

# Wilkinson County School District

Kimberly M. Jackson, Superintendent of Education

Post Office Box 785 – 488 Main Street

Woodville, MS 39669

## Job Description

Title:	Director of Federal Programs
Qualifications:	A minimum of an AA in School Administration or Curriculum
Reports To:	Superintendent of Education
Assists:	Superintendent, Principals, Teachers
Job Goal:	To provide leadership in the ongoing development and improvement of the entire instructional program.

### Mission and Goal

1. Work with the Superintendent and those whom he/she supervises to articulate and promote the school system's vision of learning and teaching
2. Monitor and evaluate progress toward accomplishment of system goals and objectives.
3. Use student data to identify program needs
4. Develop goals and objectives, programs and operations that are consistent with school system vision, mission, and goals
5. Ensure that unit and program plans are consistent with the system's strategic plan
6. Organize daily, monthly, and yearly schedules to facilitate learning and teaching in the schools.
7. Communicate high expectations of students, staff, and parents/guardians
8. Create, identify, encourage, and support innovative ideas that in turn support learning and teaching in the schools

### Accreditation

1. Assist principals, and appropriate district staff with information concerning changes in the Mississippi Public School Accountability Standards that are applicable federal and state regulations
2. Assist in analyzing results from all district testing programs and prepare annual recommendations for improvement to principals, the Superintendent, and the Board of Education
3. Assist in directing and evaluating revisions in planning for accreditation improvements (Process Standard 15)
4. Assist in assurance of accuracy of information reported in the Report Card

## **Federal Program Administration**

1. Assume the responsibilities for writing all proposals and the filing of all Consolidated Federal Programs applications
2. Serve as liaison between the Superintendent of Education and the State Department of Education in meeting the requirements for receiving federal funds that are available to schools
3. Obtain information, data, and application forms necessary to fulfill the requirements of the application
4. Secure approval from the Superintendent and Board of Education before submitting final proposal for federally funded programs
5. Prepare, administer, and supervise the budget and expenditures for all approved federal programs
6. Work with teachers, principals, and other persons involved in carrying out the objectives of federally funded programs
7. Provide in-service education workshops for professional and para-professional staff Members
8. Inform the principal and Superintendent of the efforts of current and impending federal Legislation
9. Makes periodic and regular site visits to classrooms for purposes of program evaluation and needs assessment of Federal and special projects
10. Conduct surveys necessary to implement Federal and special projects
11. Attend meetings as assigned by the Superintendent, principal, and state education officials pertaining to federal programs
12. Report regularly to the principal and Superintendent on the progress of the tutorial and remediation efforts
13. Assure coordination between federally funded staff, regular staff, and parents in planning and implementing programs
14. Remain up to date on changing laws and requirements regarding federal funds available to the schools.
15. Compile and maintain written records and reports on all federal projects and disseminate this information, as appropriate to the school, the state agency lay groups, and the U.S. Office of Education Maintain an inventory of all equipment and materials purchased with federal funds
16. Provide leadership in establishing local and district parent involvement
17. Approve all expenditures of project funds via purchase requisitions
18. Plan and implement a public information program for parents, teachers, administration, and the general public

## **Elementary and Secondary Curriculum**

1. Assist in monitoring the implementation of current curriculum structures at all grade levels
2. Assist in maintaining and communicating to principals, the Superintendent, and appropriate district personnel current information concerning courses, credits, and graduation requirements

3. Make recommendations to the Superintendent concerning the addition of new courses, justification for such additions, and recommendations for credit allowances and grade placement
4. Keep informed about current trends and practices in the various subject matter fields and disseminates professional information and materials to elementary and secondary school staffs
5. Ensure Summer School and Extended School Year programs are in compliance with state accreditation standards listed in the Mississippi Public Schools Accountability Standards and applicable federal and state regulations
6. Assist in planning and directing staff development and in-service training for appropriate personnel to ensure a quality instructional program for current curriculum structures
7. Assist in scheduling and coordinating district academic competitions, recognitions, awards programs, and contests
8. Assist in the supervision of the Accelerated Reader program and Accelerated Math as supplements to curriculum
1. Assist in the screening, recruitment, hiring, training, and assignment of personnel

### **Grading and Reporting**

1. Assist in compiling promotion and retention rates by grade at each school and prepare an annual summary report for the Superintendent and Board of Education
2. Assist in communicating policies and procedures concerning issues related to promotion, retention, grading, and reporting to principals, district administrators, and the Superintendent

### **Student Handbooks**

1. Assist in organizing school-level committees to monitor effectiveness and make recommendations concerning additions and revisions to the student handbooks
2. Assist in compiling school-level recommendations and prepare an annual summary report to the Superintendent
3. Assist in the annual preparation and dissemination of student handbooks

### **Student Assessment and Supervision**

1. Assist in achievement of student growth and student grade proficiency on the Mississippi Assessment System
2. Assist schools and personnel in meeting Adequate Yearly Progress objectives by district and schools as required by *No Child Left Behind*
3. Attend training sessions conducted by the State Department of Education
4. Assist in coordination of provision of in-service training and staff development to all district personnel based upon an assessment of needs
5. Participate in the formulation of a district plan for remediation and instruction for students who fail to meet the requirements of the statewide assessment program
6. Follow the district test security plan
7. Assist in the interpretation of student testing information
8. Identify students with special needs related to the statewide testing program

9. Assist with reviewing and evaluating results of district-wide testing programs and for their evaluative measures used by the school

### **Management of Educational Resources**

1. Assist in the selection and utilization of personnel to meet the needs of schools
2. Assist in development of the budget that pertains to curriculum, instruction, and evaluation of the instructional program based on results and expenditures
3. Achieve maximum results for available resources and money spent
4. Assist in monitoring protection of instructional time by collecting a monthly activity calendar from each school

### **Supervision and Evaluation of Instruction**

1. Assist and contribute in the supervision and evaluation of teachers and other instructional personnel as directed by the Superintendent
2. Assist and contribute to the supervision and evaluation of principals and other instructional personnel as directed by the Superintendent

### **Professional Responsibility**

1. Dress in an appropriate and professional manner
2. Arrive on time and remains until the designated time to leave for all assignments
3. Comply with school policies, State Department of Education regulations, School Board policies, and supports the school system
4. Attend all meetings, workshops, and in-service training programs required by the school or district
5. Demonstrate professional behavior at all times with the community, administrators, teachers, parents, and students
6. Maintain equipment and fixed assets according to district policy
7. Seek professional development activities to address personal professional growth
8. Promote the district's vision, mission, and goals
9. Perform other duties as assigned by the Superintendent

Terms of Employment: Twelve month year (240 days). Salary will be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

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Employee Signature

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Date

# Wilkinson County School District

Kimberly M. Jackson, Superintendent of Education

Post Office Box 785 – 488 Main Street

Woodville, MS 39669

## Job Description

**Job Title:** Principal

**Reports To:** Superintendent of Education

### Position Summary:

Provide leadership at the assigned school that will ensure continuous Improvement in measurable student performance and achievement. To provide managerial leadership ( in areas such as instruction, personnel, curriculum, budget, purchasing, public relations, plant operations, food services, and transportation) that will support high expectations in student performance for all students.

### Minimum Qualifications:

Education/Certification-Master in educational administration with Mississippi administrative credentials.

### Essential Functions:

1. Provide leadership that will ensure continuous improvement in measurable student performance and achievement.
2. Implements School Board policy, State statutes, and Federal regulations as they pertain to the assigned school.
3. Provides educational leadership in developing, implementing and evaluating the School Improvement Plan.
4. Provides leadership in identifying and assessing strategies designed to accomplish School Board goals and Superintendent's initiatives.
5. Directs the development of the master schedule and assigns teachers according to identified student needs.

6. Observes and evaluates teacher performance as it relates to student learning and provides such assistance as needed.
7. Supervises and monitors the accurate and timely completion of data collection and reporting requirements.
8. Provides training opportunities for all school personnel.
9. Demonstrates interpersonal skills and the skill to work with diverse groups of people.
10. Implements District guidelines for proper student conduct and disciplinary procedures and policies, based on the Student Code of Conduct, that assures a safe and orderly environment.
11. Establishes a school-based crisis plan and provides leadership in the event of such happening.
12. Develops positive school and community relations which includes effective oral and written communications to all stakeholder groups.
13. Recruits, interviews, and recommends qualified personnel for employment.
14. Establishes the job assignments and assesses the performance of school-site administrators and support personnel.
15. Implements and administers negotiated employee contracts at the school site.
16. Conducts staff meetings that involve staff in the discussion of instructional programs that focus on student achievement, policy changes, potential problems, and resolution of existing problems.
17. Manages and supervises the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
18. Establishes and manages student accounting and attendance procedures at the assigned school. Coordinates maintenance functions, provides for plant safety, and facilitates facility inspections.
19. Directs the establishment of adequate property inventory records and assures the security of school property.
20. Coordinates the school food service program at the assigned school, including the free and reduced food service program requirements.
21. Manages and supervises school sponsored events, coordinates the supervision of events, and maintains a calendar of all school events.

- 22.** Communicates through the proper channels to keep appropriate personnel informed of impending problems or events of unusual nature.
- 23.** Participates in county-wide management meetings and other meetings appropriate for professional development.
- 24.** Performs other tasks as assigned by the supervisor.

**Note:** This job description is a summary of primary duties and responsibilities of the position. It is not intended to be comprehensive listing of all duties and responsibilities. The Wilkinson County School District reserves the right to change this description at its discretion.

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Employee Signature

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Date

# Wilkinson County School District

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## Job Description

**Job Title:** Assistant Principal

**Reports To:** Principal

### Position Summary:

Under directions of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, effecting change, and decision-making.

### Minimum Qualifications:

Education/Certification-Master in educational administration with Mississippi administrative credentials.

### Essential Functions:

1. Work with the principal to analyze, share, and use school and student achievement data to develop and implement the school improvement management plan.
2. Work with the principal to implement systematic procedures to assess program effectiveness.
3. Assume responsibility for specific areas of administration and management assigned by the principal; use administrative and management practices which promote the efficient and effective operation of the school.
4. Work with principal to establish and maintain relationships with the PTA, booster clubs, and other community organizations to ensure ongoing, two-way communication, and initiate activities which foster productive parent and community involvement.



5. Deal promptly and positively with behavior problems.
6. Work with the principal, teachers, parents to ensure appropriate programming for all students.
7. Assume specific responsibilities assigned by the principal in the selection, orientation, assignment, supervision and evaluation of staff.
8. Assist with identification of staff training needs and the development and implementation of school improvement training plan to meet those needs.
9. Prepare a variety of written reports and correspondence.
10. Assume responsibility for operation of the school in the absence of the principal.
11. Perform related work as required.

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Date

# Wilkinson County School District

Kimberly M. Jackson, Superintendent of Education

Post Office Box 785 – 488 Main Street

Woodville, MS 39669

## Job Description

**Job Title:** Lead Teacher

**Reports To:** Superintendent, Federal Programs Director, the School Principal, and the Superintendent's Designee

### Qualifications:

Master's Degree or Higher in K-8 (Elementary), or Administration, Minimum of two years teacher experience. Such alternative to the above qualifications as the superintendent and school board may find acceptable.

### Job Goal:

To provide leadership in the ongoing development and improvement of the entire instructional program of the school and/or district.

### Mission and Goals:

- Works with the Superintendent, Federal Programs Director, Principal, and those whom he/she supervises to articulate and promote the school district's vision for learning and teaching.
- Monitors and evaluates progress towards accomplishment of district goals and objectives.
- Uses student data to identify program needs
- Develops goals and objectives, programs and operations that are consistent with school district vision, mission, and goals
- Ensures that unit and program plans are consistent with school district's strategic plan
- Organizes daily, monthly, and yearly schedules to facilitate learning and teaching in the schools
- Communicates high expectations of students, staff, and parents/guardians

- Creates, identifies, encourages, and supports innovative ideas that in turn support learning and teaching in the school

**MANAGEMENT OF EDUCATIONAL RESOURCES:**

- Selects and utilizes personnel to meet the needs of the school
- Administers the title finances and resources of the school with sound fiscal management and educational practices
- Achieves maximum results for available resources and money spent

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Employee Signature

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# Wilkinson County School District

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Woodville, MS 39669

## Job Description

**Job Title:** Teacher

**Reports To:** Principal and Assistant Principal

### Position Summary:

Provide instruction of assigned students keeping within the law, board policies and administrative regulations. Instruction is the teaching/learning process which includes student guidance, management, skills and knowledge in grad/subject areas taught.

### Minimum Qualifications:

Education/Certification - Valid Mississippi Teaching License with appropriate endorsements.

### Essential Functions:

1. Meet and instruct assigned classes in the locations and at the times designated
2. Plan and implement a program of study following state and district goals/curriculum that as much as possible, meet the individual needs and development of students
3. Guide the learning process toward the achievement of curriculum goals; establish clear objectives for all instructional units, projects and lessons to communicate these goals and objectives to students
4. Diagnose the needs and abilities of assigned students and prescribe appropriate learning activities for each student
5. Evaluate each student's growth weekly and develop instructional plans for the future; assist the inclusion teacher in the instruction of special education students
6. Establish and maintain open lines of communication with students and parents/guardians concerning both the broad academic and behavioral progress of all assigned students

7. Assist the administration in implementing all policies and/or rules governing student conduct in the classroom, develop reasonable rules of classroom behavior and procedures, and maintain order in the classroom in a fair and just manner
8. Encourage students to set and maintain appropriate standards of classroom behavior
9. Maintain accurate, complete and confidential records as required by law, administrative regulations and district policy
10. Confer with colleagues, administration, students and/or parents when necessary
11. Strive to maintain and improve professional competence through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning
12. Attend staff meetings and serve on staff/district committees as required
13. Ability to demonstrate knowledge of subject matter, to seek professional growth, improve classroom instruction and to qualify for certification by following both state and district regulations
14. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board of Administration
15. Maintains satisfactory attendance, as defined in District policy and regulations.

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## Job Description

**Job Title:** Assistant Teacher

**Reports To:** Teacher

### Position Summary:

Under direct supervision of a teacher, the teacher assistant will provide support in an educational performing paraprofessional work in assisting teachers and students. The teacher assistant will provide small groups by providing basic instruction in reading, writing, math, spelling, art, or other education-related activities.

### Minimum Qualifications:

High school diploma or GED preferred; forty-eight hours of college work or successful completion of ACTS work keys; with demonstrated basic mathematical and reading skills, ability to fulfill the dexterity and physical requirement of the work, and effectively attend to the needs of school age children; previous vocational training or work experience in a licensed child care environment preferred.

### Essential Functions:

1. Monitors activities and behavior of children during and in the absence of classroom teachers to ensure the physical and environmental safe keeping of students, as well as adherence to appropriate conduct and disciplinary controls
2. Assist teachers in the supervision of learning activities, circulating within the classroom and providing assistance and learning support to students.

3. Provides instruction to students as prescribed by the supervising teacher and reinforces skills introduced by the teacher; may utilize games, stories, other constructive activities to enhance students' learning skills.
4. Assist in managing student behavior and maintaining classroom order; reinforces rules of the school and classroom; escorts students to time out and/or the principal's office.
5. Assists in the preparation of lesson plans and teachers' pre-planning sessions; provides input and assistance in the development of classroom activities and learning tools.
6. Prepares or assists in the preparation of instructional materials; performs support tasks such as copying materials, laminating items, typing correspondence, and filing paperwork and documentation.
7. Coordinates with media center staff for classroom learning resources; sets up equipment in classroom for teachers; instructional studies. Assists in preparing classroom bulletin boards, classroom decorations, displays of student activities, and other classroom projects.
8. Maintains accurate and complete records of a variety of student information.
9. May be assigned monitoring duties, i.e., hallways, lunchroom, restrooms, and bus duty; ensures appropriate student conduct during these periods; escorts students to designated activity areas, i.e., music room, computer room, art classes, assemblies, etc.
10. May be assigned to various labs providing assistance to teachers and instruction/information to students; may translate lesson plan and other information to students for better understanding and comprehension.
11. Performs other job-related duties as assigned.

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Employee Signature

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# Wilkinson County School District

Kimberly M. Jackson, Superintendent of Education  
Post Office Box 785 – 488 Main Street  
Woodville, MS 39669

## Job Description

**Job Title:** Librarian

**Reports To:** Principal

### Position Summary:

Promotes and coordinates the use of instructional materials and equipment and supervises the operation of the library/media center, working closely with students and staff to provide the variety and range materials which will enrich the curriculum, stimulate growth, and challenge students in their research, study, and lifelong learning.

### Minimum Qualifications:

Education/Certification-Valid Mississippi Teaching License with appropriate endorsements.

### Essential Functions:

1. Evaluates, selects, orders, and processes library materials.
2. Assists teachers in the selection of books, media and other instructional materials.
3. Keep staff informed of materials, activities and services of the library/media center.
4. Serves as a resource person in planning units, assignments and activities related to the library/media center.
5. Helps students to develop reference and study skills
6. Teams with teachers on the staff in teaching skills, study skills, and library skills.
7. Understands curriculum and participates at curriculum meetings.
8. Provides educational experiences for students in the area of library resources.
9. Maintains an attractive, inviting environment in the library/media center
10. Prepares and administers the library budget.



11. Trains and supervises library clerks, aides and volunteers in the performance of their duties.
12. Keeps abreast of current developments and research in library/media through professional associations, study and research.
13. Supports the reading program through materials and working with students.
14. Coordinates the school's Accelerated Reading Program
15. Cooperates in school-wide supervision of students during out-of-classroom activities.
16. Perform other job-related duties as assigned.

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Employee Signature

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Date

# Wilkinson County School District

Kimberly M. Jackson, Superintendent of Education

Post Office Box 785 – 488 Main Street

Woodville, MS 39669

## Job Description

**Job Title:** Director of Maintenance

**Reports To:** Superintendent

### Position Summary:

Manages and supervises the district facilities, maintenance and grounds maintenance departments.

### Minimum Qualifications:

High School Diploma – Prefer specialized courses in business, technical, vocation/construction trades.

Experience: A minimum of at least three years of progressively greater responsibility and experience in the field of facilities, grounds, maintenance, design or construction.

### Essential Functions:

1. Perform supervisory and administrative tasks related to assigned personnel; assesses staffing needs; selects or assist with selection of staff; reviews performance of assigned personnel; and reviews and makes recommendations for personnel actions.
2. Manages and directs the facilities maintenance and custodial staff
3. Participates in the development of long range maintenance plans
4. Manages the district's facilities planning and capital improvement program efforts, real estate management and acquisition functions; and school capacity and facilities
5. Participates in the development of long range capital improvement plans
6. Manages the district's facilities construction efforts
7. Oversee the aesthetics of each building (cutting grass, painting, etc.)

8. Oversees associated design and construction contract management and administration functions
9. Supervises the district's hazardous materials management program
10. Supervises efforts related to asbestos (ASHERA) assessments, reviews and abatements
11. Proactively responds to requests for assistance, especially from building principals, concerning facilities issues
12. Provides expertise and best practice information within the department
13. Assess staffing needs, selects or assist with selection; reviews performance of assigned personnel; and reviews and makes recommendations for personnel actions.
14. Develops, maintains, manages and monitors various budgets and budget execution plans for the related functions and funds.
15. Develops and maintains operations performance guidelines and manages a supporting training and development program.
16. Assists in the development of policies and regulations regarding the facility department
17. Makes oral and written reports to the superintendent about district needs
18. Demonstrates positive customer service attitude at all times.
19. Performs other related duties as assigned or requested.

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# Wilkinson County School District

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Post Office Box 785 – 488 Main Street

Woodville, MS 39669

## Job Description

**Job Title:** Custodian

**Reports To:** Principal / Director of Maintenance

### Position Summary:

Perform custodial tasks for an assigned school or location of the district. Responsible for accomplishing a daily routine of custodial tasks that provide school personnel, students, and the public with an environmentally safe, attractive, comfortable, clean and efficient place in which to work and conduct school activities.

### Minimum Qualifications:

High School Diploma or GED preferred; supplemented by any previous experience demonstrating ability to safely and effectively operate standard facility custodial equipment, and ability to fulfill the physical requirements of the work; or an equivalent combination of education, training, and experience.

### Essential Functions:

1. Uses electrical cleaning equipment in the cleaning of the assigned facility during hours assigned, i.e., vacuum cleaners, shampoo machines, high speed buffers.
2. Uses appropriate chemicals and cleaners safely and productively according to instructions and established State Department of Education regulatory to ensure personal, student, public, and staff safety.
3. Ensures assigned areas are properly opened daily, and fully secured upon completion of daily tasks, i.e., locking doors and windows, turning off electrical units.
4. Performs custodial tasks i.e., emptying and cleaning waste receptacles; washing windows; dusting furniture; cleaning vents, fans, walls.

5. Performs sanitizing tasks in various facility areas, i.e., restrooms, kitchens and food areas, cafeterias.
6. Performs physically demanding tasks requiring use of heavy custodial equipment, i.e., mopping, stripping, waxing, floor buffing.
7. Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions, i.e., spills, broken windows, broken locks.
8. Moves furniture and other equipment in the performance of duties.
9. Cleans equipment and tools after use and maintains cleanliness and order in storage areas.
10. Reports equipment malfunctions and facility maintenance needs to immediate supervisor.
11. Performs routine maintenance on facility custodial equipment, such as changing vacuum cleaner belts, and bags, and changing buffer machine pads.
12. Performs non-cleaning tasks in general facility maintenance, i.e., changing light bulbs, filling paper and soap dispensers, assisting in setting up for meeting/conferences.
13. Functions independently, or as part of a custodial crew depending on the nature of the task, such as in seasonal facility preparations, or other major custodial projects.
14. Performs other job-related duties as assigned.

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# Wilkinson County School District

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Post Office Box 785 – 488 Main Street

Woodville, MS 39669

## Job Description

**Job Title:** Director of Athletics

**Reports To:** Superintendent of Education /Principal

### Position Summary:

Promote, coordinate, and organize all sports in the athletic program in the Wilkinson County School District.

### Minimum Qualifications:

Education/Certification: Administrative experience – Principal or district level. Master in educational administration. Mississippi administrative credential.

### Essential Functions:

1. Develops and maintains a coordinated athletic program for the middle school and high school within the policies and procedures set forth by the Board of Education and the superintendent of the schools
2. Creates events schedules and contracts for games and officials.
3. Develops and oversees the athletic budget, including purchasing and maintaining equipment.
4. Attends all sporting events where high and middle school supervision is deemed necessary when the principal or assistant principal(s) are unable to attend.
5. Maintains athletic records and is responsible for all athletic awards.
6. Implements policies of the Board of Education, the Athletic Department, and the Mississippi High School Athletic Association.
7. Assists in the recruiting, screening and recommending for employment to the principal and superintendent for coaching personnel at the middle school and high school level.

8. Supervises and evaluates coaches and the athletic programs and makes recommendations regarding continued employment and program improvement.
9. Supervises the distribution and collection of all forms and equipment for all sports.
10. Compiles transportation needs for each team and makes a composite seasonal transportation schedule and distributes the schedule to the necessary people.
11. Checks and certifies eligibility of athletes.
12. Insures that fields or floors are ready for contests such as score board control set up, P.A. system set up, field lined and goal line markers, first down chains, volleyball standards, ticket sellers, P.A. announcer, score board operator, checks to officials, etc.
13. Provides for the scheduling of all school gyms and athletic fields and provide copies of schedules to the principal and / or custodians.
14. Works with principal, rising and graduating students and families regarding colleges and career options.
15. Performs other job-related duties as assigned.

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Woodville, MS 39669

## Job Description

**Job Title:** Director of Transportation

**Reports To:** Superintendent of Education

### Position Summary:

Responsible for developing, monitoring and administering a transportation program to meet all State, Federal and district safety compliance requirements to provide service to the instructional needs of the District, coordinating transportation schedules and services with building administrators, special needs personnel and parents, maintaining Transportation Services departmental compliance with all local, District, state and federal regulations and procedures, supervising personnel, attending in and out of District meetings, preparing the emergency school closure program, developing and monitoring assigned budgets, meeting with students, parents, preparing bids, directing fleet maintenance operations and promoting Transportation Services to District staff, students, and the public.

### Minimum Qualifications:

High School diploma-Prefer specialized courses in transportation. CDL license with school bus driver endorsement. Minimum of 2 years of experience in Pupil Transportation

### Essential Functions:

1. Develop, administer, monitor and modify the transportation program to meet all safety requirements to provide services for the daily instructional program and extracurricular activities.
2. Supervise departmental personnel including evaluating performance, assigning and directing work, disciplining and terminating, resolving problems and promoting.



3. Coordinate student transportation activities with school officials, law enforcement agencies, departmental staff and other interested groups and individuals by attending and directing meetings, responding to requests and answering correspondence.
4. Work in partnership with school and district leadership personnel to implement program bell times, route and schedule changes, evaluate routes and stops for maximum safety and cost effectiveness.
5. Direct the transportation fleet Maintenance program by defining objectives, goals, scheduled maintenance policies and monitoring compliance with all District, local, state and federal safety requirements.
6. Maintain cost accounting records and all data pertaining to the budget, revenues or grants and expenditures.
7. Participate and mediate parent/student conferences to resolve or prevent misconduct and unsafe conditions involving transportation.
8. Work cooperatively with principals in matters related to school discipline and Transportation, through site visits and electronic communications.
9. Recruit, recommend and hire staff. Develop training programs for new and existing staff.
10. Establish and maintain an effective public relations program designed to promote an understanding of and support for the District's transportation program by attending public meetings, communication with parents and building administrators, promoting customer service methods to employees and representing the District at seminars, trainings and conferences.
11. Attend Board of Education meetings, as requested, making presentations and doing research as a part of the public relations program.
12. Conduct accident review investigations and supervise accident reporting to the appropriate law enforcement, the Department of Education and insurance agencies.
13. Prepare the emergency school closure program and emergency school building evacuation by documenting procedures and educating personnel. Assist with the implementation of the program as needed.
14. Develop, plan and monitor the Transportation Department budget and administer the expenditures of funds as allocated. Initiate requisitions.
15. Prepare and recommend all school transportation bids. Recommend selection for purchase.

16. Prepare and recommend with Departmental Directors support vehicle purchases for departments, Warehouse, Technical Support and Maintenance Fleet vehicles.
17. Perform other duties as assigned.

**Note:** This job description is a summary of primary duties and responsibilities of the position. It is not intended to be comprehensive listing of all duties and responsibilities. The Wilkinson County School District reserves the right to change this description at its discretion.

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Employee Signature

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Date

# Wilkinson County School District

Kimberly M. Jackson, Superintendent of Education

Post Office Box 785 – 488 Main Street

Woodville, MS 39669

## Job Description

**Job Title:** Assistant Director of Transportation

**Reports To:** Transportation Director

### Position Summary:

Assists the Director of transportation in the management of all transportation operations within the District. Perform and coordinate ad hoc projects for the District's Transportation Department related to transportation operations.

### Minimum Qualifications:

High School diploma-Prefer specialized courses in transportation. CDL license with school bus driver endorsement. Minimum of 2 years of experience in Pupil Transportation

### Essential Functions:

1. Report to the Director of Transportation
2. Authorizes purchases in accordance with budgetary limitations and district rules.
3. Completes and dispatches insurance reports.
4. Demonstrates confidentiality as related to job.
5. Oversee the fleet maintenance and directly supervise the mechanics
6. Oversee implementation of fleet preventative maintenance program based on time and mileage.
7. Oversee scheduled and non-scheduled preventative and on-going maintenance on all school district vehicles and equipment.
8. Ensure that the fleet meets all D.O.T., and C.D.L., requirements and inspections.
9. Oversee inventory, purchasing equipment including buses, and maintain the fleet pro database.

10. Serve as acting Director of Transportation in his/her absence.
11. Attends appropriate committee and staff meetings.
12. Advises Director of Transportation on road hazards for decisions on school closings during inclement weather by driving assigned roads.
13. Assist in maintaining records and prepare reports as required.
14. Assist the Director of Transportation in maintaining records with student management concerns, investigations, and mediating with parents.
15. Ensure that the transportation department complies with all special needs transportation requirements and laws.
16. Develop a mentoring program to support new employees in student management and transportation procedures.
17. Assist in investigating and reporting accidents. Help to develop an accident prevention program and review committee.
18. Administers all programs relating to Department of Transportation regulations, including drug testing.
19. Performs other related duties as assigned or requested.

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Employee Signature

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Date

# Wilkinson County School District

Kimberly M. Jackson, Superintendent of Education

Post Office Box 785 – 488 Main Street

Woodville, MS 39669

## Job Description

**Job Title:** Major Responsibilities and Duties School Counselors

**Reports To:** Principal / Assistant Principal

1. Provides guidance to individuals and groups of students to develop education, career, and personal plans.
2. Counsels and serves as a resource person for parents on concerns relative to their students.
3. Provides confidential crisis counseling and consultation to students.
4. Develops and maintains effective individual and group relationships with students and parents.
5. Consults with administrators, faculty and other special services personnel relative to school's curricular offerings.
6. Conferences with students, teachers, parents, and other relevant individuals concerning grades and works together for improvement.
7. Informs students of the requirement of state-mandated test dates, credit-by-exam dates, dual credit, college early admissions programs, and/or progress toward graduation.
8. Disseminates information to students concerning summer school, correspondence courses, PACE and other alternative forms of education, in addition to information on colleges and career opportunities.
9. Assists students with the application process for college admissions, scholarships, financial aide, and alternative post-secondary education, including letters of recommendation.
10. Conducts registration conferences with parents and students new to the district.
11. Works cooperatively with middle school counselors to ease the transition of the students to high school.
12. Participates in the process for referral of students to school/district special programs and/or services.
13. Uses an effective referral process for assisting students and others to use community agencies and services.
14. Works cooperatively with appropriate agencies, community groups, and school organizations.

15. Schedules students in appropriate courses; checks student transcripts for correct course placement and accuracy to insure that state and district requirements are fulfilled.
16. Acts as school coordinator for the administration of the state-mandated tests and the district's standardized testing programs; provides training for test administrators and proctors.
17. Assists with coordination of Advanced Placement program; administers Advanced Placement Tests.
18. Plans, Coordinates, and administers the PSAT.
19. Collects and interprets test data for use in student placement and instructional programs.
20. Collects and reports student's data for external tests including PSAT, SAT and ACT.
21. Maintains the confidentiality of student assessment.
22. Disseminates material and information for course selection and scheduling of students.
23. Assists the principal in organizing commencement ceremonies
24. Plans and coordinates senior honors and awards programs.
25. Identifies and verifies PEIMS data for identifying student in "at risk" situations.
26. Develops and maintains positive working relations with other school professionals.
27. Improves leadership skills through self-initiated professional development activities.
28. Performs duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators.
29. Uses information provided through the District appraisal process to improve performance.
30. Performs other tasks and assumes such responsibilities as related to the position and as assigned.
31. Annually establishes and meets performance goals.

**Note:** This job description is a summary of primary duties and responsibilities of the position. It is not intended to be comprehensive listing of all duties and responsibilities. The Wilkinson County School District reserves the right to change this description at its discretion.

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Employee Signature

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Date