system.
35. Participates in and conducts staff development training sessions.
36. Monitors staff performance and behavioral change in relation to staff development program and annually reports findings to the superintendent and school board.
37. Writes proposals, as time allows, generating funds for the enhancement of the instructional program.
38. Keep a continuing updated and appropriate inventory of equipment and furnishings, which includes an evaluation of the condition and value of each item.
39. Maintains high financial management interiority as follows:
  - Meet with School Managerial Assessment, Review Team each nine weeks and report plans and reviews finding to superintendent no later than one week after the meeting.
    1. Principal/Assistant/Supervisors
    2. Lead Teachers
    3. Teachers
    4. Paraprofessional
    5. Parents when possible
40. Prepare and maintain assessment portfolio using the new MS Principal Evaluation System to be reviewed by superintendent: informally with feedback by October 15<sup>th</sup> and formally by Feb. 15<sup>th</sup>.
41. Performs other duties as assigned by the superintendent.

**SOUTH DELTA SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Assistant Principal

**TITLE OF SUPERVISOR:** Principal

**SUPERVISES:** Professional and Nonprofessional Personnel and Students

**GENERAL RESPONSIBILITIES:** Serves in conjunction with building principal in any and all aspects of administration, instructional leadership, supervision and management of the school.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:**

Completion of an approved master's specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning.

**DESCRIPTION OF DUTIES:**

1. Assumes 'role of the principal in absence of principal; assists school-level implementation of the school district instructional management plan.
2. Works in cooperation with principal to supervise methods, materials, and techniques used by teachers; assists in supervision of other professional staff.
3. Monitors classroom instruction daily for quality teaching and student achievement.
4. Conducts follow-up conferences with teachers to discuss classroom observation findings.
5. Attends all in-district professional development sessions for effective classroom monitoring.
6. Monitors teach grade level meetings.
7. Performs teacher evaluation; trains and supervises non-certified personnel as directed.
8. Maintains open communication between school, parents, community groups, agencies, and patrons; promotes school and programs in community; encourages and plans for parent and community involvement in school activities; supervises use of building and facilities.



Assistant Principal

PAGE 2

9. Helps to ensure effective and harmonious learning atmosphere; disseminates needed information; responds to staff requests, complaints, grievances, etc., counsel's staff members regarding work-related problems.
10. Assists in selection and orientation, and assignment of new employees to school; maintain necessary personnel records, assists in employment of substitute teachers'; assists in preparation of duty schedules to ensure adequate supervision of students.
11. Assists teachers and others in maintenance of proper student discipline at school and on the school bus; counsels individual students; confers with parents; administers discipline as appropriate; reports disciplinary action as required by policy.
12. Aids supervision of operation, safety, cleanliness, appropriateness, and upkeep of equipment, buildings and grounds; provides for distribution, storage, care, repair, and inventory of school textbooks, supplies, materials, and equipment; and oversees building safety.
13. Assists in development of and enforces school district and building policies, rules, regulations, and procedures.
14. Assists in supervision of students in the school cafeteria.
15. Assists in supervising special and co-curricular activities.
16. Performs any other duties as assigned by the principal.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Guidance Counselor/Test Coordinator

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES:** Administers the guidance program to help students overcome problem that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible Individuals.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

1. Registers students, setting up schedules and schedule changes.
2. Requests, receives, and sends records of students entering or leaving school.
3. Administers standardized tests, assisting students in evaluating their aptitudes and abilities through the interpretation of individual test scores and other pertinent data; working with students in evolving education and occupation plan in terms of such evaluation.
4. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
5. Supervises the preparation and processing of college, scholarship and employment applications.
6. Remains readily available to students so as to provide counseling (both individual and group) that will lead each student to increased personal growth, self-understanding and maturity.
7. Provides practical experiences with the major occupational areas in the world of work through resource persons, audio-visuals, and Career Day.
8. Communicates and confers with parents about their child's aptitudes, abilities, interests, attendance to class/school, educational and occupational opportunities and requirements.
9. Assists students identifying his needs and interests, in the appropriate placement in school courses, and the types of institutions that normally provide training in his selected interest and/or occupation.
10. Provides information on types of employment agencies and their functions, various occupations and their salaries.

## GUIDANCE COUNSELOR/TEST COORDINATOR

### PAGE 2

11. Informs students and parents of college requirements, available financial assistance program, etc.
12. Initiates, assembles, maintains, and interprets accurate health records, attendance records, cumulative progress records, activity records, and uniform transcript records for all students.
13. Assists students in the process of self-exploration, in developing interpersonal skills, decision-making skills, and skills for future planning.
14. Communicates with parents and students (senior status) needs and requirements for graduation.
15. Records all grades and standardized test scores on cumulative records.
16. Attends in-service/staff development workshops (local and state) to improve skills in counseling.
17. Checks records for students failing two or more subjects, refers to Child Find, and assists teachers with referrals for Special Education.
18. Compiles honor roll and disseminates to school and community.
19. Performs any other duties as assigned by the principal.
20. Conducts workshops with teachers in the interpretation and use of standardized achievement test data in the classroom.
21. Assists teachers in the development of instructional prescription for individual student weakness on standardized tests.
22. Assists teachers in the location of test preparation to use in the classroom.

**SOUTH DELTA SCHOOL DISTRICT  
JOB DESCRIPTION**

**POSITION TITLE:** Social Worker

**TITLE OF SUPERVISOR:** Principal

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:** As set by the Board of Trustee of the South Delta School District.

**JOB GOALS:** To help students resolve personal, emotional and social problems that may be interfering with their inability to adjust to school and their capacity to enjoy the fullest benefits of the education offered to them.

**MISSION AND GOALS**

- Monitors and evaluates progress toward accomplishments of goals and objectives
- Uses student data to identify program needs
- Develop goals, objectives, programs and operations that are coherent with South Delta School District's vision, mission, and goals.
- Ensure that unit and program plans are consistent with school system strategies plan.
- Organize daily, monthly and yearly schedules to facilitate learning and teaching in the schools.
- Communicate high expectations of students, staff and parents/guardians.

**PROGRAM RESPONSIBILITIES**

- Performs casework service with individual students to combat personal, social, or emotional maladjustments.
- Performs casework service with parents as an integral part of the task of helping students.
- Work to assist parents understanding in participating in the student's problem.
- Educate parents, school personnel and other interest parties on resources available.

Social Worker

**PAGE 2**

- Consult and collaborates with school personnel in gathering and giving information on a case.
- Supervise the referral of students to such outside agencies such as Welfare Department, Justice Court, Mental Health, etc...
- Serve as a liaison between the school, parents, health care agencies, and law enforcement etc...
- Make home visit for the purpose of gathering, helpful information on students.
- Serve as a liaison between home and school, when follow-up is necessary.
- Maintains records in compliance with state and federal requirements.
- Ensure that standards related to privacy issues are maintained.
- Performs any other tasks as required by Superintendent of Education or Superintendent Designee.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Secretary (Elementary)

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES:** Serves as secretary to the principal and performs receptionist duties and sees that the office runs smoothly and efficiently.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **QUALIFICATIONS:**

At least high school diploma or higher: office skills, computer skill, and pleasing personality/attitude.

#### **DESCRIPTION OF DUTIES:**

1. Performs secretarial duties requested by the principal (e.g., typing, filing, making telephone calls and appointments, etc.).
2. Performs receptionist duties: answers phone, receives message and visitors referring them to the principal, and other school personnel.
3. Maintains absentee/attendance for students and other school personnel.
4. Types and files all correspondence, memos, schedules, etc.
5. Maintains records of inventory, requisitions, etc.
6. Receives moneys and keeps ledger on all accounts of school activities.
7. Sorts and routes mail.
8. Processes and verifies lunch forms.
9. Arranges parent/teacher and/or principal/parent conferences.
10. Maintains a filing system for daily and yearly usage.
11. Calls parents to inform them of child's illness.
12. Prepares folders for beginning and ending the school year.
13. Enrolls students and requests cumulative records on new students.

SECRETARY (ELEMENTARY)  
PAGE 2

14. Checks immunization compliance and conducts registration.
15. Reports excessive absentees to principal and attendance officer.
16. Performs any other tasks as assigned by the principal.

## SOUTH DELTA SCHOOL DISTRICT

### JOB DESCRIPTION

**POSITION TITLE:** Elementary Teacher

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES: Elementary** - Teaches elementary students academic social, and manipulative skills in public educational system in an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **QUALIFICATIONS:**

Class A license and above in the assigned teaching position

#### **DESCRIPTION OF DUTIES:**

1. Plans instruction according to the district's instructional management plan.
2. Meets and instructs assigned classes in the locations and times designated.
3. Develops and maintains a classroom environment conducive to effective learning active learning environment by organizing time, space, materials, and equipment for instruction.
4. Complete on-line lesson plan weekly for principal's observation and comments. Weekly plans are due at the time designated by principal.
5. Use subject area curriculum guide in teaching and in assessing desired learner outcomes.
6. Review/revises pacing guide(s) annually for needed improvement reflective of changes in content, trends, and student achievement.
7. Prepare instructional bulletin boards, various instructional learning centers, and establishes a classroom that conducive for learning
8. Prepares for students and classes assigned, incorporating the instructional management program and shows written evidence of preparation (lesson plans) upon request of immediate supervisor.
9. Demonstrates an understanding of subject matter being taught while employing a variety of instructional techniques, methods, and media related to the objective and consistent with the needs and capabilities of the individual and groups involved. Incorporates the five instructional strategies into the daily teaching and learning process.



ELEMENTARY TEACHER

PAGE 2

10. Encourages students to achieve above the minimum requirements for promotion as outlined in the Grading, Promotion and Retention Policy.
11. Maintains accurate and complete records as required by law, district policy and administrative regulations.
12. Strives to implement, by instruction and action, the district's mission.
13. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of instruction, revising it when necessary.
14. Helps students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, cafeteria and playground behavior.
15. Works to maintain open lines of communication with students and parents on pupil's academic and behavioral problems and suggests remedial action(s) to be taken.
16. Accepts a share of responsibility for co-curricular activities as assigned.
17. Assists in the selection of books, equipment, and other instructional materials.
18. Attends and participates in faculty meetings, PTO/PTA meetings, and professional development sessions.
19. Establishes and maintains cooperative relations with parents, fellow co-workers, and administrators.
20. Provides for own professional growth through participation in workshops, seminars, conferences, and advanced course work at institutions of higher learning.
21. Displays pride and loyalty to self, school, and district.
22. Conducts department/grade level committee meetings to discuss instruction, behavior problems, etc.
23. Takes all necessary and reasonable precautions to protect equipment, materials and facilities. Adheres to the policies of the South Delta School District Incorporates student's deficiencies into the instructional process as revealed on the MCT and SAT.
24. Performs any other duties assigned by the principal.
25. Performs hall duty, lunchroom and bus duties.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Librarian/Media Specialist

**TITLE OF SUPERVISOR:** Principal

**SUPERVISES:** Student Assistants

**GENERAL RESPONSIBILITIES:** Provides each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth, and aids all students in acquiring the skills needed to take full advantage of library resources.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

1. Evaluates selects, and requisitions new library materials.
2. Assists teachers in the selection of books and other instructional materials.
3. Informs teachers and other staff members of new materials the library acquires that can be used to enhance instruction.
4. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
5. Promotes appropriate conduct of students using library facilities.
6. Helps students develop habits of independent reference work and develop skills in the use of reference materials in relation to planned assignments.
7. Presents and discusses materials with classes studying a particular topic, on the invitation of the teacher.
8. Participates in curriculum meetings, professional development in-service, etc.
9. Conducts a workshop with teachers on how to integrate the library into classroom instruction.
10. Counsels with students and gives reading guidance to those who have special reading problems or usual intellectual interests.
11. Arranges frequently changing, book related displays and exhibits like to interest the library patrons.

LIBRARIAN/MEDIA SPECIALIST

PAGE 2

12. Organizes, maintains and disseminates all library materials and audio-visuals.
13. Assist students with library assignments.
14. Works within a prescribed budget to maintain adequate library services.
15. Formulate required inventories and reports annually.
16. Supervises student assistants in the performance of their duties, where applicable.
17. Assists instructional personnel in the use of the audio-visual equipment.
18. May tutor reading or teach a maximum of the English classes.
19. Performs any other duties assigned by the principal
20. Performs hall, lunchroom, and bus duty.

**SOUTH DELTA SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Assistant Teacher

**TITLE OF SUPERVISORS:** Teacher and Principal

**GENERAL RESPONSIBILITIES:** Assists as directed by the teacher in improving students basic skills in reading and other academic areas.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:**

At least high school education or higher. Must complete the reading, language arts, and written portion of a current nationally formed eighth grade standardized achievement test and the oral reading proficiency test.

**DESCRIPTION OF DUTIES:**

1. Assumes responsibilities as directed by the teacher and principal.
2. Operates within school district policies and procedures.
3. Promotes a positive image of the school district program to the public.
4. Works harmoniously with supervising teacher, staff and students.
5. Contributes to the development and implementation of a successful instructional program.
6. Listens to students read orally and share experiences through oral expression skills.
7. Assists individuals and small groups with skill development in reading language, mathematics, writing and interpreting directions to reinforce learning concepts.
8. Assists students with drill or additional instruction and review of skills missed through absences.
9. Sets up and operates audio-visual aids to present/review subject matter to class.
10. Tells/reads stories and monitors small group discussion and interaction.
11. Distributes and collects teaching materials such as textbooks, worksheets, tests, or writing paper and pencils.
12. Assists in maintaining order in the classroom, cafeteria, playground, etc.

ASSISTANT TEACHER

PAGE 2

13. Works cooperatively with the teacher in the instructional planning process.
14. Assists in the general neatness/attractiveness of the classroom and room arrangements such as learning centers, bulletin boards and displays, and regrouping of furniture for group activities.
15. Puts work on the markerboard and assists in preparing stencils, charts, posters, and correcting papers.
16. Serves as an effective role model for primary grade students.
17. Assists in planning and conducting field trips.
18. Takes class to the library to assist librarian in working with students and selecting materials.
19. Encourages students to have positive attitudes about self and work.
20. Adheres to district and school policies and regulations regarding work, breaks, attendance, etc.
21. Attends and participates in staff development sessions.
22. Performs hall, lunchroom, and bus duty.
23. Performs any other duties assigned by the supervising teacher or principal.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Custodian

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES:** Provides students and school personnel with a safe, attractive, comfortable, clean and efficient place in which to work, learn and develop.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:** At least a high school diploma

#### **DESCRIPTION OF DUTIES:**

1. Keeps buildings and premises, including driveways and play areas neat and clean at all times.
2. Checks daily to insure that all exit doors are open and all panic bars are working properly during the hours of building occupancy.
3. Sweeps classrooms daily.
4. Cleans corridors after school each day, and during the day when the condition requires it.
5. Scrubs and disinfects toilets and toilet floor daily, and clean all sanitary fixtures and drinking fountains daily.
6. Washes all windows on both the inside and outside at least twice each year and more frequently, if necessary.
7. Performs yard keeping chores, as cutting grass, shrub/tree trimming, etc., to maintain the school grounds in a safe and attractive condition.
8. Makes such minor building repairs as is capable.
9. Reports major repairs needed and any damage to school property to the principal promptly.
10. Replace light bulbs as needed.
11. Assumes responsibility for opening and closing the building each school day determining before leaving that all doors/windows are secured, and all lights, except those left on for safety reasons, are turned off.

CUSTODIAN  
PAGE 2

12. Conducts an ongoing program of general maintenance, upkeep and repair.
13. Compiles with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
14. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
15. Attends staff development training as scheduled.
16. Inform the principal of inventory of supplies, equipment, and requisitions such needed replacement far enough in advance to be delivered in such time as will not hinder the custodian duties.
17. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
18. Periodically inventories: request purchase of supplies by principal.
19. Cleans and repairs equipment, pencil sharpeners and furniture on time available basis.

**SOUTH DELTA SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE:** Middle School Principal

**TITLE OF SUPERVISOR:** Superintendent

**SUPERVISES:** Assistant principal, Teachers, Support staff and Nonprofessional School Personnel

**GENERAL RESPONSIBILITIES:** Manages assigned schools as to promote the educational development of each student by using leadership, supervisory, and administrative skills

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS**

1. Administrative/supervisory experience; and
2. At least one year of completion of an approved master's specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning;
3. Completion of Mississippi Administrator Assessment Instrument (NLAAI) Portfolio

**DESCRIPTION OF DUTIES:**

1. Supervises the school's educational program.
2. Recommends to the superintendent qualified professional, paraprofessional and non-certified personnel for Board approval.
3. Submits to the superintendent for this approval a written plan for his school for the ensuing year.
4. Assumes the responsibility for the implementation and observance of all Board policies and regulations by the school staff and students.
5. Assumes responsibility for overseeing the school plant and for the proper care of school property by the staff and students.
6. Supervises emergency preparedness program (fire drills, tornado drills, etc.)
7. Maintains high standards of student conduct and enforces discipline as necessary.
8. Supervises and evaluates the school's extra-curricular program.



MIDDLE SCHOOL PRINCIPAL

PAGE 2

9. Organizes the work of staff members to secure their maximum contribution in the planning, execution, and evaluation of the overall program.
10. Acts as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
11. Schedule parent/teacher conferences.
12. Conducts faculty meetings as necessary to ensure functioning of the school.
13. Attends all schedule administrative meetings.
14. Conducts formal evaluations during the months of October and November during the first semester and February and March during the second semester.
15. Conducts formal evaluations of support service personnel annually.
16. Demonstrates the requirements of the administrator's personnel appraisal instrument annually.
17. Assures that the approved personnel appraisal plan has been explained to all certified staff and is available to them in written form.
18. Assures that each certified staff member who fails one or more of the competencies will have appropriate staff development made available.
19. Spends 70 percent of the instructional day actively monitoring instruction. Weekly observation logs shall be submitted to the superintendent on Tuesday for previous weeks observation.
20. Conducts follow-up conferences to discuss observation findings.
21. Monitors teachers' review/revision of curriculum.
22. Monitors teachers' grade and department meetings.
23. Attends ALL professional development workshops for effective monitoring of classroom instructions.
24. Conduct conferences with teachers following nine weeks mastery examination to discuss student performance.
25. Track student performance during nine weeks grading period.
26. Works with superintendent, curriculum coordinator in determining course offering annually.

MIDDLE SCHOOL PRINCIPAL  
PAGE 3

27. Work with teachers in the interpretation and use of standardized test data in the classroom.
28. Adheres to and follows mandates requirements of the State Accountability
  - a. Attends School Executive Management Institute sessions.
  - b. Ensures that the instructional management plan is used in all courses for which grades are given.
  - c. Monitors and reports annually to the superintendent, the school Board, and the community the extent to which students are mastering the objectives in each subject area in which grades are given.
  - d. Recommends and implements adjustments in the instructional management plan based upon evaluation results of core objectives.
  - e. Ensures that pupil promotion and retention, graduation decisions are made based upon approved guidelines.
  - f. Ensures that every subject area for which students receive grades has evaluation procedures which test the state and district core objectives.
  - g. Distributes written files about the disciplinary procedures of the school to parents, teachers and students.
  - h. Manages school activities to avoid interruptions of the required school day and to restrain interruptions of the class meeting.
  - i. Ensures that permanent and cumulative records for individual students contain academic achievement and other required data and are collected, maintained, and disseminated in compliance with Mississippi Code, Section 37-15-1 through 37-15-3, and the Family Educational Rights and Privacy Act of 1974.
  - j. Ensures that an annual pupil performance record, which indicates the core objectives to be mastered for all subjects for which grades are given and the individual students mastery or lack therefore, is maintained.
  - k. Ensures that a permanent record of all objectives in the areas of reading, mathematics, English, and U.S. History as cited in the Mississippi Curriculum Framework and tested through the MCT and SATP and subject area is maintained for each student.
  1. Implements the procedure for reporting each student's mastery or failure of core objectives to his/her parents or guardian.

MIDDLE SCHOOL PRINCIPAL  
PAGE 4

- m. Collects required building level data to be forwarded to the associate superintendent of curriculum/instruction.
  - n. Distributes to students and parents a copy of the students handbook with written rules of the Grading, Promotion, Retention and Graduation Guidelines.
  - o. Ensures that each classroom teacher has a period of time during the teaching day unencumbered by instructional or supervisory responsibilities to be used for individual or departmental planning.
  - q. Ensures that each teacher's class load is limited to one less period than the total number of daily periods.
29. Monitors teachers' progress toward achieving objectives by reviewing on-line lesson plans and tests for the following week to verify sequencing of skills, delivery, activities, remediation, conformity to the instructional management plan and that teachers are testing the objectives taught. Lesson plans are to be on-line at the end of day or Friday of each week.
30. Responds to each teacher's lesson plan no later than Monday of each week, and confers with teachers when inadequate planning activity is found.
31. Assures that daily lesson plan routinely provide for use of a teach/test/ re-teach/retest cycle.
32. Provides specific training activities to help classroom teachers and support staff improve inadequate instructional practice.
33. Uses exemplary teacher practices as models for staff development.
34. Collects data or disciplinary problem systematically and use the data to improve the disciplinary system.
35. Participates in and conducts staff development training sessions.
36. Monitors staff performance and behavioral change in relation to staff development program and annually reports findings to the school board.
37. Keeps a continuing inventory of equipment and furnishings, which includes an evaluation of the condition and value of each item.
38. Performs other duties as assigned by the superintendent.
39. Maintains high financial management interiority as follows:
- Meet with School Managerial Assessment

MIDDLE SCHOOL PRINCIPAL  
PAGE 5

- Review Team each nine weeks and report plans and review finding to superintendent no later than one week after the meeting.
  1. Principal/Assistant
  2. Supervisors
  3. Lead Teachers
  4. Teachers
  5. Paraprofessional
  6. Parents when possible
- 40. Prepare and maintain assessment portfolio using the new MS Principal Evaluation System to be reviewed by superintendent: informally with feedback by October 15<sup>th</sup> and formally by February 15<sup>th</sup>.

**SOUTH DELTA SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Assistant Principal

**TITLE OF SUPERVISOR:** Principal

**SUPERVISES:** Professional and Nonprofessional Personnel and Students

**GENERAL RESPONSIBILITIES:** Serves in conjunction with building principal in any and all aspects of administration, instructional leadership, supervision and management of the school.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:**

Completion of an approved master's specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning.

**DESCRIPTION OF DUTIES:**

1. Assumes 'role of the principal in absence of principal; assists school-level implementation of the school district instructional management plan.
2. Works in cooperation with principal to supervise methods, materials, and techniques used by teachers; assists in supervision of other professional staff.
3. Monitors classroom instruction daily for quality teaching and student achievement.
4. Conducts follow-up conferences with teachers to discuss classroom observation findings.
5. Attends all in-district professional development sessions for effective classroom monitoring.
6. Monitors teach grade level meetings.
7. Performs teacher evaluation; trains and supervises non-certified personnel as directed.
8. Maintains open communication between school, parents, community groups, agencies, and patrons; promotes school and programs in community; encourages and plans for parent and community involvement in school activities; supervises use of building and facilities.

Assistant Principal

PAGE 2

9. Helps to ensure effective and harmonious learning atmosphere; disseminates needed information; responds to staff requests, complaints, grievances, etc., counsel's staff members regarding work-related problems.
10. Assists in selection and orientation, and assignment of new employees to school; maintain necessary personnel records, assists in employment of substitute teachers'; assists in preparation of duty schedules to ensure adequate supervision of students.
11. Assists teachers and others in maintenance of proper student discipline at school and on the school bus; counsels individual students; confers with parents; administers discipline as appropriate; reports disciplinary action as required by policy.
12. Aids supervision of operation, safety, cleanliness, appropriateness, and upkeep of equipment, buildings and grounds; provides for distribution, storage, care, repair, and inventory of school textbooks, supplies, materials, and equipment; and oversees building safety.
13. Assists in development of and enforces school district and building policies, rules, regulations, and procedures.
14. Assists in supervision of students in the school cafeteria.
15. Assists in supervising special and co-curricular activities.
16. Performs any other duties as assigned by the principal.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Guidance Counselor/Test Coordinator

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES:** Administers the guidance program to help students overcome problem that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible Individuals.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

1. Registers students, setting up schedules and schedule changes.
2. Requests, receives, and sends records of students entering or leaving school.
3. Administers standardized tests, assisting students in evaluating their aptitudes and abilities through the interpretation of individual test scores and other pertinent data; working with students in evolving education and occupation plan in terms of such evaluation.
4. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
5. Supervises the preparation and processing of college, scholarship and employment applications.
6. Remains readily available to students so as to provide counseling (both individual and group) that will lead each student to increased personal growth, self-understanding and maturity.
7. Provides practical experiences with the major occupational areas in the world of work through resource persons, audio-visuals, and Career Day.
8. Communicates and confers with parents about their child's aptitudes, abilities, interests, attendance to class/school, educational and occupational opportunities and requirements.
9. Assists students identifying his needs and interests, in the appropriate placement in school courses, and the types of institutions that normally provide training in his selected interest and/or occupation.
10. Provides information on types of employment agencies and their functions, various occupations and their salaries.

GUIDANCE COUNSELOR/TEST COORDINATOR  
PAGE 2

11. Informs students and parents of college requirements, available financial assistance program, etc.
12. Initiates, assembles, maintains, and interprets accurate health records, attendance records, cumulative progress records, activity records, and uniform transcript records for all students.
13. Assists students in the process of self-exploration, in developing interpersonal skills, decision-making skills, and skills for future planning.
14. Communicates with parents and students (senior status) needs and requirements for graduation.
15. Records all grades and standardized test scores on cumulative records.
16. Attends in-service/staff development workshops (local and state) to improve skills in counseling.
17. Checks records for students failing two or more subjects, refers to Child Find, and assists teachers with referrals for Special Education.
18. Compiles honor roll and disseminates to school and community.
19. Performs any other duties as assigned by the principal.
20. Conducts workshops with teachers in the interpretation and use of standardized achievement test data in the classroom.
21. Assists teachers in the development of instructional prescription for individual student weakness on standardized tests.
22. Assists teachers in the location of test preparation to use in the classroom.



**SOUTH DELTA SCHOOL DISTRICT  
JOB DESCRIPTION**

**POSITION TITLE:** Social Worker

**TITLE OF SUPERVISOR:** Principal

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:** As set by the Board of Trustee of the South Delta School District.

**JOB GOALS:** To help students resolve personal, emotional and social problems that may be interfering with their inability to adjust to school and their capacity to enjoy the fullest benefits of the education offered to them.

**MISSION AND GOALS**

- Monitors and evaluates progress toward accomplishments of goals and objectives
- Uses student data to identify program needs
- Develop goals, objectives, programs and operations that are coherent with South Delta School District's vision, mission, and goals.
- Ensure that unit and program plans are consistent with school system strategies plan.
- Organize daily, monthly and yearly schedules to facilitate learning and teaching in the schools.
- Communicate high expectations of students, staff and parents/guardians.

**PROGRAM RESPONSIBILITIES**

- Performs casework service with individual students to combat personal, social, or emotional maladjustments.
- Performs casework service with parents as an integral part of the task of helping students.
- Work to assist parents understanding in participating in the student's problem.
- Educate parents, school personnel and other interest parties on resources available.

Social Worker

**PAGE 2**

- Consult and collaborates with school personnel in gathering and giving information on a case.
- Supervise the referral of students to such outside agencies such as Welfare Department, Justice Court, Mental Health, etc...
- Serve as a liaison between the school, parents, health care agencies, and law enforcement etc...
- Make home visit for the purpose of gathering, helpful information on students.
- Serve as a liaison between home and school, when follow-up is necessary.
- Maintains records in compliance with state and federal requirements.
- Ensure that standards related to privacy issues are maintained.
- Performs any other tasks as required by Superintendent of Education or Superintendent Designee.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Secretary (Middle School)

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES:** Serves as secretary to the principal and performs receptionist duties, sees that the office runs smoothly and efficiently.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:** At least high school diploma or higher: office skills, computer skill, and pleasing personality/attitude.

#### **DESCRIPTION OF DUTIES:**

1. Performs secretarial duties requested by the principal (e.g., typing, filing, making telephone calls and appointments, etc.).
2. Performs receptionist duties: answers phone, receives message and visitors referring them to the principal, and other school personnel.
3. Maintains absentee/attendance for students and other school personnel.
4. Types and files all correspondence, memos, schedules, etc.
5. Maintains records of inventory, requisitions, etc.
6. Receives receipts money, makes deposits and keeps ledger on all accounts of school activities.
7. Sorts and routes mail.
8. Processes and verifies lunch form.
9. Arranges parent/teacher and/or principal/parent conferences.
10. Maintains a filing system for daily and yearly usage.
11. Calls parents to inform them of child's illness. Key enter data into MSIS as needed ( absentees, infractions, etc.)
12. Prepares folders for beginning and ending the school year. Reports excessive absentees to principal and attendance officer.
11. Performs any other tasks as assigned by the principal.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Middle School Teacher

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES:** Secondary - Teaches one or more subjects such as English, mathematics, social studies, etc., to students in an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **QUALIFICATIONS:**

Class A license and above in the assigned teaching position

#### **DESCRIPTION OF DUTIES:**

1. Be on time each day and Plans instruction according to the district's instructional management plan.
2. Meets and instructs assigned classes in the locations and times designated.
3. Develops and maintains a classroom environment conducive to effective learning active learning environment by organizing time, space, materials, and equipment for instruction.
4. Complete on-line lesson plan weekly for principal's observation and comments. Weekly plans are due at the end of the day each Friday.
5. Use subject area pacing guide in teaching and in assessing desired learner outcomes.
6. Review/revises pacing guide(s) annually for needed improvement reflective of changes in content, trends, and student achievement.
7. Prepare instructional bulletin boards, various instructional learning centers, resource center and establishes a classroom that conducive for learning
8. Prepares for students and classes assigned, incorporating the instructional management program and shows written evidence of preparation (lesson plans) upon request of immediate supervisor.
9. Demonstrates an understanding of subject matter being taught while employing a variety of instructional techniques, methods, and media related to the objective and consistent with the needs and capabilities of the individual and groups involved. Incorporates the five instructional strategies into the daily teaching and learning process.

MIDDLE SCHOOL TEACHER  
PAGE 2

10. Encourages students to achieve above the minimum requirements for promotion as outlined in the Grading, Promotion and Retention Policy.
11. Maintains accurate and complete records as required by law, district policy and administrative regulations.
12. Strives to implement, by instruction and action, the district's mission.
13. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of instruction, revising it when necessary.
14. Helps students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, cafeteria and daily break.
15. Works to maintain open lines of communication with students and parents on pupil's academic and behavioral problems and suggests remedial action(s) to be taken.
16. Accepts a share of responsibility for co-curricular activities as assigned.
17. Assists in the selection of books, equipment, and other instructional materials.
18. Attends and participates in faculty meetings, PTO/PTA meetings, and professional development sessions.
19. Establishes and maintains cooperative relations with parents, fellow co-workers, and administrators.
20. Provides for own professional growth through participation in workshops, seminars, conferences, and advanced course work at institutions of higher learning.
21. Displays pride and loyalty to self, school, and district.
22. Conducts monthly department/grade level committee meetings to discuss instruction, behavior problems, etc.
23. Takes all necessary and reasonable precautions to protect equipment, materials and facilities. Adheres to the policies of the South Delta School District Incorporates student's deficiencies into the instructional process as revealed on the MCT and SATP and CPAS tests.
24. Performs any other duties assigned by the principal.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Librarian/Media Specialist

**TITLE OF SUPERVISOR:** Principal

**SUPERVISES:** Student Assistants

**GENERAL RESPONSIBILITIES:** Provides each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth, and aids all students in acquiring the skills needed to take full advantage of library resources.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

1. Evaluates selects, and requisitions new library materials.
2. Assists teachers in the selection of books and other instructional materials.
3. Informs teachers and other staff members of new materials the library acquires that can be used to enhance instruction.
4. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
5. Promotes appropriate conduct of students using library facilities.
6. Helps students develop habits of independent reference work and develop skills in the use of reference materials in relation to planned assignments.
7. Presents and discusses materials with classes studying a particular topic, on the invitation of the teacher.
8. Participates in curriculum meetings, professional development in-service, etc.
9. Conducts a workshop with teachers on how to integrate the library into classroom instruction.
10. Counsels with students and gives reading guidance to those who have special reading problems or usual intellectual interests.
11. Arranges frequently changing, book related displays and exhibits like to interest the library patrons.

LIBRARIAN/MEDIA SPECIALIST

PAGE 2

12. Organizes, maintains and disseminates all library materials and audio-visuals.
13. Assist students with library assignments.
14. Works within a prescribed budget to maintain adequate library services.
15. Formulate required inventories and reports annually.
16. Supervises student assistants in the performance of their duties, where applicable.
17. Assists instructional personnel in the use of the audio-visual equipment.
18. May tutor reading or teach a maximum of the English classes.
19. Performs any other duties assigned by the principal
20. Performs hall, lunchroom, and bus duty.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Athletic Director

**TITLE OF SUPERVISOR:** Principal

**SUPERVISES:** Coaches/Assistant Coaches

**GENERAL RESPONSIBILITIES:** Provides each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

1. Organizes and administers the overall program of extracurricular athletics both intramural and interscholastic, for the school.
2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members:
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletics events.
5. Assumes responsibility of officials, and security as required, and a share of the supervision of home games.
6. Arranges transportation of athletic contest participants.
7. Arranges provisions for meals for athletes and coaches for out-of-town games, as appropriate.
8. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
9. Assists in establishing the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility in accordance with Mississippi High School Activities Association's regulations.



**Athletic Director**  
**PAGE 2**

10. Assists in the preparation and administration of the athletic program budget.  
Athletic Director.
11. Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
12. Supervises the cleaning, storage, and care of all athletic equipment.
13. Arranges all details of visiting teams' needs.
14. Assists in arranging the practice schedules for the coaches on the fields and in the gymnasium.
15. Provides for the physical examination of all athletes prior to the beginning of each season.
16. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
17. Keeps records of the results of all athletic contests and maintains a record file of all award winners, stating the date and type of award including athletic scholarships.
18. Plans and supervises an annual recognition program for school athletes.
19. Assumes responsibility for seeing that athletes get to and from athletic activities safely.
20. Provides the upkeep and maintenance of athletic facilities for all sports.
21. Serves as an assistant coach in all sports.

## **SOUTH DELTA SCHOOL DISTRICT**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Coach

**TITLE OF SUPERVISOR:** Athletic Director and Principal

**GENERAL RESPONSIBILITIES:** Helps each participating student achieve a high level of skill and appreciation for the values of discipline and sportsmanship, and increased level of self esteem.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

1. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plans and schedules a regular program of practice in season.
3. Works closely with the athletic director and principal in scheduling interscholastic contests.
4. Recommends purchases of equipment, supplies, and uniforms, as appropriate.
5. Establishes student eligibility in interscholastic competition in given sport.
6. Enforces discipline and sportsmanlike behavior at all times.
7. Assists in the provisions of upkeep and maintenance of athletic facilities.
8. Assumes a share of responsibility for seeing that athletes get to and from athletic activities safely.
9. Establishes and maintains a professional working relationship with all coaches and players.
10. Keeps abreast of current trends and changes of rules and regulations in the area of assigned responsibility.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Custodian

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES:** Provides students and school personnel with a safe, attractive, comfortable, clean and efficient place in which to work, learn and develop.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:** At least a high school diploma

#### **DESCRIPTION OF DUTIES:**

1. Keeps buildings and premises, including driveways and play areas neat and clean at all times.
2. Checks daily to insure that all exit doors are open and all panic bars are working properly during the hours of building occupancy.
3. Sweeps classrooms daily.
4. Cleans corridors after school each day, and during the day when the condition requires it.
5. Scrubs and disinfects toilets and toilet floor daily, and clean all sanitary fixtures and drinking fountains daily.
6. Washes all windows on both the inside and outside at least twice each year and more frequently, if necessary.
7. Performs yard keeping chores, as cutting grass, shrub/tree trimming, etc., to maintain the school grounds in a safe and attractive condition.
8. Cleans all chalkboards at least once a week.
9. Makes such minor building repairs as is capable.
10. Reports major repairs needed and any damage to school property to the principal promptly.
11. Replace light bulbs as needed.
12. Assumes responsibility for opening and closing the building each school day determining before leaving that all doors/windows are secured, and all lights, except those left on for safety reasons, are turned off.

CUSTODIAN  
PAGE 2

13. Conducts an ongoing program of general maintenance, upkeep and repair.
14. Compiles with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
9. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
16. Attends staff development training as scheduled.
17. Inform the principal of inventory of supplies, equipment, and requisitions such needed replacement far enough in advance to be delivered in such time as will not hinder the custodian duties.
18. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
19. Periodically inventories: request purchase of supplies by principal.
20. Cleans and repairs equipment, pencil sharpeners and furniture on time available basis.

**SOUTH DELTA SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** High School Principal

**TITLE OF SUPERVISOR:** Superintendent

**SUPERVISES:** Assistant principal, Teachers, Support staff and Nonprofessional School Personnel

**GENERAL RESPONSIBILITIES:** Manages assigned schools as to promote the educational development of each student by using leadership, supervisory, and administrative skills

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS**

1. Administrative/supervisory experience; and
2. At least one year of completion of an approved master's specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning;
3. Completion of Mississippi Administrator Assessment Instrument (NLA AI) Portfolio

**DESCRIPTION OF DUTIES:**

30. Supervises the school's educational program.
31. Recommends to the superintendent qualified professional, paraprofessional and non-certified personnel for Board approval.
32. Submits to the superintendent for this approval a written plan for his school for the ensuing year.
33. Assumes the responsibility for the implementation and observance of all Board policies and regulations by the school staff and students.
34. Assumes responsibility for overseeing the school plant and for the proper care of school property by the staff and students.
35. Supervises emergency preparedness program (fire drills, tornado drills, etc.)
36. Maintains high standards of student conduct and enforces discipline as necessary.
37. Supervises and evaluates the school's extra-curricular program.

HIGH SCHOOL PRINCIPAL

PAGE 2

38. Organizes the work of staff members to secure their maximum contribution in the planning, execution, and evaluation of the overall program.
39. Acts as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
40. Schedule parent/teacher conferences.
41. Conducts faculty meetings as necessary to ensure functioning of the school.
42. Attends all schedule administrative meetings.
43. Conducts formal evaluations during the months of October and November during the first semester and February and March during the second semester.
44. Conducts formal evaluations of support service personnel annually.
45. Demonstrates the requirements of the administrator's personnel appraisal instrument annually.
46. Assures that the approved personnel appraisal plan has been explained to all certified staff and is available to them in written form.
47. Assures that each certified staff member who fails one or more of the competencies will have appropriate staff development made available.
48. Spends 70 percent of the instructional day actively monitoring instruction. Weekly observation logs shall be submitted to the superintendent on Tuesday for previous weeks observation.
49. Conducts follow-up conferences to discuss observation findings.
50. Monitors teachers' review/revision of curriculum.
51. Monitors teachers' grade and department meetings.
52. Attends ALL professional development workshops for effective monitoring of classroom instructions.
53. Conduct conferences with teachers following nine weeks mastery examination to discuss student performance.
54. Track student performance during nine weeks grading period.
55. Works with superintendent, curriculum coordinator in determining course offering annually.

HIGH SCHOOL PRINCIPAL  
PAGE 3

56. Work with teachers in the interpretation and use of standardized test data in the classroom.
57. Adheres to and follows mandates requirements of the State Accountability
- a. Attends School Executive Management Institute sessions.
  - b. Ensures that the instructional management plan is used in all courses for which grades are given.
  - e. Monitors and reports annually to the superintendent, the school Board, and the community the extent to which students are mastering the objectives in each subject area in which grades are given.
  - f. Recommends and implements adjustments in the instructional management plan based upon evaluation results of core objectives.
  - e. Ensures that pupil promotion and retention, graduation decisions are made based upon approved guidelines.
  - k. Ensures that every subject areas for which students receive grades has evaluation procedures which test the state and district core objectives.
  - l. Distributes written files about the disciplinary procedures of the school to parents, teachers and students.
  - m. Manages school activities to avoid interruptions of the required school day and to restrain interruptions of the class meeting.
  - n. Ensures that permanent and cumulative records for individual students contain academic achievement and other required data and are collected, maintained, and disseminated in compliance with Mississippi Code, Section 37-15-1 through 37-15-3, and the Family Educational Rights and Privacy Act of 1974.
  - o. Ensures that an annual pupil performance record, which indicates the core objectives to be mastered for all subjects for which grades are given and the individual students mastery or lack therefore, is maintained.
  - l. Ensures that a permanent record of all objectives in the areas of reading, mathematics, English, and U.S. History as cited in the Mississippi Curriculum Framework and tested through the MCT and SATP and subject area is maintained for each student.
  2. Implements the procedure for reporting each student's mastery or failure of core objectives to his/her parents or guardian.

HIGH SCHOOL PRINCIPAL  
PAGE 4

- m. Collects required building level data to be forwarded to the associate superintendent of curriculum/instruction.
  - o. Distributes to students and parents a copy of the students handbook with written rules of the Grading, Promotion, Retention and Graduation Guidelines.
  - o. Ensures that each classroom teacher has a period of time during the teaching day unencumbered by instructional or supervisory responsibilities to be used for individual or departmental planning.
  - r. Ensures that each teacher's class load is limited to one less period than the total number of daily periods.
58. Monitors teachers' progress toward achieving objectives by reviewing on-line lesson plans and tests for the following week to verify sequencing of skills, delivery, activities, remediation, conformity to the instructional management plan and that teachers are testing the objectives taught. Lesson plans are to be on-line at the end of day or Friday of each week.
30. Responds to each teacher's lesson plan no later than Monday of each week, and confers with teachers when inadequate planning activity is found.
31. Assures that daily lesson plan routinely provide for use of a teach/test/ re-teach/retest cycle.
32. Provides specific training activities to help classroom teachers and support staff improve inadequate instructional practice.
33. Uses exemplary teacher practices as models for staff development.
34. Collects data on disciplinary problem systematically and use the data to improve the disciplinary system.
35. Participates in and conducts staff development training sessions.
37. Monitors staff performance and behavioral change in relation to staff development program and annually reports findings to the school board.
37. Keeps a continuing inventory of equipment and furnishings, which includes an evaluation of the condition and value of each item.
38. Performs other duties as assigned by the superintendent.
39. Maintains high financial management interiority as follows:
- Meet with School Managerial Assessment



HIGH SCHOOL PRINCIPAL  
PAGE 5

- Review Team each nine weeks and report plans and review finding to superintendent no later that one week after the meeting.
  1. Principal/Assistant
  2. Supervisors
  3. Lead Teachers
  4. Teachers
  5. Paraprofessional
  6. Parents when possible
- 41. Prepare and maintain assessment portfolio using the new MS Principal Evaluation System to be reviewed by superintendent: informally with feed back by October 15<sup>th</sup> and formally by February 15<sup>th</sup>.

**SOUTH DELTA SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Assistant Principal

**TITLE OF SUPERVISOR:** Principal

**SUPERVISES:** Professional and Nonprofessional Personnel and Students

**GENERAL RESPONSIBILITIES:** Serves in conjunction with building principal in any and all aspects of administration, instructional leadership, supervision and management of the school.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:**

Completion of an approved master's specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning.

**DESCRIPTION OF DUTIES:**

1. Assumes role of the principal in absence of principal; assists school-level implementation of the school district instructional management plan.
2. Works in cooperation with principal to supervise methods, materials, and techniques used by teachers; assists in supervision of other professional staff.
3. Monitors classroom instruction daily for quality teaching and student achievement.
4. Conducts follow-up conferences with teachers to discuss classroom observation findings.
5. Attends all in-district professional development sessions for effective classroom monitoring.
6. Monitors teach grade level meetings.
7. Performs teacher evaluation; trains and supervises non-certified personnel as directed.
8. Maintains open communication between school, parents, community groups, agencies, and patrons; promotes school and programs in community; encourages and plans for parent and community involvement in school activities; supervises use of building and facilities.

Assistant Principal

PAGE 2

9. Helps to ensure effective and harmonious learning atmosphere; disseminates needed information; responds to staff requests, complaints, grievances, etc., counsel's staff members regarding work-related problems.
10. Assists in selection and orientation, and assignment of new employees to school; maintain necessary personnel records, assists in employment of substitute teachers'; assists in preparation of duty schedules to ensure adequate supervision of students.
11. Assists teachers and others in maintenance of proper student discipline at school and on the school bus; counsels individual students; confers with parents; administers discipline as appropriate; reports disciplinary action as required by policy.
12. Aids supervision of operation, safety, cleanliness, appropriateness, and upkeep of equipment, buildings and grounds; provides for distribution, storage, care, repair, and inventory of school textbooks, supplies, materials, and equipment; and oversees building safety.
13. Assists in development of and enforces school district and building policies, rules, regulations, and procedures.
14. Assists in supervision of students in the school cafeteria.
15. Assists in supervising special and co-curricular activities.
16. Performs any other duties as assigned by the principal.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Guidance Counselor/Test Coordinator

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES:** Administers the guidance program to help students overcome problem that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible Individuals.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

1. Registers students, setting up schedules and schedule changes.
2. Requests, receives, and sends records of students entering or leaving school.
3. Administers standardized tests, assisting students in evaluating their aptitudes and abilities through the interpretation of individual test scores and other pertinent data; working with students in evolving education and occupation plan in terms of such evaluation.
4. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
5. Supervises the preparation and processing of college, scholarship and employment applications.
6. Remains readily available to students so as to provide counseling (both individual and group) that will lead each student to increased personal growth, self-understanding and maturity.
7. Provides practical experiences with the major occupational areas in the world of work through resource persons, audio-visuals, and Career Day.
8. Communicates and confers with parents about their child's aptitudes, abilities, interests, attendance to class/school, educational and occupational opportunities and requirements.
9. Assists students identifying his needs and interests, in the appropriate placement in school courses, and the types of institutions that normally provide training in his selected interest and/or occupation.
10. Provides information on types of employment agencies and their functions, various occupations and their salaries.

GUIDANCE COUNSELOR/TEST COORDINATOR

PAGE 2

11. Informs students and parents of college requirements, available financial assistance program, etc.
12. Initiates, assembles, maintains, and interprets accurate health records, attendance records, cumulative progress records, activity records, and uniform transcript records for all students.
13. Assists students in the process of self-exploration, in developing interpersonal skills, decision-making skills, and skills for future planning.
14. Communicates with parents and students (senior status) needs and requirements for graduation.
15. Records all grades and standardized test scores on cumulative records.
16. Attends in-service/staff development workshops (local and state) to improve skills in counseling.
17. Checks records for students failing two or more subjects, refers to Child Find, and assists teachers with referrals for Special Education.
18. Compiles honor roll and disseminates to school and community.
19. Performs any other duties as assigned by the principal.
20. Conducts workshops with teachers in the interpretation and use of standardized achievement test data in the classroom.
21. Assists teachers in the development of instructional prescription for individual student weakness on standardized tests.
22. Assists teachers in the location of test preparation to use in the classroom.

**SOUTH DELTA SCHOOL DISTRICT  
JOB DESCRIPTION**

**POSITION TITLE:** Social Worker

**TITLE OF SUPERVISOR:** Principals

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:** As set by the Board of Trustee of the South Delta School District.

**JOB GOALS:** To help students resolve personal, emotional and social problems that may be interfering with their inability to adjust to school and their capacity to enjoy the fullest benefits of the education offered to them.

**MISSION AND GOALS**

- Monitors and evaluates progress toward accomplishments of goals and objectives
- Uses student data to identify program needs
- Develop goals, objectives, programs and operations that are coherent with South Delta School District's vision, mission, and goals.
- Ensure that unit and program plans are consistent with school system strategies plan.
- Organize daily, monthly and yearly schedules to facilitate learning and teaching in the schools.
- Communicate high expectations of students, staff and parents/guardians.

**PROGRAM RESPONSIBILITIES**

- Performs casework service with individual students to combat personal, social, or emotional maladjustments.
- Performs casework service with parents as an integral part of the task of helping students.
- Work to assist parents understanding in participating in the student's problem.
- Educate parents, school personnel and other interest parties on resources available.

Social Worker

**PAGE 2**

- Consult and collaborates with school personnel in gathering and giving information on a case.
- Supervise the referral of students to such outside agencies such as Welfare Department, Justice Court, Mental Health, etc...
- Serve as a liaison between the school, parents, health care agencies, and law enforcement etc...
- Make home visit for the purpose of gathering, helpful information on students.
- Serve as a liaison between home and school, when follow-up is necessary.
- Maintains records in compliance with state and federal requirements.
- Ensure that standards related to privacy issues are maintained.
- Performs any other tasks as required by Superintendent of Education or Superintendent Designee.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Secretary (High School)

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES:** Serves as secretary to the principal and performs receptionist duties, sees that the office runs smoothly and efficiently.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:** At least high school diploma or higher: office skills, computer skill, and pleasing personality/attitude.

#### **DESCRIPTION OF DUTIES:**

1. Performs secretarial duties requested by the principal (e.g., typing, filing, making telephone calls and appointments, etc.).
2. Performs receptionist duties: answers phone, receives message and visitors referring them to the principal, and other school personnel.
3. Maintains absentee/attendance for students and other school personnel.
4. Types and files all correspondence, memos, schedules, etc.
5. Maintains records of inventory, requisitions, etc.
6. Receives receipts money, makes deposits and keeps ledger on all accounts of school activities.
7. Sorts and routes mail.
8. Processes and verifies lunch form.
9. Arranges parent/teacher and/or principal/parent conferences.
10. Maintains a filing system for daily and yearly usage.
11. Calls parents to inform them of child's illness. Key enter data into MSIS as needed ( absentees, infractions, etc.)
12. Prepares folders for beginning and ending the school year. Reports excessive absentees to principal and attendance officer.
13. Performs any other tasks as assigned by the principal.



## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** High School Teacher

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES:** Secondary - Teaches one or more subjects such as English, mathematics, social studies, etc., to students in an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **QUALIFICATIONS:**

Class A license and above in the assigned teaching position

#### **DESCRIPTION OF DUTIES:**

1. Be on time each day and Plans instruction according to the district's instructional management plan.
2. Meets and instructs assigned classes in the locations and times designated.
3. Develops and maintains a classroom environment conducive to effective learning active learning environment by organizing time, space, materials, and equipment for instruction.
4. Complete on-line lesson plan weekly for principal's observation and comments. Weekly plans are due at the end of the day each Friday.
5. Use subject area pacing guide in teaching and in assessing desired learner outcomes.
6. Review/revises pacing guide(s) annually for needed improvement reflective of changes in content, trends, and student achievement.
7. Prepare instructional bulletin boards, various instructional learning centers, resource center and establishes a classroom that conducive for learning
8. Prepares for students and classes assigned, incorporating the instructional management program and shows written evidence of preparation (lesson plans) upon request of immediate supervisor.
9. Demonstrates an understanding of subject matter being taught while employing a variety of instructional techniques, methods, and media related to the objective and consistent with the needs and capabilities of the individual and groups involved. Incorporates the five instructional strategies into the daily teaching and learning process.

HIGH SCHOOL TEACHER

PAGE 2

10. Encourages students to achieve above the minimum requirements for promotion as outlined in the Grading, Promotion and Retention Policy.
11. Maintains accurate and complete records as required by law, district policy and administrative regulations.
12. Strives to implement, by instruction and action, the district's mission.
13. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of instruction, revising it when necessary.
14. Helps students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, cafeteria and daily break.
15. Works to maintain open lines of communication with students and parents on pupil's academic and behavioral problems and suggests remedial action(s) to be taken.
16. Accepts a share of responsibility for co-curricular activities as assigned.
17. Assists in the selection of books, equipment, and other instructional materials.
18. Attends and participates in faculty meetings, PTO/PTA meetings, and professional development sessions.
19. Establishes and maintains cooperative relations with parents, fellow co-workers, and administrators.
20. Provides for own professional growth through participation in workshops, seminars, conferences, and advanced course work at institutions of higher learning.
21. Displays pride and loyalty to self, school, and district.
22. Conducts monthly department/grade level committee meetings to discuss instruction, behavior problems, etc.
23. Takes all necessary and reasonable precautions to protect equipment, materials and facilities. Adheres to the policies of the South Delta School District Incorporates student's deficiencies into the instructional process as revealed on the MCT and SATP and CPAS tests.
24. Performs any other duties assigned by the principal.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Librarian/Media Specialist

**TITLE OF SUPERVISOR:** Principal

**SUPERVISES:** Student Assistants

**GENERAL RESPONSIBILITIES:** Provides each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth, and aids all students in acquiring the skills needed to take full advantage of library resources.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

1. Evaluates selects, and requisitions new library materials.
2. Assists teachers in the selection of books and other instructional materials.
3. Informs teachers and other staff members of new materials the library acquires that can be used to enhance instruction.
4. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
5. Promotes appropriate conduct of students using library facilities.
6. Helps students develop habits of independent reference work and develop skills in the use of reference materials in relation to planned assignments.
7. Presents and discusses materials with classes studying a particular topic, on the invitation of the teacher.
8. Participates in curriculum meetings, professional development in-service, etc.
9. Conducts a workshop with teachers on how to integrate the library into classroom instruction.
10. Counsels with students and gives reading guidance to those who have special reading problems or usual intellectual interests.
11. Arranges frequently changing, book related displays and exhibits like to interest the library patrons.

LIBRARIAN/MEDIA SPECIALIST

PAGE 2

12. Organizes, maintains and disseminates all library materials and audio-visuals.
13. Assist students with library assignments.
14. Works within a prescribed budget to maintain adequate library services.
15. Formulate required inventories and reports annually.
16. Supervises student assistants in the performance of their duties, where applicable.
17. Assists instructional personnel in the use of the audio-visual equipment.
18. May tutor reading or teach a maximum of the English classes.
19. Performs any other duties assigned by the principal
20. Performs hall, lunchroom, and bus duty.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Athletic Director

**TITLE OF SUPERVISOR:** Principal

**SUPERVISES:** Coaches/Assistant Coaches

**GENERAL RESPONSIBILITIES:** Provides each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

1. Organizes and administers the overall program of extracurricular athletics both intramural and interscholastic, for the school.
2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members:
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletics events.
5. Assumes responsibility of officials, and security as required, and a share of the supervision of home games.
6. Arranges transportation of athletic contest participants.
7. Arranges provisions for meals for athletes and coaches for out-of-town games, as appropriate.
8. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
9. Assists in establishing the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility in accordance with Mississippi High School Activities Association's regulations.

**Athletic Director**  
**PAGE 2**

10. Assists in the preparation and administration of the athletic program budget.  
Athletic Director.
11. Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
12. Supervises the cleaning, storage, and care of all athletic equipment.
13. Arranges all details of visiting teams' needs.
14. Assists in arranging the practice schedules for the coaches on the fields and in the gymnasium.
15. Provides for the physical examination of all athletes prior to the beginning of each season.
16. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
17. Keeps records of the results of all athletic contests and maintains a record file of all award winners, stating the date and type of award including athletic scholarships.
18. Plans and supervises an annual recognition program for school athletes.
19. Assumes responsibility for seeing that athletes get to and from athletic activities safely.
20. Provides the upkeep and maintenance of athletic facilities for all sports.
21. Serves as an assistant coach in all sports.

**SOUTH DELTA SCHOOL DISTRICT**

**POSITION DESCRIPTION**

**POSITION TITLE:** Coach

**TITLE OF SUPERVISOR:** Athletic Director and Principal

**GENERAL RESPONSIBILITIES:** Helps each participating student achieve a high level of skill and appreciation for the values of discipline and sportsmanship, and increased level of self esteem.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**DESCRIPTION OF DUTIES:**

1. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plans and schedules a regular program of practice in season.
3. Works closely with the athletic director and principal in scheduling interscholastic contests.
4. Recommends purchases of equipment, supplies, and uniforms, as appropriate.
5. Establishes student eligibility in interscholastic competition in given sport.
6. Enforces discipline and sportsmanlike behavior at all times.
7. Assists in the provisions of upkeep and maintenance of athletic facilities.
8. Assumes a share of responsibility for seeing that athletes get to and from athletic activities safely.
9. Establishes and maintains a professional working relationship with all coaches and players.
10. Keeps abreast of current trends and changes of rules and regulations in the area of assigned responsibility.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Custodian

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES:** Provides students and school personnel with a safe, attractive, comfortable, clean and efficient place in which to work, learn and develop.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:** At least a high school diploma

#### **DESCRIPTION OF DUTIES:**

1. Keeps buildings and premises, including driveways and play areas neat and clean at all times.
2. Checks daily to insure that all exit doors are open and all panic bars are working properly during the hours of building occupancy.
3. Sweeps classrooms daily.
4. Cleans corridors after school each day, and during the day when the condition requires it.
5. Scrubs and disinfects toilets and toilet floor daily, and clean all sanitary fixtures and drinking fountains daily.
6. Washes all windows on both the inside and outside at least twice each year and more frequently, if necessary.
7. Performs yard keeping chores, as cutting grass, shrub/tree trimming, etc., to maintain the school grounds in a safe and attractive condition.
8. Cleans all chalkboards at least once a week.
9. Makes such minor building repairs as is capable.
10. Reports major repairs needed and any damage to school property to the principal promptly.
11. Replace light bulbs as needed.
12. Assumes responsibility for opening and closing the building each school day determining before leaving that all doors/windows are secured, and all lights, except those left on for safety reasons, are turned off.



CUSTODIAN

PAGE 2

13. Conducts an ongoing program of general maintenance, upkeep and repair.
14. Compiles with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
15. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
16. Attends staff development training as scheduled.
11. Inform the principal of inventory of supplies, equipment, and requisitions such needed  
Replacement far enough in advance to be delivered in such time as will not hinder the custodian duties.
18. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
19. Periodically inventories: request purchase of supplies by principal.
20. Cleans and repairs equipment, pencil sharpeners and furniture on time available basis.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Director of Vocational Education

**TITLE OF SUPERVISOR:** Superintendent

**SUPERVISES:** Teachers, Secretary, Vocational Counselors, and Special Population Coordinator and Support Staff

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

1. Establishes, and maintains an effective learning climate in the school.
2. Initiates, designs, and implements programs to meet specific needs of the school.
3. Keeps the superintendent informed of the school's activities and problems.
4. Prepares and submits the school's budgetary requests, and monitors expenditure of funds.
5. Supervises the maintenance of all required building records and reports.
6. Maintains responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.
7. Keeps abreast of changes and development in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
8. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
9. Provides input into the master teaching schedule of the feeder schools and any special assignments.
10. Orients newly assigned staff members and assists in their development, as appropriate..
11. Evaluate and counsels all staff members regarding their individual and group performance.
12. Conducts meetings of the staff as necessary for the proper functioning of the school.
13. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
14. Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.
15. Makes arrangements for special conferences between parents and teachers.

**Director of Vocational Education**

**Page 2**

16. Assumes responsibility for the administration of the school plant, and reports maintenance and repair requests to the Maintenance Supervisor.
17. Maintains active relationships with students and parents.
18. Supervises the school's educational program.
19. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
20. Programs classes within established guides to meet student needs.
21. Procures equipment and supplies for vocational instruction.
22. Supervises the vocational guidance program to enhance individual student education and development.
23. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
24. Establishes guides for proper student conduct and maintaining student discipline.
25. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
26. Supervises the maintenance of accurate records on the progress and attendance of students.
27. Supervises the daily use of the school facilities for both academic and non academic purposes.
28. Assists with night classes.
29. Plans and supervises fire drills and an emergency preparedness program.
30. Asserts leadership in times of civil disobedience in school in accordance with established board policy.
31. Provides for adequate inventories of property under his jurisdiction and for the security and accountability for that property.
32. Supervises all activities and programs that are outgrowths of the school's curriculum.
33. Supervises and evaluate the school's extracurricular program.
34. Participate in administrator's meetings, and such other meetings as are required or appropriate.

**Director of Vocational Education**

**Page 3**

35. Communicates with all principals of the feeder schools.
36. Serves as an ex officio member of all committees and councils within his/her school.
37. Cooperates with college and university officials regarding teacher training and preparation.
38. Responds to written and oral requests for information in a timely manner.
39. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret board policies and administrative directives; and to discuss and resolve individual student problems.
40. Serves as a member of such committees and attends such meetings as directed to by the superintendent.
41. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the director.
42. Perform such other duties and responsibilities as assigned by the superintendent.

## **CARSON T. SEALE VOCATIONAL COMPLEX**

### **JOB DESCRIPTION**

**POSITION TITLE:** Vocational Guidance Counselor

**TITLE OF SUPERVISOR:** Vocational Director

**GENERAL RESPONSIBILITIES:** The vocational guidance program is constructed from knowledge of the needs of students and serves the community in which it functions. The program is both developmental and preventive. The Vocational Counselor works as an integral part of the local school teaching staff. The counselor is a trained professional in the helping skills; and, because of the availability of time provided, the counselor renders services which complement the instructional and administrative staffs' duties.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

1. Coordinate state mandated student assessments adhering to district and state guidelines.
2. Compile and submit vocational student honor rolls and submit for publicity after each grading period.
3. Assist students with scheduling and re-scheduling vocational classes.
4. Support the process of dissemination to and interpretation of assessment data with teachers.
5. Assist teachers with locating and implementing supportive instructional information that will help to insure academic success for students and teachers.
6. Organizes and administers the guidance program.
7. Provides counseling interviews with students during the school year.
8. Provides group guidance and counseling with students during the school year.
9. Coordinates student appraisal.
10. Assists students with career development and planning in individual and group guidance sessions.

Vocational Guidance Counselor  
PAGE 2

11. Assists in the placement of students in the appropriate educational program and/or job.
12. Conducts follow-up on student, interviews, referrals, placement, and graduates and dropouts.
13. Outlines in written form, a planned vocational guidance and counseling program with a proposed budget and submit to the local director of vocational education for approval.
14. Coordinates the vocational guidance program with all counselors in the school district.
15. Coordinates a sex-fair orientation program that will acquaint all students with all vocational training programs offered in the school system.
16. Utilizes all community and state referral agencies and community resource people in various guidance program activities (including those persons in non-traditional roles).
17. Maintains a current informational service with sex-free materials.
18. Organizes and utilizes an Advisory Committee.
19. Assists the special education personnel and other appropriate persons in identifying students with special needs for vocational training.
20. Provides individual sex-fair counseling to assist students who pursue a program of vocational instruction.
21. Conducts group guidance sessions to provide information and assist students in the area of personal development, human relations, worker attitudes and the elimination of sex-bias and stereo-typing.
22. Maintains a personal file on all vocational students.
23. Assists the local director of vocational education in carrying out a public information program in the community.
24. Provides for continuous evaluation to determine the effectiveness of the vocational instruction and the guidance and counseling program.
25. Participates in activities that will upgrade skills and knowledge and keep aware of guidance concerns and issues.
26. Be responsible for primary recruitment efforts.
27. Performs any other duties assigned by the vocational director.

**SOUTH DELTA SCHOOL DISTRICT  
CARSON T. SEALE VOCATIONAL COMPLEX**

**JOB DESCRIPTION**

**POSITION TITLE:** Special Population

**TITLE OF SUPERVISOR:** Vocational Director

**GENERAL RESPONSIBILITIES:** The special populations personnel will focus efforts and activities directly on assisting special population students (Disadvantaged and Disabled) enrolled in vocational programs. The primary goals of the services rendered by special population personnel will be to enable special population students to experience success in their chosen vocational program.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**QUALIFICATIONS:** As set by the state certification authorities.

**DESCRIPTION OF DUTIES:**

1. Identify and categorize special population students who are enrolled in a vocational program.
2. Provide individual or small group tutoring in academic course work for special populations vocational students so they may succeed in the vocational course/program.
3. Provide for appropriate vocational assessment of interest, abilities, and special needs populations students with respect to successfully completing a vocational education program.
4. Act as liaison among vocational instructors, counselors, academic teachers, special education teachers, administrators, and any other agency personnel to ensure special populations students' success in vocational education programs.
5. Provide for special support services by appropriate certified personnel to ensure the success of special populations students enroll in vocational programs.
6. Ensure LEP & SLD - Students enrolled in vocational education programs have been identified and appropriate services are provided.
7. Develop and keep on file a local program of work.
8. Ensure students who are members of the special populations are provide with supplementary services such as: (A) Curriculum modification, (B) Equipment modification, (C) Classroom modification (D) Supportive personnel (E) Instructional aids and devices, and (F) Academic assistance.

SPECIAL POPULATION

PAGE 2

9. Development and implement of transitional plan for each special population students enrolled in a vocational education program. .
10. Information requirements - Ensure that members of the special populations and their parents are provided the following information at least one year before students enter vocational education programs (1) Available opportunities, (2) Eligibility requirements for enrollment, (3) Specific program offerings, (4) Special services, (5) Employment opportunities and (6) Placement activities.
11. Ensure individuals who are members of special populations are provided with equal access to recruitment, enrollment, and placement activities.
12. Maintain documentation of services and activities provided to each special populations vocational student.
13. Duties and obligation that are appointed to me by the vocational director.



## **SOUTH DELTA SCHOOL DISTRICT**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Auto Mechanic Teachers

**TITLE OF SUPERVISOR:** Vocational Director

**GENERAL RESPONSIBILITIES:** Secondary - Teaches auto mechanics to students high school age/level in an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

1. Plans instruction according to the strategies vocational education curriculum.
2. Meets and instructs assigned classes in the locations and times designated.
3. Develops and maintains a classroom environment conducive to effective learning by organizing time, space, materials, and equipment for instruction.
4. Prepares for students and classes assigned, incorporating the vocational curriculum and shows written evidence of preparation (lesson plans) upon request of immediate supervisor.
5. Demonstrates an understanding of subject matter being taught while employing a variety of instructional techniques, methods, and media related to the objectives and consistent with the needs, and capabilities of the individual and groups involved.
6. Strives to implement, by instruction and action, the district's philosophy on education and instructional goals and objectives.
7. Attends and participates in faculty meetings, in-service and/or professional development when scheduled by Director and Central Office.
8. Establishes and maintains cooperative relationships with parents, fellow co-workers, and administrators.
9. Enhances professional growth through participation in workshops, seminars, conferences and advanced course work at institutions of higher learning.
10. Displays pride and loyalty to self, school, and district.
11. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of instruction to revise it, when necessary.

AUTO MECHANICS TEACHER

PAGE 2

12. Refers learners with special problems to special population personnel.
13. Counsels students when problems arise and adjustments are needed.
14. Accepts a share of responsibility for co-curricular activities as assigned.
15. Assists in the selection of books, equipment, and other instructional materials.
16. Helps students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, and cafeteria.
17. Works to maintain open lines of communication with students and parents on pupil's academic and behavioral problems issues.
18. Attends and participates in faculty meetings, PTO meetings, and professional development sessions.
19. Takes all necessary and reasonable precautions to protect equipment, materials and facilities.
20. Performs any other duties assigned by the vocational director. Keep advisory council of program activities and progress. Incorporates the five instructional strategies into the teaching and learning process.
21. Complete on-line lesson plans weekly for vocational director's observation and comments. Plans are to be on-line by the end of the day each Friday.
22. Uses subject area curriculum guide in teaching and in assessing desired learner outcomes.
23. Reviews/revises vocational curriculum annually for needed improvements reflecting changes in content, trends, and student achievement.

## **SOUTH DELTA SCHOOL DISTRICT**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Agriculture Production Horticulture Teacher

**TITLE OF SUPERVISOR:** Vocational Director

**GENERAL RESPONSIBILITIES:** Secondary - Teaches agriculture production to students high school age/level In an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **DESCRIPTION OF DUTIES:**

1. Plans instruction according to the district instructional management plan.
2. Meets and instructs assigned classes in the locations and times designated.
3. Develops and maintains a classroom environment conducive to effective learning by organizing time, space, materials, and equipment for Instruction.
4. Prepares for students and classes assigned, incorporating the instructional management program and shows written evidence of preparation (lesson plans) upon request of immediate supervision.
5. Demonstrates an understanding of subject matter being taught while employing a variety of instructional techniques, methods, and media related to the objectives and consistent with the needs and capabilities of the individual and groups involved.
6. Strives to implement, by instruction and action, the district's philosophy on education and instructional goals and objectives.
7. Attends and participates in faculty meetings, in-service and/or staff development when scheduled by Director and Central Office.
8. Establishes and maintains cooperative relations parents, fellow co-workers, and administrators.
9. Provides for own professional growth through participation in workshops, seminars, conferences and advanced course work at institutions of higher learning.
10. Displays pride and loyalty to self, school and district.

AGRICULTURE PRODUCTION TEACHER

PAGE 2

11. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of Instruction to revise it, when necessary.
12. Refers learners with special problems to specialists.
13. Counsels students when problems arise and adjustments are needed.
14. Accepts a share of responsibility for co-curricular activities as assigned.
15. Assists in the selection of books, equipment, and other instructional materials.
16. Helps students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, cafeteria, and playground behavior.
17. Works to maintain open lines of communication with students and parents on pupil's academic and behavioral problems issues.
18. Attends and participates in faculty meetings, PTO/PT A meetings, and professional development sessions.
19. Takes all necessary and reasonable precautions to protect equipment, materials and facilities.
20. Performs any other duties assigned by the vocational director.
21. Submits lesson plans weekly for vocational director's observation and rating.
21. Uses subject area curriculum guide in teaching and in assessing desired learner outcomes.
23. Reviews/revises curriculum guide(s) annually for needed improvements reflecting of changes in content, trends, and student achievement.

## SOUTH DELTA SCHOOL DISTRICT

### POSITION DESCRIPTION

**POSITION TITLE:** Building Trades Teacher

**TITLE OF SUPERVISOR:** Vocational Director

**GENERAL RESPONSIBILITIES:** Secondary - Teaches building trades to students of high school age level In an effort to lead them toward the fulfillment of their potential *for* intellectual, emotional, and psychological growth and maturation.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### DESCRIPTION OF DUTIES:

1. Plans instruction according to the district instructional management plan.
2. Meets and instructs assigned classes in the locations and times designated.
3. Develops and maintains a classroom environment conducive to effective learning by organizing time, space, materials, and equipment *for* Instruction.
4. Prepares *for* students and classes assigned, incorporating the instructional management program and shows written evidence of preparation (lesson plans) upon request of immediate supervision.
5. Demonstrates an understanding of subject matter being taught while employing a variety of instructional techniques, methods, and media related to the objectives and consistent with the needs and capabilities of the individual and groups involved.
6. Strives to implement, by instruction and action, the district's philosophy on education and instructional goals and objectives.
7. Attends and participates in faculty meetings, in-service and/or staff development when scheduled by Director and Central Office.
8. Establishes and maintains cooperative relations parents, fellow co-workers, and administrators.
9. Provides for own professional growth through participation in workshops, seminars, conferences and advanced course work at institutions of higher learning.
10. Displays pride and loyalty to self, school and district.

BUILDING TRADES TEACHER

PAGE 2

11. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of instruction to revise it, when necessary.
12. Refers learners with special problems to specialists.
13. Counsels students when problems arise and adjustments are needed.
14. Accepts a share of responsibility for co-curricular activities as assigned.
15. Assists in the selection of books, equipment, and other instructional materials.
16. Helps students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, cafeteria, and playground behavior.
17. Works to maintain open lines of communication with students and parents on pupil's academic and behavioral problems issues.
18. Attends and participates in faculty meetings, PTO meetings, and professional development sessions.
19. Takes all necessary and reasonable precautions to protect equipment, materials and facilities.
20. Performs any other duties assigned by the vocational director.
21. Submits lesson plans weekly for vocational director's observation and rating.
22. Uses subject area curriculum guide in teaching and in assessing desired learner outcomes.
23. Reviews/revises curriculum guide(s) annually for needed improvements reflecting of changes in content, trends, and student achievement.

**SOUTH DELTA SCHOOL DISTRICT**

**POSITION DESCRIPTION**

**POSITION TITLE:** Agriculture Mechanics Teacher

**TITLE OF SUPERVISOR:** Vocational Director

**GENERAL RESPONSIBILITIES:** Secondary - Teaches agriculture mechanics to students of high school age level In an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**DESCRIPTION OF DUTIES:**

1. Plans instruction according to the district instructional management plan.
2. Meets and instructs assigned classes in the locations and times designated.
3. Develops and maintains a classroom environment conducive to effective learning by organizing time, space, materials, and equipment for Instruction.
4. Prepares for students and classes assigned, incorporating the instructional management program and shows written evidence of preparation (lesson plans) upon request of immediate supervision.
5. Demonstrates an understanding of subject matter being taught while employing a variety of instructional techniques, methods, and media related to the objectives and consistent with the needs and capabilities of the individual and groups involved.
6. Strives to implement, by instruction and action, the district's philosophy on education and instructional goals and objectives.
7. Attends and participates in faculty meetings, in-service and/or staff development when scheduled by Director and Central Office.
8. Establishes and maintains cooperative relations parents, fellow co-workers, and administrators.
9. Provides for own professional growth through participation in workshops, seminars, conferences and advanced course work at institutions of higher learning.
10. Displays pride and loyalty to self, school and district.

AGRICULTURE MECHANICS TEACHER

PAGE 2

11. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of Instruction to revise it, when necessary.
12. Refers learners with special problems to specialists.
13. Counsels students when problems arise and adjustments are needed.
14. Accepts a share of responsibility for co-curricular activities as assigned.
15. Assists in the selection of books, equipment, and other instructional materials.
16. Helps students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, cafeteria, and playground behavior.
17. Works to maintain open lines of communication with students and parents on pupil's academic and behavioral problems issues.
18. Attends and participates in faculty meetings, PTO meetings, and professional development sessions.
19. Takes all necessary and reasonable precautions to protect equipment, materials and facilities.
20. Performs any other duties assigned by the vocational director.
21. Submits lesson plans weekly for vocational director's observation and rating.
22. Uses subject area curriculum guide in teaching and in assessing desired learner outcomes.
23. Reviews/revises curriculum guide(s) annually for needed improvements reflecting of changes in content, trends, and student achievement.



**SOUTH DELTA SCHOOL DISTRICT**

**POSITION DESCRIPTION**

**POSITION TITLE:** Intensive Business Training Teacher

**TITLE OF SUPERVISOR:** Vocational Director

**GENERAL RESPONSIBILITIES:** Secondary - Teaches intensive business training to students of high school age/level in an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**DESCRIPTION OF DUTIES:**

1. Plans instruction according to the district instructional management plan.
2. Meets and instructs assigned classes in the locations and times designated.
3. Develops and maintains a classroom environment conducive to effective learning by organizing time, space, materials, and equipment for Instruction.
4. Prepares for students and classes assigned, incorporating the instructional management program and shows written evidence of preparation (lesson plans) upon request of immediate supervision.
5. Demonstrates an understanding of subject matter being taught while employing a variety of instructional techniques, methods, and media related to the objectives and consistent with the needs and capabilities of the individual and groups involved.
6. Strives to implement, by instruction and action, the district's philosophy on education and instructional goals and objectives.
7. Attends and participates in faculty meetings, in-service and/or staff development when scheduled by Director and Central Office.
8. Establishes and maintains cooperative relations parents, fellow co-workers, and administrators.
9. Provides for own professional growth through participation in workshops, seminars, conferences and advanced course work at institutions of higher learning.
10. Displays pride and loyalty to self, school and district.

INTENSIVE BUSINESS TRAINING TEACHER

PAGE 2

11. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of Instruction to revise it, when necessary.
12. Refers learners with special problems to specialists.
13. Counsels students when problems arise and adjustments are needed.
14. Accepts a share of responsibility for co-curricular activities as assigned.
15. Assists in the selection of books, equipment, and other instructional materials.
16. Helps students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, cafeteria, and playground behavior.
17. Works to maintain open lines of communication with students and parents on pupil's academic and behavioral problems issues.
18. Attends and participates in faculty meetings, PTO meetings, and professional development sessions.
19. Takes all necessary and reasonable precautions to protect equipment, materials and facilities.
20. Performs any other duties assigned by the vocational director.
21. Submits lesson plans weekly for vocational director's observation and rating.
22. Uses subject area curriculum guide in teaching and in assessing desired learner outcomes.
23. Reviews/revises curriculum guide(s) annually for needed improvements reflecting of changes in content, trends, and student achievement.

**SOUTH DELTA SCHOOL DISTRICT**

**POSITION DESCRIPTION**

**POSITION TITLE:** Child Care and Guidance

**TITLE OF SUPERVISOR:** Vocational Director

**GENERAL RESPONSIBILITIES:** Secondary - Teaches child care and guidance to students of high school age/level in an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**DESCRIPTION OF DUTIES:**

1. Plans instruction according to the district instructional management plan.
2. Meets and instructs assigned classes in the locations and times designated.
3. Develops and maintains a classroom environment conducive to effective learning by organizing time, space, materials, and equipment for Instruction.
4. Prepares for students and classes assigned, incorporating the instructional management program and shows written evidence of preparation (lesson plans) upon request of immediate supervision.
5. Demonstrates an understanding of subject matter being taught while employing a variety of instructional techniques, methods, and media related to the objectives and consistent with the needs and capabilities of the individual and groups involved.
6. Strives to implement, by instruction and action, the district's philosophy on education and instructional goals and objectives.
7. Attends and participates in faculty meetings, in-service and/or staff development when scheduled by Director and Central Office.
8. Establishes and maintains cooperative relations' parents, fellow co-workers, and administrators.
9. Provides for own professional growth through participation in workshops, seminars, conferences and advanced course work at institutions of higher learning.
10. Displays pride and loyalty to self, school and district.

CHILD CARE AND GUIDANCE

PAGE 2

11. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of Instruction to revise it, when necessary.
12. Refers learners with special problems to specialists.
13. Counsels students when problems arise and adjustments are needed.
14. Accepts a share of responsibility for co-curricular activities as assigned.
15. Assists in the selection of books, equipment, and other instructional materials.
16. Helps students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, cafeteria, and playground behavior.
17. Works to maintain open lines of communication with students and parents on pupil's academic and behavioral problems issues.
18. Attends and participates in faculty meetings, PTO meetings, and professional development sessions.
19. Takes all necessary and reasonable precautions to protect equipment, materials and facilities.
20. Performs any other duties assigned by the vocational director.
21. Submits lesson plans weekly for vocational director's observation and rating.
22. Uses subject area curriculum guide in teaching and in assessing desired learner outcomes.
23. Reviews/revises curriculum guide(s) annually for needed improvements reflecting of changes in content, trends, and student achievement.

**SOUTH DELTA SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Diversified Technology

**TITLE OF SUPERVISOR:** Vocational Director

**GENERAL RESPONSIBILITIES:** Secondary - Teaches diversified technology to students of high school age/level In an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**DESCRIPTION OF DUTIES:**

1. Plans instruction according to the district instructional management plan.
2. Meets and instructs assigned classes in the locations and times designated.
3. Develops and maintains a classroom environment conducive to effective learning by organizing time, space, materials, and equipment for Instruction.
4. Prepares for students and classes assigned, incorporating the instructional management program and shows written evidence of preparation (lesson plans) upon request of immediate supervision.
5. Demonstrates an understanding of subject matter being taught while employing a variety of instructional techniques, methods, and media related to the objectives and consistent with the needs and capabilities of the individual and groups involved.
6. Strives to implement, by instruction and action, the district's philosophy on education and instructional goals and objectives.
7. Attends and participates in faculty meetings, in-service and/or staff development when scheduled by Director and Central Office.
8. Establishes and maintains cooperative relations parents, fellow co-workers, and administrators.
9. Provides for own professional growth through participation in workshops, seminars, conferences and advanced course work at institutions of higher learning.
10. Displays pride and loyalty to self, school and district.

DIVERSIFIED TECHNOLOGY TEACHER

PAGE 2

11. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of Instruction to revise it, when necessary.
12. Refers learners with special problems to specialists.
13. Counsels students when problems arise and adjustments are needed.
14. Accepts a share of responsibility for co-curricular activities as assigned.
15. Assists in the selection of books, equipment, and other instructional materials.
16. Helps students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, cafeteria, and playground behavior.
17. Works to maintain open lines of communication with students and parents on pupil's academic and behavioral problems issues.
18. Attends and participates in faculty meetings, *PTO* meetings, and professional development sessions.
19. Takes all necessary and reasonable precautions to protect equipment, materials and facilities.
20. Performs any other duties assigned by the vocational director.
21. Submits lesson plans weekly for vocational director's observation and rating.
22. Uses subject area curriculum guide in teaching and in assessing desired learner outcomes.
23. Reviews/revises curriculum guide(s) annually for needed improvements reflecting of changes in content, trends, and student achievement.

**SOUTH DELTA SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Allied Health Teacher

**TITLE OF SUPERVISOR:** Vocational Director

**GENERAL RESPONSIBILITIES:** Secondary - Teaches allied health to students of high school age/level in an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

**DESCRIPTION OF DUTIES:**

1. Plans instruction according to the district instructional management plan.
2. Meets and instructs assigned classes in the locations and times designated.
3. Develops and maintains a classroom environment conducive to effective learning by organizing time, space, materials, and equipment for Instruction.
4. Prepares for students and classes assigned, incorporating the instructional management program and shows written evidence of preparation (lesson plans) upon request of immediate supervision.
5. Demonstrates an understanding of subject matter being taught while employing a variety of instructional techniques, methods, and media related to the objectives and consistent with the needs and capabilities of the individual and groups involved.
6. Strives to implement, by instruction and action, the district's philosophy on education and instructional goals and objectives.
7. Attends and participates in faculty meetings, in-service and/or staff development when scheduled by Director and Central Office.
8. Establishes and maintains cooperative relations parents, fellow co-workers, and administrators.
9. Provides for own professional growth through participation in workshops, seminars, conferences and advanced course work at institutions of higher learning.

ALLIED HEALTH TEACHER  
PAGE 2

10. Displays pride and loyalty to self, school and district.
11. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of Instruction to revise it, when necessary.
12. Refers learners with special problems to specialists.
13. Counsels students when problems arise and adjustments are needed.
14. Accepts a share of responsibility for co-curricular activities as assigned.
15. Assists in the selection of books, equipment, and other instructional materials.
16. Helps students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, cafeteria, and playground behavior.
17. Works to maintain open lines of communication with students and parents on pupil's academic and behavioral problems issues.
18. Attends and participates in faculty meetings, PTO meetings, and professional development sessions.
19. Take all necessary and reasonable precautions to protect equipment, materials and facilities.
20. Performs any other duties assigned by the vocational director.
21. Submits lesson plans weekly for vocational director's observation and rating.
22. Uses subject area curriculum guide in teaching and in assessing desired learner outcomes.
23. Reviews/revises curriculum guide(s) annually for needed improvements reflecting of changes in content, trends, and student achievement.



**SOUTH DELTA SCHOOL DISTRICT  
JOB DESCRIPTION**

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**Position Title:** Transportation Supervisor

**Reports to:** Superintendent and Assistant Superintendent

**Job Goal:** To provide a smooth operating, efficient, and safe transportation system for students to include to and from school and extracurricular activities

**Performance Responsibilities Include:**

1. Develops and administers a transportation program to meet all the requirements of the instructional program and extracurricular activities
2. Prepares and updates all bus routes to ensure the most efficient, economical, convenient, and safe pupil transportation routing system to meet district's needs and accommodate efficiency of operation.
3. Recruits, supervises and plans training for all transportation personnel. Certifies that all bus drivers meet certification requirements.
4. Resolves issues, concerns, and complaints pertaining to student transportation and act as liaison with parents for complaints and special requests.
5. Develops and administers annual transportation budget by ensuring purchases are in accordance with current laws and procedures and are most economical and efficient.
6. Cooperates with school principals in solving discipline problems occurring on school buses.
7. Cooperates with school principals and others responsible for planning special school trips.
8. Conforms to all state laws and regulations regarding school transportation.
9. Maintains all district-owned transportation equipment and develops plans for preventive maintenance by operating a fleet maintenance and service facility which will ensure all vehicles are safe and in the best possible condition. (All buses inspected every three months)
10. Maintains files and submit required reports to the Mississippi Department of Education and keeps all records as required by EPA.
11. Ensures a workable accident prevention program, emphasizing safety of students, vehicle operators, and mechanics; investigate and report all accidents, and maintain accident records.
12. Ensures that school bus discipline is carried out to enable safe school bus operation.

Transportation Supervisor  
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13. Conducts in-service training for all transportation personnel as required by state law.
14. Maintains an inventory and accountability of parts, tools, supplies, and equipment.
15. Ensures shop organization, cleanliness, and safety.
16. Operates an effective waste management program to include the proper storage and disposal of hazardous waste in accordance with state and federal regulations.
17. Maintains, current tags, permits, decals, and inspection stickers.
18. Schedules and supervises the work of all shop personnel.
19. Assists mechanics in job tasks as time permits.
20. Advises superintendent on road hazards for decisions on school closings during inclement weather.
21. Carries out all duties efficiently, promptly, and dependably.
22. Performs any other tasks as may be deemed necessary by the superintendent and assistant Superintendent.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Mechanic I

**TITLE OF SUPERVISOR:** Transportation Supervisor

**GENERAL RESPONSIBILITIES:** To maintain the school buses in a condition of operating Excellence so full educational use of them may be made at all time.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **QUALIFICATIONS:**

- High school diploma preferred
- Diesel mechanic license preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### **DESCRIPTION OF DUTIES:**

- Collaborates with transportation supervisor to prepare bus routes for all public schools in the district.
- Collaborates with transportation supervisor to prepare and updates bus schedules for all public schools in the district.
- Collaborates with transportation supervisor to develop and administers a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities.
- Collaborates with transportation supervisor to recruits, trains, and supervises all drivers.
- Cooperates with school principals and others responsible for planning special school trips.
- Cooperates with school principals in solving discipline problems occurring on school buses.

Mechanic I

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- Conforms to all state laws and regulation regarding school transportation.
- Collaborates with transportation supervisor to help submit all reports required by state authorities.
- Collaborates with transportation supervisor to help advice superintendent on road hazards for decisions on school closing during inclement weather.
- Attends appropriate committee and staff meetings.
- Collaborates with transportation supervisor to help complete and dispatches insurance report.
- Collaborates with transportation supervisor to help maintain safety standard in conformance with state and insurance regulations and help develops a program of preventive safety.
- Performs related duties as assigned by Transportation Supervisor or designee.

## **SOUTH DELTA SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Mechanic II

**TITLE OF SUPERVISOR:** Transportation Supervisor

**GENERAL RESPONSIBILITIES:** To maintain the school buses in a condition of operating excellence so that full educational use of them may be made at all time.

**SALARY:** Salary is reflective of the South Delta School District salary schedule.

#### **QUALIFICATIONS:**

- High school diploma preferred
- Diesel mechanic license preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### **DESCRIPTION OF DUTIES:**

- Prepares buses to be used on routes for all public schools in the district.
- Prepares buses for extra-curricular activities.
- Conforms to all state laws and regulations regarding school transportation.
- Collaborates with transportation supervisor to help advise superintendent on road hazards for decisions on school closing during inclement weather.
- Collaborates with transportation supervisor to help maintain and dispatches insurance report.
- Collaborates with transportation supervisor to help maintain safety standards in conformance with state and insurance regulations and help develop a program of preventive safety.
- Performs related duties as assigned by Transportation Supervisor or designee.

## **JOB DESCRIPTION**

### **LEAD TEACHER**

#### **GENERAL DUTIES AND RESPONSIBILITIES**

1. Use the School Board policy manual, student handbook, Bulletin 171, and Mississippi Code as directives for operation of district schools as set forth by the School Board.
2. Work cooperatively with all employees.
3. Work within the framework of district schools as set forth in the line organizational chart.
4. Assist with the administration of the State Testing Program.
5. Confer regularly with the respective building principal concerning curriculum matters.
6. Visit classrooms on a scheduled basis as instructed by the principal.
7. Act as curriculum advisor to the principal relation to instructional goals and needs and help to chart the development of the instructional program for the school and the district.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The lead teacher will coordinate the entire instructional process for his/her assigned grade levels/subject areas, including the following:

1. Monitor lesson plans, time on task, and instructional effectiveness of classroom teachers on a weekly basis, and give needed assistance to teachers that will improve plans to meet objective strategies.
2. Coordinate team planning with teachers to accomplish instructional objectives of the district through classroom visits, meeting with teachers during planning time, etc., in one-on-one work sessions.
3. Work directly with the School Advisory Team to conduct research, compile data, and make specific recommendations for instructional improvement.
4. Introduce various proven teaching methods, including room arrangement, establishment of learning centers, effective grouping practices, student behavior modifications, examination of student incentives, creative exercises, instruction on the students' learning levels based on student needs, learning styles of students, etc.
5. Monitor the computer lab to assure that there is a direct classroom correlation to address the academic needs of individual students.
6. Assist teachers in meeting objectives under minimum state accreditation requirements.
7. Help teachers to develop and implement effective teaching strategies and practices to meet the needs of individual students and classes with whom the teachers are working.
8. Serve as a resource teacher through modeling teaching strategies and developing effective plans and programs for those staff members who request his/her services.

## **LEAD TEACHER**

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9. Serve as the instructional leader for those teachers who are either under a plan of improvement or who have been identified as having special needs for assistance.
10. Retrain or train all instructional assistants to become effective instruction assistants.
11. Work with Parent Coordinator and assist in the development of effective parent-school partnership to provide an effective link to the community and to provide direction that will partner the parent with the school to give each student the best education possible.
12. Develop methods of assisting with students who need special help who are at risk of failure or dropping out of school or who have specific behavioral problems or who cannot function well in the regular classroom environment, working with parents whenever appropriate and helpful.
13. Develop and maintain an effective working relationship with all staff to meet instructional objectives.
14. Coordinate instructional activities with support services and other resource personnel or programs (Example: special education, alternative educational programs, student services, etc.)
15. Develop and maintain an effective working relationship with the District Curriculum Director.
16. Work directly to coordinate the activities of the support technician in schools where the position has been established and filled.
16. Coordinate staff development programs and activities designed to assist teachers to improve instruction during planning. 18. Ensure that district staff development requirements are met. 19. Coordinate the review, evaluation, and selection of appropriate and necessary instructional supplies, including textbooks, and equipment and provide sufficient information to teachers so that resources will be most effectively and efficiently used.
20. Attend workshops and professional development training sessions and visit model school sites as approved by the principal.
21. Perform other duties as assigned by the principal.

## Job Description

### Position Title: Computer Lab Assistant

**Supervisor:** Lead Teacher, Assistant Principal and Principal

**General Responsibilities:** Assist as directed by supervisors in improving student's basic academic skill, providing support, aid instruction with the use of hardware and software in the computer lab. Maintain an environment of effective learning whereby technology serves as a tool to aid the teacher in the extension and remediation of learning in the classroom.

**Qualifications:** Passing Para Professional Assessment, or 48 college credit hours. Must be able to communicate effectively to help others. Knowledge in keyboarding. Enthusiasm and willingness to learn multiple components of technology.

1. Assumes responsibilities as directed by supervisor.
2. Operates within school district policies and procedures.
3. Promotes a positive image of the school district program to the public.
4. Works harmoniously with teachers, staff and students.
5. Assists teacher in the selection of class-correlated computer lab activities.
6. Provides written feedback on student progress to teachers
7. Maintain an attractive environment conducive to effective learning in the computer lab.
8. Responsible for cleaning computer equipment, dusting behind equipment
9. Performs periodic software backup.
10. Perform clerical tasks and assumes clerical responsibility for computer lab
11. Keeps abreast of changing of changing technologies and assumes clerical responsibility for school computer lab operations
12. Assist students and staff in the accessing and logging into school computer systems
13. Responsible for reporting non-functioning equipment to lead teacher and office for district repair in writing
14. Ensures that student comply with the District Acceptable Use Policy
15. Implement and utilize MSPMS, Academy of Math, Plato, Starfall, AAA Math, and Kidport programs to develop students skills.
16. Maintains order in the classroom
17. Attends and participates in staff development
18. Performs hall, lunchroom, and bus duty
19. Encourages students to have a positive attitude about work
20. Adheres to district and school policies and regulation regarding work, break, attendance, etc.
21. Small group tutoring
22. Performs any other duties assigned by the principal