

TITLE: Paraprofessional

REQUIRED QUALIFICATIONS: Must be at least 18 years of age.
Must be a high school graduate or equivalent (SACS requirement).
Ability to relate to children.
Paraprofessional Certification:

- (1) complete two years of study at an institution of higher education; or
- (2) obtain an associate's (or higher) degree; or
- (3) meet a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness – i.e., OGET Parapro Test).

DESIRED QUALIFICATIONS: Additional college training in area.
Typing and audiovisual skills.
Training in behavioral disorders and appropriate interventions (i.e., CPI, GIST).
Experience in a like position.
Satisfactory completion of Red Cross first aid course.
Satisfactory completion of Red Cross CPR course.

REPORTS TO: Instructional Staff and/or Superintendent

JOB GOAL: To serve students identified as emotionally handicapped/severely emotionally disturbed, educable mentally handicapped, specific learning disabled, language learning disabled, physically impaired, visually impaired, profoundly mentally handicapped, autistic, gifted, developmentally delayed, established condition, speech/language impaired. Responsible for assisting teacher(s) in working with students.

PERFORMANCE RESPONSIBILITIES:

1. Preparing class materials for the teacher.
2. Assisting in preparation of:
 - materials used in classroom work.
 - display of materials for bulletin boards and in keeping such displays current.
 - food for students with special needs.
 - recording grades on the register, report cards, and cumulative records.

3. Assisting with clerical duties:
 - lunch and attendance reports.
 - data collection.
 - rendering secretarial services which relate to the instructional position.
4. Operating audio-visual equipment to include:
 - preparing the room for an activity.
 - obtaining the required material and equipment.
 - operation of the equipment.
 - return of all materials and equipment to storage.
5. Assisting in maintaining equipment and materials used in the classroom.
6. Assisting teachers with:
 - supervising pupils while they are on the school grounds.
 - collection of materials used in instruction.
 - checking tests under the guidance and direction of the teacher.
 - Collection of materials needed by the teacher in presenting units of work to include pictures, specimens, library materials, etc.
7. Assisting students with:
 - performance of daily assigned tasks.
 - carry-over of learned behaviors and skills, including the use of assisted technology, throughout the daily schedule as recommended by the classroom teacher.
 - feeding needs.
 - self-care needs (toileting, lifting, positioning, etc.)
8. Attending workshop(s) to improve skills necessary to deal with students in this program.
9. Assembling, adjusting, and maintaining equipment used in the instructional program (includes adaptive equipment).
10. Monitoring students during community based instruction, on and off campus sites under the direction of an instructional staff member (as prescribed on Educational Plans). This includes monitoring small groups of students in which an instructional staff member is in close proximity, but not directly present.
11. Assisting in preparation of food for students with special needs.
12. Supervising students during lunch period and music, art and P.E. as needed.
13. Riding bus and assisting with loading and unloading of students at home and school as needed.
14. Treating students, staff, administration and all visitors in a positive and courteous manner.
15. Performing other duties as required and directed by immediate supervisor and/or the superintendent.

**TERMS OF
EMPLOYMENT:**

One Hundred and Eighty, (180), day contract. Salary according to district schedule. Work day to be set by the Superintendent. The paraprofessional will be off on all scheduled district holidays and/or professional days. The paraprofessional will only be employed or re-employed on recommendation of the superintendent, in consultation with the classroom teacher(s).

**PHYSICAL/MENTAL
REQUIREMENTS
AND WORKING
CONDITIONS:**

Job requires frequent bending/stooping, occasional squatting/crouching, crawling/kneeling, climbing, frequent reaching above the shoulder and pushing/pulling. Job requires frequent carrying lifting up to 10 pounds and occasionally up to 50 pounds. Employee must possess manual dexterity sufficient to effectively work with small tools and equipment. Employee must possess visual requirement enough to read instructions. Employee must possess hearing requirement enough to hear bells, whistles, and other warning signals. Employee must possess communication skills in order to communicate messages or warnings to staff, students, and public. The mental requirements necessary to perform are to be able to read, understand, and complete directions or instructions.

TITLE: ASSISTANT COOK/KITCHEN AIDE
QUALIFICATIONS: General cooking and cleaning skills
REPORTS TO: Head Cook and/or Superintendent
JOB GOAL: To serve the students and staff attractive and nutritious meals in a pleasant atmosphere of efficiency, cleanliness and warmth thus contributing to the education process as a whole.

PERFORMANCE

- RESPONSIBILITIES:**
1. Help keep the kitchen clean, orderly, and neat.
 2. Conduct daily cleaning of all kitchen equipment. Wash and sterilize all dishes, silverware, utensils, pots and pans.
 3. Record thermometer readings daily.
 4. Wear sanitary gloves during serving.
 5. Wear approved head covering continuously.
 6. Prepare fresh fruits and vegetables as needed.
 7. Clean tables and prepare cafeteria for next shift after each use daily.
 8. Defrost and clean milk box weekly or sooner if needed.
 9. Clean, dry and fill napkin holders daily.
 10. Date, rotate and put away all groceries and commodities.
 11. Clean/replace filters on freezers and refrigerators.
 12. Clean dishwasher daily as needed.
 13. Clean ice machine and filter.
 14. Prepare, cook and serve as directed by head cook.
 15. More thorough cleaning of area and equipment as time permits and as needed.
 16. Help others when their job is finished.
 17. Treat students, staff, administration and all visitors in a consistent, positive and courteous manner.
 18. Perform other duties as required and directed by immediate supervisor and/or the superintendent.

**TERMS OF
EMPLOYMENT:**

One Hundred and Eighty, (180), day contract. Salary according to district schedule. Work day to be set by the Superintendent. The assistant cook will be off on all scheduled district holidays and/or professional days. The assistant cook will only be employed or re-employed on recommendation of the superintendent, in consultation with the head cook.

**PHYSICAL/MENTAL
REQUIREMENTS
AND WORKING
CONDITIONS:**

Job requires frequent bending/stooping, occasional squatting/crouching, crawling/kneeling, climbing, frequent reaching above the shoulder and pushing/pulling. Job requires frequent carrying/lifting up to 10 pounds and occasionally up to 50 pounds. Employee must possess manual dexterity sufficient to effectively work with small tools and equipment. Employee must possess visual requirement enough to read instructions. Employee must possess hearing requirement enough to hear bells, whistles, and other warning signals. Employee must possess communication skills in order to communicate messages or warnings to staff, students, and public. Employee must have mobility capable of moving around in kitchen area safely. The mental requirements necessary to perform are to be able to read, understand, and complete directions or instructions.

**EMPLOYEE
SIGNATURE:
DATE:**

Employee Name:
2009-2010 Contract:

TITLE:

HEAD COOK/FOOD SERVICES DIRECTOR

QUALIFICATIONS:

- Experience as a professional dietitian or a mass food preparer.
- Demonstrates aptitude for successful performance of the tasks listed.
- Demonstrates ability to manage cafeteria staff and accept responsibility for management of kitchen/cafeteria.
- Demonstrates knowledge and ability of completing required paperwork to maintain compliance with OSDE and USDA standards and pass scheduled audits.

REPORTS TO:

Superintendent

JOB GOAL:

To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness and personal caring.

PERFORMANCE**RESPONSIBILITIES:**

1. Supervises lunchroom at all times, making sure that high standards of health and safety are maintained and observes for improvements in operations.
2. Supervises and instructs kitchen personnel in the safe, proper and efficient use of all kitchen equipment.
3. Purchases and maintains an inventory of all foods, supplies and equipment.
4. Compares prices with available vendors and orders on a weekly basis all necessary foods/supplies.
5. Orders and completes paperwork for government commodities.
6. Plans, prepares and checks daily breakfast and lunch menus in advance monthly and provides copies for students and faculty/staff.
7. Checks in food shipments into the school, signing and dating invoices after each order has been verified.
8. Checks all bills and purchases orders for accuracy before presenting them to the Administration for payment.
9. Wears sanitary gloves during serving.
10. Wears approved head covering continuously.
11. Involved directly with the planning, preparation and serving of breakfast and lunch.
12. Determines the quantities of each food to be prepared daily.
13. Minimizes the use of pre-prepared/processed foods to stay in compliance with standards and requirements.
14. Launders kitchen towels, aprons and other items as needed.
15. Maintains records as required by the Child Nutrition Department at the Oklahoma State Department of Education as well as the County Health Department and the United States Department of Agriculture.
16. Reports immediately to the Administrator any problems or accidents occurring in the kitchen of cafeteria premises.
17. Treats students, staff, administration and all visitors in a positive and courteous manner.
18. Performs other duties as required and directed by the superintendent.

**TERMS OF
EMPLOYMENT:**

One Hundred and Eighty, (180), day contract. Salary according to district schedule. Work day to be set by the Superintendent. The Head Cook will be off on all scheduled district holidays and/or professional days. The Head cook will only be employed or re-employed on recommendation of the superintendent.

**PHYSICAL/MENTAL
REQUIREMENTS
AND WORKING
CONDITIONS:**

Job requires frequent bending/stooping, occasional squatting/crouching, crawling/kneeling, climbing, frequent reaching above the shoulder and pushing/pulling. Job requires frequent carrying/lifting up to 10 pounds and occasionally up to 50 pounds. Employee must possess manual dexterity sufficient to effectively work with small tools and equipment. Employee must possess visual requirement enough to read instructions. Employee must possess hearing requirement enough to hear bells, whistles, and other warning signals. Employee must possess communication skills in order to communicate messages or warnings to staff, students, and public. Employee must have mobility capable of moving around in kitchen area safely. The mental requirements necessary to perform are to be able to read, understand, and complete directions or instructions.

**EMPLOYEE
SIGNATURE:
DATE:**

Employee Name:
2009-2010 Contract:

Goals 2000 Grant Teacher Assistants Duties

The primary focus of the Goals 2000 Grant is working with at risk students in small group settings. Assistants should be assisting those students who are having academic difficulties. In order to use our assistants most effectively, please observe the following:

1. Assistants are tutors and should be tutoring small groups of students. They may tutor a grade level class if the class is small and the regular teacher has explained the lesson to the students. Assistants are for tutoring and should not be used to instruct a class in a subject except in emergency situations for very limited amounts of time.
2. Assistants may be involved in grading papers and running off instructional materials or constructing instructional materials, but this should not be their primary duty and should involve preparation of materials for the at risk students they serve.
3. Assistants should be working with at risk students on their specific areas of weakness as identified by test scores on teacher observations and testing.
4. Assistants may work with students other than at risk students on a limited basis. Such instruction should be structured to free the classroom teacher to work with the at risk students in his/her class.
5. Most assistants do not have the training or educational background of a classroom teacher. Classroom teachers should make sure that their assistant is familiar with the material that is being taught. Assistants should not be asked to teach skills that require special training or expertise.
6. Teachers, please talk with your assistants and make sure that they are comfortable with the duties that you have assigned them. Communications with your assistant are very important.
7. Assistants, please remember that your primary duty is working in the classroom with at risk students. Assistants may be called upon to perform extra duties on occasions but you need to be in the classroom promptly at those times you have students to tutor or other duties assigned to you.
8. Teachers and assistants, please go over this list of duties together if there are any problems, please see Mr. Needham.

TITLE: Art Teacher

QUALIFICATIONS:

1. Teacher Certification.
2. Such additional qualifications as the board may find appropriate.

REPORTS TO: Administrator

JOB GOAL: To instruct pupils in art, such as painting, sketching, Designing, and sculpturing.

PERFORMANCE RESPONSIBILITIES:

1. Prepare lesson plans and establish course goals.
2. Select books and art supplies for courses.
3. Demonstrate methods and procedures to students.
4. Observe and evaluate pupils' work to determine student progress or to make suggestions for improvement.
5. Confer with student, parent, and counselor to resolve student problem.
6. Accompany students on field trips to museums or art galleries.
7. Specialize in teaching one or more areas of art such as illustration or art exhibits.
8. Direct planning and supervision of student contests and arranging of art exhibits.
9. Teach students with disabilities.

TERMS OF EMPLOYMENT: To be set by the Board

EVALUATION: Performance of the job will be evaluated in accordance With provisions of Performance Based Teacher Evaluation.

TITLE: Secretary to the Superintendent

- JOB GOAL:**
1. Basic typing, computer, and word processing skills.
 2. Ability to learn and use additional computer programs as needed.
 3. Ability to work with people.
 4. Such additional qualifications as the Board may find appropriate.

REPORTS TO: Superintendent.

JOB GOAL: The secretary to the superintendent must be able to demonstrate a pleasing personality while working with teachers, school staff, students, parents, and the general public. The secretary is directly responsible to the principal. The minimum requirement for the position shall be a high school diploma or equivalent, with preferential consideration being given persons with a background of business education courses and prior office experience. The position is a salaried position that is fixed by the board. Other aspects of the position are the same as other classified personnel.

PERFORMANCE RESPONSIBILITY:

1. Serve as a receptionist for the superintendent. Screen persons who enter the office. Make them feel welcome and comfortable by giving them immediate attention. Keep reception area in order.
2. Answer incoming telephone calls and route to proper person or take message.
3. Manage appointment information.
4. Help sort and distribute daily mail.
5. Prepare outgoing mail and deliver to post office daily.
6. Type educational correspondence from rough draft or from verbal instructions.
7. Maintain the currently used filing systems.
8. Process purchase orders for entry onto computer. Order materials where feasible.
9. Check in all supplies and books that are ordered through the principal's office.
10. Record receipts for lunch account for each student and send home individual lunch envelopes with credit or balance due weekly.
11. Count and process lunch receipts daily.
12. Prepare monthly State and Federal reports on lunch program.
13. Maintain Free and Reduced Lunch Program records.
14. Take lunch and breakfast count in cafeteria.
15. Maintain permanent records for students to include filing of test scores, etc.
16. Enroll new students entering school.
17. Request transcripts of new students and fulfill requests for transcripts of transfer students.

18. Prepare monthly newsletters and mail to parents together with calendar and menu.
19. Prepare various notes to be sent home with students.
20. Maintain health records for each student including keeping immunizations up to date by contacting parents if more are needed and filing yearly report with state.
21. Administer first aid, take temperatures, give medicine, and call parents to pick up ill students.
22. Confer with Superintendent each morning concerning activities for the day.
23. Purchase miscellaneous supplies and run variety of errands necessary for all phases of school operation.
24. Coordinate calls from faculty & staff when they will not be at work and obtain substitutes for their particular positions.
25. Perform such other duties and assume such other responsibilities as the Superintendent may assign.

TERMS OF EMPLOYMENT: 10 months. Salary and work year to
Established by the Board.

EVALUATION: Performance of this job will be evaluated annually.

TITLE:

Title 1 Aide

QUALIFICATIONS:

1. Demonstrates aptitude for the work to be Performed.
2. Such additional qualifications as the Board May find appropriate.

REPORTS TO:

Superintendent/Title 1 Teacher

JOB GOAL:

To provide a well-organized, smoothly Functioning class environment in which Students can take full advantage of the Instructional program and available resource Materials.

PERFORMANCE RESPONSIBILITY:

1. Under supervision of licensed teacher, assists in the preparation for Classroom activities.
2. Works with small groups of students to reinforce material initially Introduced by the teacher.
3. Assists individual children in need of special attention.
4. Guides independent study, enrichment work, and remedial work set up By the teacher.
5. Assists teacher with non-instructional classroom duties.
6. Checks notebooks, corrects papers, and supervises testing and make-up work.
7. Assists in drill work.
8. Assists with reading and story telling.
9. Assists small groups of students in the library.
10. Performs such other duties and assumes such other responsibilities as the Administrator may assign.

TITLE: Bus Driver

QUALIFICATIONS:

1. Valid Oklahoma chauffeur's license with passenger endorsement. Keep bus permit Current.
2. Health certification.
3. Receives 8-10 hours training on procedures and safe transportation.
4. Dependability, safe driving record, and a demonstrated ability to relate to people.
5. Such additional qualifications as the Board may find appropriate.

REPORTS TO: Administrator

SUPERVISES:

Pupils while they are riding the bus. The driver is advised and assisted in the discharge of this responsibility by the Administrator.

JOB GOAL:

To transport children to and from school or a school sponsored activity in a safe, legal, efficient manner. To maintain an atmosphere conducive to the educational process so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program. The bus driver is, in a sense a "silent teacher". The driver's example often carries great weight with the students and this is an excellent opportunity to teach the qualities of good citizenship. The driver should display courtesy, respect for law and authority, safety in driving habits, and efficiency in time and effort

PERFORMANCE RESPONSIBILITY:

1. Observes all safety rules and practices by exercising safety first in all operations and by issuing and explaining a detailed list of pupil bus rules.
2. Obeys all traffic laws.
3. Observes all mandatory safety regulations for school buses.
4. Maintains discipline among all bus riders and reports any serious offenses to the Administrator. Assigns seats to maintain order, if necessary.
5. Drives only at scheduled times and over scheduled routes which are assigned by the Administrator. Keeps to assigned time schedule between stops.
6. Cleans or causes to be cleaned windshields before each trip and checks or causes to be checked all equipment before leaving the bus lot to be sure it is in good operating

- Condition, i.e. brakes, lights, signals, fluid levels, tire pressure.
7. Reports any malfunctions of equipment to the Administrator or his/her designated Representative.
 8. Notifies the Administrator in case of mechanical failure or lateness.
 9. Keeps his/her bus clean both inside and outside as determined by the Administrator.
 10. Supervises the loading and unloading of bus passengers; transports only authorized Students; discharges students at authorized stops only.
 11. Presents a neat, clean appearance when driving the bus.
 12. Notifies the Administrator as early as possible when he/she will be absent from work.
 13. Thoroughly acquaints himself/herself with the conditions present on his/her bus run and allows additional time on inclement days to complete the run on schedule.
 14. Attends a bus driver training course as soon as possible after his/her appointment and takes refresher courses as requested.
 15. Remembers the he/she has the responsibility of many children plus the investment of a large sum of district money under his/her control when operating the bus.
 16. Exercises responsible leadership when on out of district school trips.
 17. Reports all accidents and completes required reports including monthly reports on mileage and head count of students on bus.
 18. Keeps proper paperwork on extra bus runs such as ball games, field trips, and other extracurricular outings.
 19. Has a medical examination as prescribed by the Board of education at least once a year.
 20. Submits to random drug and alcohol testing as requested by the Administration.
 21. Performs such other duties and assumes such other responsibilities as the Administrator may assign.

TERMS OF EMPLOYMENT:

Days school is in session. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually, prior to June 15 by the Administrator.

TITLE:

Minutes Clerk

QUALIFICATIONS:

Basic typing, computer, and word processing Skills.

REPORTS TO:

Board of Education

JOB GOAL:

The clerk to the Board of Education shall be present at all Meetings of the Board and keep an accurate record of the Proceedings. Also keep all records of the School Board in a Safe in the office, issue and/or sign all reports, orders and Official documents required by law or duly ordered by the Board of Education, make and keep copies of election notices, Teacher's contracts, certificates and all other papers relating to The business of the district.

PERFORMANCE RESPONSIBILITY:

1. Post notice of board meetings.
Notify members of all meetings.
Be present at all regular and special board meetings.
Distribute board packets.
Record minutes of board meetings for permanent book.
Maintain all contracts and papers related to district business.
2. School Board Election
Publish notice in newspaper
Take application on board candidates.

TERMS OF EMPLOYMENT: To be determined by the Board

EVALUATION: Performance of this job will be evaluated annually.

14. Prepares the daily breakfast and lunch menus in advance monthly.
15. Gives the lunch and breakfast menus to the school office secretary for publication in local newspaper.
16. minimizes the use of pre-prepared foods.

**TERMS OF
EMPLOYMENT:**

180 days

EVALUATION:

Performance of this job will be evaluated annually.

TITLE: Art Teacher

QUALIFICATIONS:

1. Teacher Certification.
2. Such additional qualifications as the board may find appropriate.

REPORTS TO: Administrator

JOB GOAL: To instruct pupils in art, such as painting, sketching, Designing, and sculpturing.

PERFORMANCE RESPONSIBILITIES:

1. Prepare lesson plans and establish course goals.
2. Select books and art supplies for courses.
3. Demonstrate methods and procedures to students.
4. Observe and evaluate pupils' work to determine student progress or to make suggestions for improvement.
5. Confer with student, parent, and counselor to resolve student problem.
6. Accompany students on field trips to museums or art galleries.
7. Specialize in teaching one or more areas of art such as illustration or art exhibits.
8. Direct planning and supervision of student contests and arranging of art exhibits.
9. Teach students with disabilities.

TERMS OF EMPLOYMENT: To be set by the Board

EVALUATION: Performance of the job will be evaluated in accordance With provisions of Performance Based Teacher Evaluation.

TITLE: Secretary to the Superintendent

- JOB GOAL:**
1. Basic typing, computer, and word processing skills.
 2. Ability to learn and use additional computer programs as needed.
 3. Ability to work with people.
 4. Such additional qualifications as the Board may find appropriate.

REPORTS TO: Superintendent.

JOB GOAL: The secretary to the superintendent must be able to demonstrate a pleasing personality while working with teachers, school staff, students, parents, and the general public. The secretary is directly responsible to the principal. The minimum requirement for the position shall be a high school diploma or equivalent, with preferential consideration being given persons with a background of business education courses and prior office experience. The position is a salaried position that is fixed by the board. Other aspects of the position are the same as other classified personnel.

PERFORMANCE RESPONSIBILITY:

1. Serve as a receptionist for the superintendent. Screen persons who enter the office. Make them feel welcome and comfortable by giving them immediate attention. Keep reception area in order.
2. Answer incoming telephone calls and route to proper person or take message.
3. Manage appointment information.
4. Help sort and distribute daily mail.
5. Prepare outgoing mail and deliver to post office daily.
6. Type educational correspondence from rough draft or from verbal instructions.
7. Maintain the currently used filing systems.
8. Process purchase orders for entry onto computer. Order materials where feasible.
9. Check in all supplies and books that are ordered through the principal's office.
10. Record receipts for lunch account for each student and send home individual lunch envelopes with credit or balance due weekly.
11. Count and process lunch receipts daily.
12. Prepare monthly State and Federal reports on lunch program.
13. Maintain Free and Reduced Lunch Program records.
14. Take lunch and breakfast count in cafeteria.
15. Maintain permanent records for students to include filing of test scores, etc.
16. Enroll new students entering school.
17. Request transcripts of new students and fulfill requests for transcripts of transfer students.

18. Prepare monthly newsletters and mail to parents together with calendar and menu.
19. Prepare various notes to be sent home with students.
20. Maintain health records for each student including keeping immunizations up to date by contacting parents if more are needed and filing yearly report with state.
21. Administer first aid, take temperatures, give medicine, and call parents to pick up ill students.
22. Confer with Superintendent each morning concerning activities for the day.
23. Purchase miscellaneous supplies and run variety of errands necessary for all phases of school operation.
24. Coordinate calls from faculty & staff when they will not be at work and obtain substitutes for their particular positions.
25. Perform such other duties and assume such other responsibilities as the Superintendent may assign.

TERMS OF EMPLOYMENT: 10 months. Salary and work year to
Established by the Board.

EVALUATION: Performance of this job will be evaluated annually.

TITLE: Treasurer

QUALIFICATIONS:

1. Demonstrates skills in bookkeeping.
2. Such qualifications as the Board May find appropriate.

REPORTS TO: Superintendent

JOB GOAL: The Treasurer must be able to demonstrate a pleasing personality while working with teachers, school staff, students, parents, the Board of Education and the general public. The minimum requirement of the position shall be a high school diploma or equivalent, with preferential consideration being given persons with a background of business education courses and prior bookkeeping experience. The position is a salaried position that is fixed by the board. Other aspects of the position are the same as other classified personnel.

PERFORMANCE RESPONSIBILITY:

1. Accounting - Reconcile bank statement each month. Close out each month and year.
2. Make application for Federal Programs on computer and see that all required monies are spent for Federal Programs, Library, and Free Text Book Funds.
3. Payroll:
 - Update new salaries, days or hours worked on payroll records.
 - Maintain record of sick leave days.
 - Compute payroll each month
 - Update all withholding for health and life insurance, annuity, and credit union.
 - Issue payroll checks
 - Prepare monthly and quarterly Fed. And State Withholding reports.
 - Prepare monthly, beginning, and ending retirement reports
4. Figure Teacher's salaries, prepare letters of intent and contracts.
5. Help obtain information to compile budget for upcoming year.
6. Prepare reports necessary to set tax levy.
7. Transportation- Maintain records on bus drivers (license, permits, physicals, etc.)
8. Prepare bids for financial audit.
9. Compile figures for bids on property insurance.
10. Help answer incoming phone calls and route to proper person.
11. Administer first aid to students when nurse is not available.

TERMS OF EMPLOYMENT: 10 Months. Salary and work year to
Be established by the Board.

EVAULATION: Performance of this job will be evaluated annually in
Accordance with provisions of the Board's policy.

TITLE: Title 1 Aide

QUALIFICATIONS:

1. Demonstrates aptitude for the work to be Performed.
2. Such additional qualifications as the Board May find appropriate.

REPORTS TO: Superintendent/Title 1 Teacher

JOB GOAL: To provide a well-organized, smoothly Functioning class environment in which Students can take full advantage of the Instructional program and available resource Materials.

PERFORMANCE RESPONSIBILITY:

1. Under supervision of licensed teacher, assists in the preparation for Classroom activities.
2. Works with small groups of students to reinforce material initially Introduced by the teacher.
3. Assists individual children in need of special attention.
4. Guides independent study, enrichment work, and remedial work set up By the teacher.
5. Assists teacher with non-instructional classroom duties.
6. Checks notebooks, corrects papers, and supervises testing and make-up work.
7. Assists in drill work.
8. Assists with reading and story telling.
9. Assists small groups of students in the library.
10. Performs such other duties and assumes such other responsibilities as the Administrator may assign.

TITLE: Minutes Clerk

QUALIFICATIONS: Basic typing, computer, and word processing Skills.

REPORTS TO: Board of Education

JOB GOAL: The clerk to the Board of Education shall be present at all Meetings of the Board and keep an accurate record of the Proceedings. Also keep all records of the School Board in a Safe in the office, issue and/or sign all reports, orders and Official documents required by law or duly ordered by the Board of Education, make and keep copies of election notices, Teacher's contracts, certificates and all other papers relating to The business of the district.

PERFORMANCE RESPONSIBILITY:

1. Post notice of board meetings.
Notify members of all meetings.
Be present at all regular and special board meetings.
Distribute board packets.
Record minutes of board meetings for permanent book.
Maintain all contracts and papers related to district business.
2. School Board Election
Publish notice in newspaper
Take application on board candidates.

TERMS OF EMPLOYMENT: To be determined by the Board

EVALUATION: Performance of this job will be evaluated annually.

TITLE: Bus Driver

QUALIFICATIONS:

1. Valid Oklahoma chauffeur's license with passenger endorsement. Keep bus permit Current.
2. Health certification.
3. Receives 8-10 hours training on procedures and safe transportation.
4. Dependability, safe driving record, and a demonstrated ability to relate to people.
5. Such additional qualifications as the Board may find appropriate.

REPORTS TO: Administrator

SUPERVISES:

Pupils while they are riding the bus. The driver is advised and assisted in the discharge of this responsibility by the Administrator.

JOB GOAL:

To transport children to and from school or a school sponsored activity in a safe, legal, efficient manner. To maintain an atmosphere conducive to the educational process so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program. The bus driver is, in a sense a "silent teacher". The driver's example often carries great weight with the students and this is an excellent opportunity to teach the qualities of good citizenship. The driver should display courtesy, respect for law and authority, safety in driving habits, and efficiency in time and effort

PERFORMANCE RESPONSIBILITY:

1. Observes all safety rules and practices by exercising safety first in all operations and by issuing and explaining a detailed list of pupil bus rules.
2. Obeys all traffic laws.
3. Observes all mandatory safety regulations for school buses.
4. Maintains discipline among all bus riders and reports any serious offenses to the Administrator. Assigns seats to maintain order, if necessary.
5. Drives only at scheduled times and over scheduled routes which are assigned by the Administrator. Keeps to assigned time schedule between stops.
6. Cleans or causes to be cleaned windshields before each trip and checks or causes to be checked all equipment before leaving the bus lot to be sure it is in good operating

- Condition, i.e. brakes, lights, signals, fluid levels, tire pressure.
7. Reports any malfunctions of equipment to the Administrator or his/her designated Representative.
 8. Notifies the Administrator in case of mechanical failure or lateness.
 9. Keeps his/her bus clean both inside and outside as determined by the Administrator.
 10. Supervises the loading and unloading of bus passengers; transports only authorized Students; discharges students at authorized stops only.
 11. Presents a neat, clean appearance when driving the bus.
 12. Notifies the Administrator as early as possible when he/she will be absent from work.
 13. Thoroughly acquaints himself/herself with the conditions present on his/her bus run and allows additional time on inclement days to complete the run on schedule.
 14. Attends a bus driver training course as soon as possible after his/her appointment and takes refresher courses as requested.
 15. Remembers the he/she has the responsibility of many children plus the investment of a large sum of district money under his/her control when operating the bus.
 16. Exercises responsible leadership when on out of district school trips.
 17. Reports all accidents and completes required reports including monthly reports on mileage and head count of students on bus.
 18. Keeps proper paperwork on extra bus runs such as ball games, field trips, and other extracurricular outings.
 19. Has a medical examination as prescribed by the Board of education at least once a year.
 20. Submits to random drug and alcohol testing as requested by the Administration.
 21. Performs such other duties and assumes such other responsibilities as the Administrator may assign.

TERMS OF EMPLOYMENT:

Days school is in session. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually , prior to June 15 by the Administrator.

TITLE: Treasurer

QUALIFICATIONS:

1. Demonstrates skills in bookkeeping.
2. Such qualifications as the Board May find appropriate.

REPORTS TO: Superintendent

JOB GOAL: The Treasurer must be able to demonstrate a pleasing personality while working with teachers, school staff, students, parents, the Board of Education and the general public. The minimum requirement of the position shall be a high school diploma or equivalent, with preferential consideration being given persons with a background of business education courses and prior bookkeeping experience. The position is a salaried position that is fixed by the board. Other aspects of the position are the same as other classified personnel.

PERFORMANCE RESPONSIBILITY:

1. Accounting - Reconcile bank statement each month. Close out each month and year.
2. Make application for Federal Programs on computer and see that all required monies are spent for Federal Programs, Library, and Free Text Book Funds.
3. Payroll:
 - Update new salaries, days or hours worked on payroll records.
 - Maintain record of sick leave days.
 - Compute payroll each month
 - Update all withholding for health and life insurance, annuity, and credit union.
 - Issue payroll checks
 - Prepare monthly and quarterly Fed. And State Withholding reports.
 - Prepare monthly, beginning, and ending retirement reports
4. Figure Teacher's salaries, prepare letters of intent and contracts.
5. Help obtain information to compile budget for upcoming year.
6. Prepare reports necessary to set tax levy.
7. Transportation- Maintain records on bus drivers (license, permits, physicals, etc.)
8. Prepare bids for financial audit.
9. Compile figures for bids on property insurance.
10. Help answer incoming phone calls and route to proper person.
11. Administer first aid to students when nurse is not available.

TERMS OF EMPLOYMENT: 10 Months. Salary and work year to
Be established by the Board.

EVAULATION: Performance of this job will be evaluated annually in
Accordance with provisions of the Board's policy.

TITLE: Custodian

REPORTS TO: Superintendent

JOB GOAL: To provide students and staff with a safe, attractive, comfortable, clean, and efficient place in which to learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Sweep, mop and clean and sanitize restrooms to include wiping down stalls and walls and cleaning base of toilets in office building, classroom building, gymnasium, JOM/special education/resource room Mobile, and computer lab restrooms **daily**.
2. Sweep and mop kitchen and cafeteria floors **daily**.
3. Sweep and mop halls in office building and classroom building **daily**.
4. Spray and clean faucets, water fountains and silver trash cans **daily**.
5. Other cleaning **as needed** including desk tops, doors, walls and windows.
6. Empty trash inside all rooms **daily**.
7. Keep building and premises including sidewalks and play areas neat and clean at all times. Make sure to empty outside trash cans **as needed**.
8. Wash out and disinfect trash cans **as needed**.
9. Sweep gymnasium floor **daily** (if time permits) and mop **weekly**.
10. Vacuum all carpeted areas in all buildings **weekly**.
11. Make minor building repairs **as necessary**.
12. Report major repairs **as needed** promptly to Superintendent.
13. Report damage to school property **immediately** to Superintendent.
14. Move furniture or equipment as required for various activities and **as directed** by the Superintendent.
15. Perform duties assigned by Supervisor **as needed**.
16. Any other duties and responsibilities **as assigned** by the Superintendent.
17. Treat students, staff and visitors in a positive and courteous manner.
18. Make sure all doors, windows and gates are shut and locked before leaving **daily**.

TERMS OF EMPLOYMENT: To be set by the Board of Education

EVALUATION: This job is to be evaluated annually.

GUIDANCE AND COUNSELING

TURKEY FORD

DEFINITION

Guidance and Counseling

The Guidance and Counseling Program for the Turkey Ford School District is an integral part of the district's total educational program. It is developmental by design and includes activities organized and implemented by the superintendent with the support of teachers, support personnel, students and parents. The guidance and counseling program includes, but is not limited to:

- 1. the Oklahoma Guidance Curriculum*
- 2. individualized planning with students*
- 3. responsive services and referral*
- 4. system support services*

The program is designed to address the needs of all students by addressing the objectives identified in the Oklahoma Guidance Curriculum.

Mission Statement

Turkey Ford School District, in cooperation with the citizens of the district, has a mission to enhance learning opportunities through a commitment to academic excellence and preparing responsible citizens to meet future challenges and live productive lives.

Philosophy

The Turkey Ford School District believes that the guidance and counseling program is an important and integral part of the district's total educational process. It is the district's belief that students develop emotionally and socially as well as educationally. Since this growth occurs at all levels and builds upon previously learned skills, it is necessary that the guidance and counseling program be developmental in nature beginning with pre-kindergarten and continuing through grade 6. Through planned activities, students are given the opportunity to acquire competencies in these areas that will assist them throughout life.

A developmental program focuses on all children. All students can benefit from the knowledge and experience that the guidance and counseling curriculum has to offer. This knowledge and its application may work to help prevent problems in the future of the student. The guidance and counseling program is not only responsive, but also preventative in nature.

It is recognized in the Turkey Ford School District that each staff member contributes to a total school climate. The staff works together to create a climate that enhances every student's growth, especially toward self-awareness and positive self concept in addition to academic excellence.

2006 – 2012
GUIDANCE AND COUNSELING PROGRAM
OBJECTIVES AND GOALS

It is the responsibility of the Turkey Ford School District's guidance and counseling program to:

- 1. Work as a liaison between students, parents, teachers, and administrators in order to enhance communications that will ensure a successful educational experience for all parties involved.*
- 2. Supply information to the students about career opportunities for the future.*
- 3. Administer group achievement and aptitude tests to students.*
- 4. Assist with screening, testing, and scheduling of special education students.*
- 5. Assist with screening, testing, and scheduling of gifted students.*
- 6. Provide counseling to students when crisis situations arise.*
- 7. Provide classroom guidance lessons as needed/requested by teachers/administrators regarding areas involving social or academic skills.*
- 8. Refer students with severe problems to appropriate community resources in consultation with their parents.*
- 9. Plan guidance field trips.*

2006 - 2012
GOALS FOR THE ELEMENTARY SCHOOL STUDENTS

After participating in the Comprehensive Guidance Program, an elementary student can say that he/she is confident in his/her ability to do these things:

- 1. I know about making decisions.*
- 2. I know good study and learning skills.*
- 3. I know about different jobs and careers.*
- 4. I know how to get along with others.*
- 5. I know how to plan and get ready for class.*
- 6. I know how to deal with family responsibilities.*
- 7. I know what drugs are and what they can do to people.*
- 8. I understand and accept myself.*
- 9. I know how to use leisure time*
- 10. I know about middle and high school and the changes from elementary.*

Facilities

- * *A private phone is provided for the use of teachers and faculty members for the purpose of contacting parents, referral agencies, etc.*
- * *Office area provided for staff counselor.*
- * *Computer with internet access*

How To Attain Objectives and Goals: Guidance and Counseling

- 1. Provide counseling and guidance lessons for all students, including special education. A half-time staff person has been employed whose responsibilities include conducting classroom guidance activities and coordinating the counseling and guidance programs in grades pk-6.***
- 2. Students are provided opportunities to develop, monitor, and manage their educational plan through a structured individual planning system.***
- 3. Students have access to responsive services that assist them in addressing issues and concerns that may affect their personal, social, educational and career development. Responsive services, which include individual and small-group counseling, crisis counseling, referral to other agencies or professional resources, and educational placement, are provided to students as needed.***
- 4. The staff person responsible for the counseling program provides an opportunity for the superintendent and teachers to consult with each other regarding students' academic process and personal/social concerns. The superintendent consults with parents regarding these concerns and parents are encouraged to meet with teachers. Concerns are addressed and intervention strategies are proposed according to the need of each student. The staff counselor then monitors the progress and needs of students who have been identified.***
- 5. The school counselor will be evaluated using a performance-based format which is based upon job descriptions designed around the districts comprehensive guidance program.***

YOUTH CARE OF OKLAHOMA REFERRAL FORM

PRYOR 918-825-2884 FAX 825-2234	CLAREMORE 918-341-0087 FAX 341-0052	BARTLESVILLE 918-286-2535 FAX 286-7693	GRANDLAKE 918-791-9700 FAX 791-9708
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EXACT NAME OF CLIENT: _____

ADDRESS OF CLIENT: _____

CLIENTS CONTACT NUMBER: _____

MEDICAID NUMBER: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

SCHOOL ATTENDING: _____

PARENTS/GUARDIAN NAME: _____

REASON FOR REFERRAL: _____

IS GUARDIAN AWARE OF THIS REFERRAL: _____

WHO INITIATED REQUEST FOR SERVICES: _____

DATE OF REFERRAL: _____

ROCMND AREA YOUTH SERVICES

REFERRAL FORM

SS#: _____ County: _____ Date: _____ Time: _____
 Client Last Name: _____ Client First Name: _____ MI: _____
 Address: _____ City/State: _____ Zip: _____
 DOB: _____ Age: _____ Male Female Race: _____
 Client Residing With: Parent Other: _____ Relationship: _____
 Home Phone: _____ Contact Phone: _____
 Parent Name: _____ Address: _____
 City/State: _____ Zip: _____ School: _____
 Medicaid: Yes No Medicaid #: _____ Referral Source: _____
 *Reason For Referral: (See Below) _____ Explain: _____

**Reasons for Referral: 1)Home/Family Problems, 2)School Problems, 3)Runaway, 4)Law Violation, 5)Awaiting Placement, 6)Drug/Alcohol Problems, 7)Physical Abuse, 8)Sexual Abuse, 9)Neglect, 10)Suicidal Issues, 11)Truancy, 12)Prevention*

If the parent/guardian is not the referral source, have they been contacted regarding this referral? Yes No

If So What was their response: _____

Is there any pending legal problems? _____

Are the basic needs of the home being met (housing, food, financial, medical, etc.) _____

Does the family have transportation to the office? Yes No, if not what is the family's form of transportation? _____

Signature of Person Completing Form: _____

ROCMND USE ONLY

Custody Status (children only): JSU DHS JOLTS # _____

Case Worker Name: _____

Date Staffed: _____ Date Assigned: _____ Status: _____

Program: Youth Services Crisis Education Mentoring RBH (Medicaid)

Primary Counselor: _____ Secondary Counselor: _____

TITLE: Night Custodian

REPORTS TO: Superintendent

JOB GOAL: To provide students with a safe, attractive, Comfortable, clean, and efficient place in Which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Clean classrooms in main building and gym bathrooms daily. Blackboards, floors, wastebaskets, pencil sharpeners, replacing light bulbs, and cleaning fountains are considered to be daily tasks. Other cleaning as needed including desk tops, doors and windows. Also clean and sanitize bathrooms.
2. Keep building and premises including driveways and play areas neat and clean at all times.
3. Cut grass as directed by Superintendent in summer time.
4. Make minor building repairs as necessary.
5. Report major repairs needed promptly to Superintendent.
6. Report damage to school property
7. Move furniture or equipment within building as required for various activities and as directed by the Administrator.
8. Perform duties assigned by Supervisor as needed during summer.
9. Be sure all doors and windows are locked before leaving at night.
10. Any other duties and responsibilities as the Administrator may assign.
11. Mop halls daily. Spot mop as needed.

TERMS OF EMPLOYMENT: To be set by Board.

EVALUATION: This job is to be evaluated annually.

TITLE: Custodian

QUALIFICATIONS: General Cleaning Skills

REPORTS TO: Superintendent

JOB GOAL: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Clean classrooms in main building and gym bathrooms daily and as needed. Blackboards, floors, wastebaskets, pencil sharpeners, replacing light bulbs, and cleaning fountains are considered to be daily tasks. Other cleaning as needed including desk tops, doors, walls, and windows. Also clean and sanitize bathrooms daily.
2. Keep buildings and premises including driveways and play areas neat and clean at all times.
3. Make minor building repairs as necessary.
4. Report major repairs needed promptly to Superintendent.
5. Report damage to school property.
6. Move furniture or equipment within building as required for various activities and as directed by the Administrator.
7. Perform duties assigned by Supervisor as needed during summer.
8. Be sure all doors and windows are locked before leaving at night.
9. Any other duties and responsibilities as the Administrator may assign.
10. Mop halls daily. Spot mop as needed.
11. Treat students, staff, Superintendent and all visitors in a positive and courteous manner.

TERMS OF EMPLOYMENT: 180 days. Salary and work year will be established by the Board of Education.

EVALUATION: This job is to be evaluated annually.

**PHYSICAL/MENTAL
REQUIREMENTS AND
WORKING CONDITIONS:**

Job requires, in a 6-hour day, standing and walking approximately 6 hours. Job requires frequent bending/stooping, occasional squatting/crouching, crawling/kneeling, climbing, frequent reaching above the shoulder and pushing/pulling. Job requires frequent carrying/lifting up to 10 pounds and occasionally up to 50 pounds. Employee must possess manual dexterity sufficient to effectively work with small tools and equipment. Employee must possess visual requirement enough to read instructions. Employee must possess hearing requirement enough to hear bells, whistles, and other warning signals. Employee must possess speaking ability to communicate messages or warnings to staff, students and public. Employee must have mobility capable of moving around in work area safely. The mental requirements necessary to perform are to be able to read, understand and complete directions or instructions.