

SOUTHERN LOCAL BOARD OF EDUCATION

January 15, 2021 / Administrative Office

I. Call to Order

II. Roll Call:

Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

III. Adoption of Minutes: Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

IV. Reception of Visitors

During the Reception of Visitors or in the meeting, anyone addressing the board must refrain from using specific names other than that of the person speaking. If used, the President will ask you to continue in an executive session to be held at the board's determination. This is in line with Board of Education Policy 0169.1.

V. Treasurer's Report

A. Financial Report: (Approval of the payment of bills and the transfers and /or advances as presented by the treasurer).

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

VI. Career Center Report

VII. Building Report

VIII. Superintendent's Report

21-005 Recommend approval to submit the annual tax budget for consideration to the County Budget Commission as presented by the treasurer. (Attachment A)

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

21-006 Recommend approval of one year limited contracts for Chastity Sloan and Kelley Korb, cafeteria workers.

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

21-007 Recommend approval of continuing contracts for Danielle Crawford, bus driver, and Heather Price, cafeteria worker.

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

21-008 **Recommend approval of the IRS standard mileage rate of 56 cents per mile.**

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

21-009 **Recommend approval of policy 5630.01. (Second Reading)**

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

21-010 **Recommend approval of the following new substitutes:**
Raeann Hager - Teacher
Terry Vest - Teacher
Laurie Hanley - Cafeteria

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

**21-011 Recommend approval of the substitutes on the attached lists.
(Attachment B)**

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

**21-012 Recommend approval of Kyler Woodward as a volunteer for the girls
basketball team.**

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

**20-013 Recommend approval of Brent Boyle as softball coach for the 2020-
2021 school year.**

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

**21-014 Recommend approval to accept the grant from No Kid Hungry in the
amount of \$14,700.00.**

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

21-015 **Recommend approval of the following:**

Whereas, the Southern Local Board of Education wishes to support the efforts of other boards of education to obtain favorable judicial decisions and,

Whereas, the Ohio School Boards Association Legal Assistance Fund has been established for this purpose,

Therefore, the Board hereby resolves to participate in the OSBA LAF for calendar year 2021 and authorizes the treasurer to pay the LAF \$250.

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

21-016 **Recommend approval of membership in OSBA for 2021.**

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

21-017 **Recommend approval of the Lease Agreement with DPS Land Services for 4.54 acres located in Washington Township, Columbiana County, parcel number 71-50007.000.**

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

21-018 **Recommend approval of the following job descriptions:
(Attachment C)
Special Education Director
Yearbook Advisor**

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

21-019 **Recommend approval of the memorandum of understanding with
Kent State University for College Credit Plus for school year 2021-
2022.**

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

21-020 **Recommendation to go into executive session for matters required to
be kept confidential by federal law of rules or state statutes.**

Moved by _____, Seconded by _____

Vote: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

Returned from Executive Session: Time _____

Roll Call: Dowling _____, Edmiston _____, Morris _____, Sawyer _____, Hart _____

Next Regular Meeting: _____

Adjournment: Time _____

Moved by _____ **Seconded by** _____

Vote: Dowling _____, **Edmiston** _____, **Morris** _____, **Sawyer** _____, **Hart** _____

Southern Local School District

Salineville, Ohio

IRN#046441



2021/2022 Tax Budget

Historic Data FY2018-FY2020

Forecast Data FY2021-FY2025

Adopted by the Southern Local Board of Education

January 15, 2021

Submitted by Greg Sabbato. Treasurer/CFO

Southern Local School District
Columbiana County, OH

Tax-Receiving Funds - Other than General Fund

	FY2018	FY2019	FY2020	FY2021	FY2022
BOND RETIREMENT FUND					
REVENUES:				PAYOFF	PAID
Taxes	338,065	339,599	202,370	70,803	0
Property Tax Allocation (H&R, etc.)	49,100	71,159	92,767	35,285	0
Miscellaneous	0	0	0	0	0
TOTAL REVENUE	387,165	410,758	295,138	106,087	0
EXPENDITURES:	0	0	0		
Personal Services	0	0	0	0	0
Employees Retirement & Ins Ben.	0	0	0	0	0
Purchased Services	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Miscellaneous	9,508	8,282	6,072	2003.22	0
Debt (attach amortization schedules)	0				
- Redemption of Bonds	190,000	185,000	195,000	1,095,000	0
- Principal on Notes			0	PAYOFF	0
- Interest on Bonds	30,651	57,487	26,836	22,814	0
- Interest on Notes					
- Other					
TOTAL EXPENDITURES	230,159	250,769	227,907	1,119,817	0
Excess	157,006	159,989	67,230	(1,013,730)	0
Beginning Balance	688,953	845,959	1,005,948	1,073,178	59,448
Ending Balance	845,959	1,005,948	1,073,178	59,448	59,448
PERMANENT IMPROVEMENT					
REVENUES:					
Taxes	222,075	236,905	236,905	241,170	245,511
Property Tax Allocation (H&R, etc.)	27,642	49,197	46,123	46,723	47,330
Miscellaneous	406,159	0	0	0	0
TOTAL REVENUE	655,876	286,102	283,028	287,892	292,841
EXPENDITURES:					
Personal Services					
Building	12,658	118,900	0		
Purchased Services	494,349	58,493	278,159	205,000	178,000
Supplies & Materials	0		0	0	0
Equipment	7,732	55,579	0	0	0
Miscellaneous	6,134	29,260	5,812	5,350	5,350
Debt (attach amortization schedules)					
- Redemption of Bonds		0			
- Principal on Notes	101,325	0	0	0	0
- Interest on Bonds		0			
- Interest on Notes	58,494	0	22,814	23,124	19,104
- Other	191,159	0	0		
TOTAL EXPENDITURES	871,851	262,232	306,785	233,474	202,454
Excess	(215,975)	23,870	(23,756)	54,418	90,387
Beginning Balance	220,418	4,443	28,313	4,557	58,974
Ending Balance	4,443	28,313	4,557	58,974	149,361

	FY2018	FY2019	FY2020	FY2021	FY2022
CLASSROOM FACILITIES					
REVENUES:					
Taxes	88,229	74,883	70,001	73,795	74,179
Property Tax Allocation (H&R, etc.)	0	20,006	21,996	22,115	22,230
Miscellaneous				0	
TOTAL REVENUE	88,229	94,889	91,997	95,910	96,410
EXPENDITURES:					
Personal Services				0	
Employees Retirement & Ins Ben.					
Purchased Services	29,732	0	166,564	0	205,000
Supplies & Materials	0	0	0	0	0
Capital Outlay				0	0
Miscellaneous	0	1,116	1,091	1,108	1,109
Debt (attach amortization schedules)					
- Redemption of Bonds					
- Principal on Notes					
- Interest on Bonds					
- Interest on Notes					
- Other					
TOTAL EXPENDITURES	29,732	1,116	167,655	1,108	206,109
Excess	58,497	93,773	(75,658)	94,802	(109,699)
Beginning Balance	210,959	269,456	363,229	287,571	382,373
Ending Balance	269,456	363,229	287,571	382,373	272,674

	FY2018	FY2019	FY2020	FY2021	FY2022
Permanent Improvement New					
REVENUES:					
Taxes	0	0	0	0	286,500
Property Tax Allocation (H&R, etc.)	0	0	0	0	0
Miscellaneous	0	0	0	0	
TOTAL REVENUE	0	0	0	0	286,500
EXPENDITURES:					
Personal Services	0	0	0	0	0
Employees Retirement & Ins Ben.	0	0	0	0	0
Purchased Services	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Miscellaneous	0	0	0	0	9,110
Debt (attach amortization schedules)					
- Redemption of Bonds	0	0	0	0	0
- Principal on Notes			0		0
- Interest on Bonds	0	0	0	0	0
- Interest on Notes					
- Other					
TOTAL EXPENDITURES	0	0	0	0	9,110
Excess	0	0	0	0	277,390
Beginning Balance	0	0	0	0	0
Ending Balance	0	0	0	0	277,390

Southern Local
Columbiana County, OH

List all funds individually unless reported on Tax-Receiving Funds

Fund Name	Fund#	Unenc. Fund Balance July 1 2020	Fiscal Year Estimated Receipts	Total Available for Expenditures	Fiscal Year Expenditures and Encumbrances				Est. Unenc. Fund Balances June 30, 2021
					Personal Services	Other	Total	Encumbrances	
GOVERNMENTAL									
SPECIAL REVENUE FUNDS:									
Public School Support	018	16,573	23,095	39,668	0	36,500	36,500		3,168
Athletic Funds	300	3,657	165,000	168,657		115,000	115,000		53,657
Early Childhood	587	0	4,400	4,400	0	4,400	4,400		0
IDEA-B	516	0	187,000	187,000	150,000	33,011	183,011		3,989
Title I	572	0	250,000	250,000	205,000	44,000	249,000		1,000
Title II-A	590	0	35,000	35,000	25,000	10,000	35,000		0
Title VI-B	599	0	20,000	20,000	20,000	0	20,000		0
ESSER	507	0	214,000	214,000		214,000	214,000		0
CRF	510	0	320,000	320,000	175,000	140,000	315,000		5,000
				0			0		0
		0	0	0	0	0	0		0
				0			0		0
				0			0		0
				0			0		0
				0			0		0
				0			0		0
TOTAL SPECIAL REVENUE FUNDS		20,230	1,218,495	1,238,725	575,000	596,911	1,171,911	0	66,814
CAPITAL PROJECT FUNDS:									
Permanent Improvement	003	0		0			0		0
School Construction	004	0		0			0		0
Classroom Facilities	010	0		0			0		0
				0			0		0
				0			0		0
TOTAL CAPITAL PROJECTS FUNDS		0	0	0	0	0	0	0	0
DEBT SERVICE FUNDS									
Debt Service	002	0	0	0	0	0	0	0	0
				0			0		0
				0			0		0
TOTAL DEBT SERVICE FUNDS		0	0	0	0	0	0	0	0
PROPRIETARY FUND TYPES:									

Southern Local
Columbiana County, OH

List all funds individually unless reported on Tax-Receiving Funds

Fund Name	Fund#	Unenc. Fund Balance July 1 2020	Fiscal Year Estimated Receipts	Total Available for Expenditures	Fiscal Year Expenditures and Encumbrances				Est. Unenc. Fund Balances June 30, 2021
					Personal Services	Other	Total	Encumbrances	
Enterprise									
Lunchroom	006	2,225	785,000	787,225	415,000	265,500	680,500		106,725
Uniform School Supply	009			0	0	0	0		0
				0			0		0
TOTAL ENTERPRISE FUNDS		2,225	785,000	787,225	415,000	265,500	680,500	0	106,725
Internal Service									
Self-Insurance Health	024	1,058,235	2,487,148	3,545,382		2,502,312	2,502,312		1,043,071
				0			0		0
TOTAL INTERNAL SERVICE FUNDS		1,058,235	2,487,148	3,545,382	0	2,502,312	2,502,312	0	1,043,071
FIDUCIARY FUND TYPES:									
Expendable Trust Funds	007			0			0		0
				0			0		0
TOTAL EXPENDABLE TRUST FUNDS		0	0	0	0	0	0	0	0
Non-Expendable Trust Funds	008			0			0		0
				0			0		0
TOTAL NON-EXPENDABLE TRUST FUNDS		0	0	0	0	0	0	0	0
AGENCY FUNDS									
Student Activity	200	109,144	84,518	193,663		68,311	68,311		125,351
District Agency Fund	029			0			0		0
				0			0		0
TOTAL AGENCY FUNDS		109,144	84,518	193,663	0	68,311	68,311	0	125,351
TOTAL - NON-TAX FUNDS		\$1,189,834	\$4,575,161	\$5,764,995	\$990,000	\$3,433,034	\$4,423,034	\$0	\$1,341,961

Substitute Teachers
2020-2021 School Year

October 14, 2020

Bruderly, Alexa	330-261-1591
Bryan, John	330-651-7500
Chamberlain, Ann	330-787-1412
Claypool, Neil	330-843-8687
Cunningham, Richard	330-385-7318 330-303-6180 (cell)
Davis, Richard	330-424-5535
Derrington, Jada	216-233-3363
Dowling, Jaret Can work Tuesday, Thursday, Friday	330-303-5416
Elliott, Lexie	330-303-9326
Garner, Justin	330-383-3509
Jackson, William	330-277-4283
Kovalcik, Mark	330-853-9556
Lockhart, Jody	330-532-9350
Martini, Tony	330-368-0674
McCarty, Andrew	330-692-3215

Milajecki, Marianna

330-532-9367
330-868-8029 (cell)

Noland, Melissa

330-532-3116

Pastore, Jean

330-532-3054

Rose, Frank

740-537-4611

Sheets, Laura

740-537-4738

Smith, Erin

330-303-8981

Talbott, Nicolas

330-831-3060

Tedeschi, Pam

330-679-0279

Thornberry, Scott

330-831-0101

Vandyne, Kaitlyn

330-303-5437

Vennum, Kathleen

330-383-8415

Wilkinson, Bonnie

330-482-1818

Sub Nurse

Ashley Dowling

330-831-2560

Lynn Henderson

330-303-8861

Custodian Sub List
2020-2021 School Year
December 3, 2020

Davidson, Robert	234-567-0779
Davis, Raymond	330-303-9275
Farnsworth, John	740-768-1471
Householder, James	330-532-1948
Morris, Gloria	330-843-3748
Salus, Michelle	330-692-8191
Vest, Terry	330-383-1155
Williams. Lora	330-831-1471

Cafeteria Sub List
2020-2021 School Year
October 22, 2020

Allison, Linda	304-374-4063
Crawford, Kim	330-853-5189
Deitch, Pam	330-831-7609
Locke, Lacey	724-674-0418
Martin, Angela	330-383-9242
Morris, Gloria	330-843-3748
Salus, Michelle	330-692-8191
Vest, Nicole	234-517-4879

Bus Driver Sub List
2020-2021 School Year
September 23, 2020

Gauntt, Taylor

330-383-9537

Kelm, Judy

330-692-2066

Teacher Aide Sub List
2020-2021 School Year
December 3, 2020

Boley, Jean	330-831-8133
Boyle, Jody	330-341-0418
Locke, Lacey	724-674-0418
McCulley, Mikayla	330-831-3206
Moore, Brooke	330-205-0986
Salus, Michelle	330-692-8191
Sloan, Richard	330-362-0623
Sosack, Kristina	330-853-3179
Sosack, Preston	304-224-5984
Vest, Terry	330-383-1155

Secretary Sub List
2020-2021 School Year
October 14, 2020

Boyle, Jody	330-341-0418
Crawford, Kim	330-853-5189
Martin, Angela	330-383-9242
Mayfield, Amanda	330-868-8124
Moore, Brooke	330-205-0986
Salus, Michelle	330-692-8191

Southern Local School District

JOB DESCRIPTION

- Position:** Special Education and Services Coordinator
- Reports to:** Superintendent
- Employment Status:** Regular/Full-time
- FLSA Status:** Exempt
- Description:** Coordinate the identification of and special education services for all students with qualifying disabilities in the school district in compliance with federal special education law, Ohio Rules for Education of Children With Disabilities, and Ohio Policies and Procedures for the Education of Children with Disabilities
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Coordinate the special education program for all handicapped children in the school district
- Direct the implementation of federal law and Ohio rules for educating handicapped pupils
- Administer and coordinate the PT, OT, school psychological services, speech and hearing services and other contract services for disabled children
- Coordinate, channel, schedule and review requests for intervention assistance and multifactored evaluations, including case status and progress to final disposition of the referral
- Monitor the placement of handicapped students in schools outside of the district and the resulting transportation
- Prepare all local, state and federal reports relative to areas of special education and pupil personnel services
- Responsible for reviewing cases pertaining to the alternative placement of pupils
- Attend all low incidence IEP conferences
- Develop and maintain complete cumulative individual records of all children recommended to receive special education services or those enrolled in special education
- Recommend the approval of supplies, materials, and textbooks used by special education programs
- Interpret the goals and programs of the special education program
- Serve as the district LDC
- Maintain a working knowledge of the due dates for Multifactored Evaluation and Individualized Education Plan for all students with disabilities
- Initiate, coordinate and monitor educational reform and instruction for special education
- Respond to routine questions and requests in an appropriate manner
- Cooperate with Superintendent in the development and implementation of administrative and Board policies
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student IEP's, testing information, student and staff information
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Coordinate with staff to assure Individualized Education Plans are complete in an effective and timely manner
- Assist EMIS coordinator in compiling and maintaining necessary forms for accurate reporting of special education and assessment of children with disabilities
- In coordination with Guidance Counselors and special education staff, schedule disabled students for required district and state assessments in compliance with IEP specifications
- Assist Principals, Guidance Counselors and teachers in developing staff and student schedules that facilitate effective provision of a free and appropriate public education in the least restrictive environment for all students with disabilities

- Maintain an accurate and working knowledge of the mechanics of the educational programming for students with disabilities at the district, building and classroom levels
- Coordinate staff completion of necessary forms
- Coordinate and conduct monthly building level team meetings with parents/agency and staff contacts
- Schedule meetings and issue appropriate invitations
- Coordinate with administrators, psychologist, and related personnel services
- Conduct meetings at various buildings
- Complete necessary documentation
- Follow up contact with parents/agencies and staff, as needed
- Coordinate development and maintenance of complete child information management systems individual records of all students identified with disabilities
- Monitor the placement of students identified with disabilities receiving services in schools outside the district; coordinate transportation needs
- Monitor students outside the district; facilitate multifaceted evaluation teams and attend individualized education plan meetings
- Monitor daily classroom instructional responsibilities designated to assist with serving students with disabilities in inclusion settings as directed by the Superintendent
- Monitor Gifted Education requirements
- Serve as Homeless Liaison and communication with district staff and residents

Other Duties and Responsibilities:

- Coordinate activities related to special education services and specific students with disabilities between the school district and outside agencies
- Assist in developing districtwide policies concerning special education programs
- Advise all personnel on rules and regulations pertaining to special education
- Write grants related to special education programs and services
- Conduct programs for the identification of exceptional children
- Provide in-service for all special education personnel
- Attend meetings and in-services as required
- Schedule and conduct, in coordination with district administrators, regularly scheduled meetings with district or building special education staff
- Maintain a working knowledge of current best practices related to special education topics
- Provide professional development opportunity information on pertinent topics to district administrators and teachers as information is received
- Facilitate professional development opportunities as required
- Assist special education teachers in aligning curriculum, as appropriate, with current district courses of study and state proficiency objectives
- Maintain a database of district students identified with disabilities
- Coordinate with administrators in reviewing cases pertaining to discipline issues and alternative placement of students with disabilities
- Recommend the approval of supplies, materials, and textbooks used by special education classroom and staff
- Represent the district at local, state and regional activities/committees upon the request of the Superintendent
- Assist teachers, Guidance Counselors, and administrators in developing and implementing behavior intervention plans for students
- Present at community meetings on IDEA and Title funding as needed
- Perform other duties as assigned by the Superintendent

Qualifications:

- Bachelor's degree
- Valid Ohio teacher's certificate/license
- State of Ohio special education licensure preferred
- Master's degree preferred
- Supervisory experience preferred
- Five years special education classroom experience preferred
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of IDEA and preschool rules
- Knowledge of best practices related to special education programs and services
- Experience teaching and/or coordinating special education programs
- Basic computer skills
- Ability to operate various office equipment
- Commitment to education of students with disabilities
- Experience writing Individualized Education Plans
- Knowledge of Differentiated Referral System, Multifactorial Evaluation Team Meeting, and Individualized Education Plan processes and forms
- Working knowledge of federal and state special education law and Ohio Policies and Procedures for the Education of Children with Disabilities

Equipment Operated:

- Computer
- Typewriter
- Fax machine
- Copy machine
- Printer
- Telephone
- Motor vehicle

Additional Working Conditions:

- Occasional requirement to travel
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop

Adopted by Southern Local Board of Education:

Southern Local School District

JOB DESCRIPTION

- Position:** Advisor, Yearbook
- Reports to:** Building Administrator
- Employment Status:** Regular/Part-time
- FLSA Status:** Exempt
- Description:** The purpose of this position involves organizing and supervising all aspects of the yearbook production. Essential duties include fund-raising, teaching basic journalism skills, proofreading and accounting
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Oversee proofreading, layout, design and sales of yearbook
- Coordinate all aspects involved in publication of school yearbook
- Serve as editor-in-chief
- Maintain respect at all times for confidential information
- Promote good public relations by personal appearance, attitude and conversation
- Interact in a positive manner with staff, students, and parents
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Counsel and coordinate advertising activities
- Instruct students in journalism style, proofreading, editing, layout, design and sales
- Organize and supervise fund raising activities
- Manage and account for funds generated by fund raising and advertising activities
- Ensure delivery of annual copy for printing in a timely manner
- Make contact with the public with tact and diplomacy
- Assist in the selection of student staff members for yearbook
- Supervise student members throughout entire production process
- Ensure timely distribution of all materials
- Oversee production activities
- Coordinate writing, editing, proofreading, and layout activities

Other Duties and Responsibilities:

- Attend meetings and in-services as required
- Interact with Superintendent and/or Board of Education and present information as requested
- Perform other duties as assigned by the Building Principal
- Ensure pickup of completed annual after printing

Qualifications:

- High school diploma or equivalent (GED)
- Related experience
- BCII Report
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Journalism skills
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic computer/word processing skills
- Photography skills
- Accounting/spelling and proofreading

Equipment Operated:

- Computer/printer
- Calculator
- Typewriter
- Telephone
- Copier
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent requirement to sit, stand, walk, talk, hear, see, read, and speak
- Occasionally lift, carry, push, and pull various items up to a maximum of 80 pounds
- Occasional travel, e.g., attending sporting events, activities off campus
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasional requirement to reach, stretch with hands and arms, crouch, kneel, climb, balance and stoop
- Frequent requirement to work evenings, weekends or summer hours

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

Adopted by Southern Local School District Board of Education:
