

# Job Descriptions for the Lowell School District # 71

## CODE

<u>GUIDELINES &amp; STANDARDS</u>	<u>GS</u>
<u>ADMINISTRATORS:</u>	<u>A</u>
<u>CONFIDENTIAL</u>	<u>CO</u>
<u>TEACHERS:</u>	<u>T</u>
<u>SPECIALIST</u>	<u>S</u>
<u>CLASSIFIED</u>	<u>CL</u>
<u>EXTRA DUTY</u>	<u>ED</u>

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# Job Descriptions for the Lowell School District # 71

CODE: GS-1

## GUIDELINES FOR HIRING OF CERTIFICATED PERSONNEL

1. Promptly post vacancies with:
  - Colleges and universities
  - Staff
2. All applicants must submit the following:
  - District application form
  - Brief autobiography
  - Placement file which must include:
    - listing of courses completed
    - reference statements
    - transcript
    - teaching certificate
3. The Superintendent or designee will initiate the following:
  - Screen applications for qualified applicants
  - Schedule interview of candidates
  - No applicant will be hired without an interview
  - Select qualified candidate
  - Recommend candidate to Board for contract approval
4. The Superintendent has discretionary authority to seek selection assistance by forming an advisory interview committee.
5. The Superintendent or designee should consider the following when selecting an employee:
  - Enforcement and adherence to school policy
  - Classroom management such as control and continuity of instruction
  - Grading of student work which would reflect:
    - student achievement and ability
    - student behavior attitude
    - student participation
  - The handling of student discipline
  - Compatibility with colleagues
  - Ability to communicate in written and oral form
  - Ability to work effectively with parents
  - Work ethic
  - Recommendations from previous employers
  - Adaptability and flexibility to teach outside major
  - Ability and willingness to accept extra-curricular assignments
  - Attendance from previous employers
  - Punctuality
  - Personal qualities such as leadership, intelligence, maturity, range of interests, resourcefulness, and rapport with students and adults.

Adopted 8/14/78

# Job Descriptions for the Lowell School District # 71

CODE: GS-2

## STANDARDS OF COMPETENT PERFORMANCE ADMINISTRATORS

The administrator demonstrates a commitment to: (a) recognize the worth and dignity of all persons, (b) encourage scholarship, (c) promote democratic citizenship, (d) raise educational standards, and (e) promote a climate fostering professional judgment.

### Curriculum and Instruction

1. The competent administrator measures success by the progress of each student toward realization of personal potential as an effective citizen.
2. The competent administrator demonstrates:
  - a. Skill in assisting individual staff members to become more competent teachers;
  - b. Knowledge of curriculum and instruction appropriate to assignment;
  - c. Skill in implementing instructional programs; and
  - d. Skill in identifying and initiating change.

### Supervision and Evaluation

1. The competent administrator provides a climate that is conducive to learning and that respects the rights of all persons without discrimination. The competent administrator assumes responsibility for the activities planned for and conducted through the district's program, and assists colleagues to do the same.

### Management Skills

1. The competent administrator understands students and is able to relate to them in constructive ways. The competent administrator establishes and maintains good rapport.
2. The competent administrator demonstrates:
  - a. Skill in using and maintaining district property, equipment and materials appropriately;
  - b. Skill in maintaining and using student records as required by district policies and procedures;
  - c. Use of district and school business and financial procedures;
  - d. Use of district and school rules and regulations; and
  - e. Skill in managing the school, its students, staff and programs as required by district policies, rules and regulations, state and federal regulations, and other programs as assigned.

### Human Relations and Communications

1. The competent administrator works effectively with others--students, staff, parents and patrons. The competent administrator is aware of the ways the community identifies with the school, of the needs of the community and of the ways the school program is designed to meet these needs. The competent administrator can communicate with knowledge, judgment and clarity about educational matters, the school and the needs of students.
2. The competent administrator demonstrates:
  - a. Skill in helping students, staff, parents and patrons to learn about the school and its program;
  - b. Skill in communicating district and school goals to staff and public;
  - c. Willingness to be flexible in cooperatively working with others;
  - d. Skill in reconciling conflict.

### The Ethical Educator

1. The ethical administrator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing the ethical administrator considers the needs of the students, the district, and the profession.
2. The ethical administrator in fulfilling obligations to the student will:
  - a. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family; and
  - b. Refrain from exploiting professional relationships with any student for personal gain, or in support of persons or issues.
3. The ethical administrator in fulfilling obligations to the district will:
  - a. Apply for, accept, offer, or assign a position or responsibility only on the basis of professional qualifications, and will adhere to the conditions of a contract or the terms of the appointment;
  - b. Conduct professional business, including grievances, through established procedures;

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- c. Strive for continued improvement and professional growth;
  - d. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties; and
  - e. Engage in no outside employment that impairs the effectiveness of professional services.
4. The ethical administrator in fulfilling obligations to the profession will:
- a. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
  - b. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities; and
  - c. Respond to requests for evaluation of colleagues seeking professional positions and keep such information confidential as appropriate.

Adopted 7/14/80

# Job Descriptions for the Lowell School District # 71

CODE: GS-3

## STANDARDS OF COMPETENT PERFORMANCE TEACHERS

The standards listed below provide the foundation for three functions of staff development. One function is to provide direction for instructional and professional development. A second function is to determine if the minimal standards of competent performance for CERTIFICATED teachers in the Lowell School District are met. A third function of the standards is to provide a uniform basis for the teacher evaluation program within the district.

A standard is composed of three parts: (1) a statement that establishes a general behavior; (2) a list of indicators which specify how the behavior will be identified; and (3) criteria to establish the level of competent performance. The statement and indicators are listed for each standard. The level of expected performance of these standards will be determined by the professional judgment of the principal. The criteria are based upon the teacher's assignment, class size, experience, and available resources. To determine if the requirements of the standard have been met, the statement of general teacher behavior, all of the indicators and the performance level (criteria) must be considered.

### SECTION I - INSTRUCTIONAL DEVELOPMENT AREA: DIAGNOSING

STANDARD 1 The competent teacher establishes procedures for gathering data by:

- A. completing the diagnosis for each student;
- B. using diagnostic tools which are pertinent to the teacher's goals;
- C. using a variety of diagnostic instruments and techniques;
- D. requesting assistance from others, when needed, for more comprehensive diagnosis.

STANDARD 2 The competent teacher interprets diagnostic data to identify the needs and concerns of both the individual and the group by:

- A. identifying the achievement level for each student;
- B. explaining the significance of the achievement level diagnosed.

### AREA: PRESCRIBING

STANDARD 3 The competent teacher utilizes diagnostic data to establish instructional performance goals and relates these to individual needs by:

- A. Writing instructional performance goals;
- B. preparing performance goals that show the data gathered in diagnosis are utilized;
- C. preparing performance goals in terms of student performance;
- D. preparing performance goals which are measurable;
- E. preparing both short and long-term performance goals for any assigned class.

STANDARD 4 The competent teacher plans lessons to meet individual and group needs by:

- A. planning lessons that are consistent with the objectives;
- B. planning lessons that include appropriate activities which meet individual and group needs;
- C. planning to utilize appropriate resource materials related to instructional objectives;
- D. planning alternatives to meet the needs of individual students;
- E. accepting and using student feedback in planning instruction.

### AREA: FACILITATING

STANDARD 5 The competent teacher utilizes knowledge of subject matter by:

- A. using words and content appropriate to the subject area and students' abilities;
- B. using available media effectively and efficiently;
- C. requesting and using materials and facilities based on instructional objectives;
- D. knowing and utilizing community agencies, groups and individuals to further the education program.

STANDARD 6 The competent teacher uses effective classroom management techniques by:

- A. showing respect for students;
- B. providing an atmosphere in which students remain at task;
- C. exhibiting consistency when dealing with behavior problems;
- D. exhibiting positive verbal and non-verbal influence on, and reinforcement of, students.

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STANDARD 7 The competent teacher applies learning theory by:

- A. utilizing and building upon students' interests and prior knowledge;
- B. providing feedback as student's progress toward goals;
- C. allowing for a balance between intake of information and the expression of student ideas;
- D. providing the individual with activities to develop attitudes, appreciation's and values.

STANDARD 8 The competent teacher uses a variety of instructional techniques appropriate to students' needs by:

- A. giving directions in a clear, concise manner;
- B. phrasing questions so students may respond appropriately;
- C. using strategies which involve students in higher levels of thinking;
- D. pacing the activities within a lesson according to the needs of students;

STANDARD 9 The competent teacher establishes procedures for assessing student performance by:

- A. selecting means of evaluation which are appropriate to the objectives;
- B. planning measurement procedures for specific purposes;
- C. utilizing procedures whereby students receive feedback on their individual performance;
- D. presenting information that indicates evaluation has taken place for each student.

STANDARD 10 The competent teacher interprets the results of student performance assessment by:

- A. identifying the reasons why students have or have not met the performance goals.

STANDARD 11 The competent teacher uses the results of student performance assessment by:

- A. using objective data to arrive at a grade or indicator of student progress to be reported to parents;
- B. providing feedback that facilitates the student accomplishment of goals;
- C. planning changes in teaching strategies based on the results of the evaluation.

## SECTION II - PROFESSIONAL DEVELOPMENT

### AREA: COMMUNICATION

STANDARD 12 The competent teacher communicates effectively with students by:

- A. listening to and considering student comments and suggestions;
- B. being open to suggestions about ways in which to present materials;
- C. conveying an attitude that promotes participation in activities.

STANDARD 13 The competent teacher communicates effectively with fellow colleagues and staff by:

- A. participating in the group decision-making process;
- B. listening to and considering suggestions from the staff;
- C. sharing ideas and resources with others.

STANDARD 14 The competent teacher communicates responsibly to the public the significance of the school program by:

- A. answering parents' inquiries promptly, honestly and with discretion;
- B. initiating, when necessary, communication with parents;
- C. having available or locating information to relate district philosophy to the community-at-large.

### AREA: SCHOOL RELATIONSHIPS

STANDARD 15 The competent teacher has a consistent and professional attitude toward the accomplishment of building goals by:

- A. contributing to the decision-making process and abiding by group decisions;
- B. accepting shared responsibilities in and out of the classroom during the school day;
- C. maintaining consistency in record keeping as defined by building or district administrative regulations and procedure;
- D. using adopted courses of study or adjusting teaching objectives to include such adoptions;
- E. carrying out reasonable requests given by proper authority.

STANDARD 16 The competent teacher displays a consistent and professional attitude toward the accomplishment of district and state goals by:

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- A. adhering to and enforcing school law, state board regulations, school board policy and established administrative procedures.

Adopted 7/14/80

# Job Descriptions for the Lowell School District # 71

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CODE: A-1

Job Title: Principal

Certification: The school principal must hold the proper certificate with the State of Oregon

Duties: The school principal is responsible for:

1. The safety and conduct of pupils. This includes the discipline of students while under the supervision of the schools, on school grounds, in school buildings, and on school buses.
2. The condition of the buildings, grounds, and equipment. This is a shared responsibility with the custodial staff.
3. The operation of the school's budget and distribution of supplies.
4. The supplementary evaluation of professional staff members in the execution of their responsibilities.
5. The delegation and enforcement of supervisory duties in the building and on the playground.
6. The development and maintenance of good relationships between and among students, teachers, other employees, and the public.
7. The execution of the adopted policies of the school district.
8. The entire school program.
9. Cooperation with staff members in planning the school program.
10. The conduct of students in the school, suspending serious offenders for not more than five school days when reasonable efforts to secure the compliance of the offenders have failed. The principal shall notify the superintendent and give the parents or guardians notice of such suspensions. Notices of suspensions shall contain the reasons therefore.
11. The performance of such other duties as may be assigned by the superintendent.

Conduct: The principal must be exemplary in conduct and provide a proper leadership image for students and teachers.

Contract and

Salary: The school principal contract and salary will be set by the Board upon recommendation of the superintendent.

Adopted 8/75

# Job Descriptions for the Lowell School District # 71

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CODE: A-2

TITLE: Superintendent of Schools

JOB TYPE: Administrative

## QUALIFICATIONS:

1. Required State certification.
2. Successful experience as an educational leader and/or administrator.
3. Other qualifications as deemed necessary by the board.

RESPONSIBLE TO: Board of Directors

SUPERVISES: Confidential employees; including supervisor of grounds and transportation, and school principals; through them, all other district personnel.

## JOB OVERVIEW:

The superintendent is the chief executive officer of the district and has, under the direction of the Board, general supervision of all schools, personnel, and departments of the district. The superintendent is responsible for managing the schools under the Board's policies and is accountable to the Board for the management. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities shall not relieve the superintendent of responsibility of the actions taken under such delegation.

## Job Goal:

To provide for effective administration of schools and departments in Lowell School District, and educational leadership throughout the school system and community.

The superintendent will demonstrate the following personal and professional qualities:

### Knowledge of:

- Oregon's school reform program;
- Instructional programs and trends;
- Program evaluation;
- Personnel evaluation and motivation;
- Negotiation procedures and contract management;
- State and federal regulations governing school programs;
- Budgeting and accounting procedures;
- Collaborative management techniques.

### Skills including ability to:

- Communicate effectively in all areas;
- Compile, summarize, and analyze district and other data;
- Work effectively with school staff, students, and community;
- Develop effective, motivated subordinates;
- Effectively evaluate personnel, recognizing achievements and opportunities for improvement;
- Expect open, direct communication from staff, self, board, students, and community;
- Effectively solve problems, and guide others to do the same;
- Facilitate change;
- Set short and long range goals for district;
- Keep the district's Mission and Vision alive and visible.

### DUTIES OF THE POSITION:

- Serves as chief executive officer.
- Implements Board policies.
- Serves as clerk of the Board, performing such duties as required by law.
- Serves as executive officer of the Budget Committee.

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- Provides necessary and helpful facts, comparisons, investigations, information and reports to the board to aid in establishing policies and decision making.
- Represents the district in dealings with other school systems, social institutions, business forums, government agencies, and the general public.
- Be responsible, directly to the Board, on all matters as prescribed by law.

## BUDGET AND FINANCE DUTIES:

- Directs preparation of an annual budget in accordance with law.
- Approves and directs, in accordance with law and Board regulations, purchases and expenditures within the limits of the budget.
- Maintains such accounts and accounting procedures that are necessary to prepare the reports on financial affairs of the district, as required by law, the Board, and as otherwise deemed necessary.
- Is custodian of all district funds and securities in financial institutions designed by the Board.

## PERSONNEL DUTIES:

- Has the authority to recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of any employee as provided by law, bargaining contracts, and policies of the Board, with such recommendations reported to the Board.
- Directs the professional supervisory staff, and through this staff, directs, assigns, and assists all other educational employees in the performance of their duties.
- Provides leadership and directs the work of the professional staff in the evaluation of curriculum and textbooks, and upon the basis of such study, makes recommendations to the Board.
- Maintains knowledge of current educational developments and arranges for staff development necessary for the establishment of learning programs that meet the needs of the twenty-first century act.
- Evaluates performance of administrative staff.
- Interprets and administers collective bargaining agreements.
- Motivates staff and involves them in the decision making processes of the district.

## COMMUNICATION:

- Develops and maintains channels of communication with the community via, PTSA, newsletters, open houses, attendance at school functions, etc.
- Demonstrates excellent problem solving skills in areas of operations, personnel issues, student behavior problems, community relationships, and Board relations.
- Communicates in an open, direct, objective manner, and expects the same from others.

## PROFESSIONAL DEVELOPMENT:

- Actively participates in professional organizations.
- Seeks opportunities to improve knowledge base and gain new experiences.
- The specific enumeration of the duties of the superintendent as detailed above will not act to limit the board authority and responsibility of the office.
- Assignment

## CONDITIONS:

- 12 month position - Confidential Employee

## SALARY:

- Contract pay will be determined through negotiations with Board of Directors.
- The amount due under the contract will be pro-rated in accordance with district policy.

## FRINGE BENEFITS:

- Will be determined through negotiations with the Board of Directors.

Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: CO-1

TITLE: Administrative Secretary

JOB TYPE: This is a confidential position

## ASSIGNMENT:

To provide complex and sensitive secretarial and clerical duties for the Executive Administration Office. As first contact for the office, this person may handle sensitive and confidential information related to employee issues, complaints or serious student behavior.

RESPONSIBLE TO: Superintendent

DUTIES: May include, but are not limited to, the following:

1. Provides secretarial support for Executive Administration: organizes and maintains meeting and office supplies; maintains a variety of files including those containing sensitive material; schedules and maintains meeting room calendars.
2. Serves as first contact for incoming calls to the Executive Administration office.
3. Serves as a resource to and liaison between the supervisor and employee.
4. Responsible for Superintendent's schedule: maintains her/his calendar; maps driving routes; prepares and maintains tickler file, making special notes and references as needed; responsible for meeting setup and cleanup.
5. Makes decisions on handling, referring and prioritizing all correspondence; reads as information as necessary to be familiar with any issues.
6. Interprets and explains department and District policies, rules and regulations in response to inquiries as appropriate.
7. Maintains and cross-references School Board and Executive Cabinet calendars to correspond with Executive Administration and meeting room calendars.
8. Organizes and coordinates conferences, workshops, meetings and other travel arrangements as necessary for the Superintendent and School Board.
9. Composes routine correspondence; types and updates a variety of written materials including agendas, reports, statistical data, charts from rough draft, minutes; proofreads and edits a variety of materials.
10. Coordinate district newsletter
11. Type and collate board agenda and support materials
12. Distribute board agenda packets to board members, newspapers, teacher union and post in house and in community
13. Type and collate budget committee agenda and support materials
14. Distribute budget agenda and support materials to budget committee, newspapers, teacher union and post in house and in community.
15. Maintain District inventory
16. Keep all student transcripts updated and sent out on request
17. In the absence of the Management Assistant to the School Board attends School Board meetings reviewing materials for completeness and accuracy, distributes agendas, and develops and maintains the mailing list.
18. Assists or assumes duties of other staff as necessary when assistance is required or during vacation periods.
19. Performs other related duties as required by Executive Administration.

## ABILITY TO:

1. Quickly acquire a working knowledge of departmental policies and procedures.
2. Perform secretarial and administrative support functions requiring independent judgment, decision making and problem solving.
3. Research information and compose memos, letters and other correspondence for own or an administrative superior's signature.
4. Plan, organize, prioritize and complete a high volume of work in a timely and efficient manner.
5. Operate a computer terminal to enter, revise, and retrieve information, or to use word processing capabilities.
6. Analyze situations carefully and adopt effective courses of action.
7. Interpret and apply department policies and procedures.

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8. Compile information, maintain extensive records and prepare reports.
9. Communicate clearly and concisely, both orally and in writing.
10. Establish and maintain effective working relationships with those contacted in the course of work.
11. Ability to work flexible hours, attending early morning or evening meetings several times each month.

### CONDITIONS:

1. 11 month position - Confidential Employee

### SALARY:

1. Contract pay will be determined through negotiations with Board of Directors.
2. The amount due under the contract will be pro-rated in accordance with district policy.

### FRINGE BENEFITS:

1. Will be determined through negotiations with the Board of Directors.

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

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CODE: CO-2

TITLE: Business Office Secretary

JOB TYPE: This is a confidential position

## ASSIGNMENT:

To provide complex and sensitive secretarial and clerical duties for the Executive Administration Office. As first contact for the business office, this person may handle sensitive and confidential information related to employee issues, complaints or human relations issues.

RESPONSIBLE TO: Superintendent

DUTIES: May include, but are not limited to, the following:

1. Verifies funds which are budgeted to determine if adequate funds are available for the specific activity.
2. Prepares monthly and quarterly state and federal reports.
3. Maintains accurate accounting records essential for auditing and to do related work as required.
4. Prepare the school district payroll.
5. Manage PERS reporting and issues
6. Coordinate purchasing and process accounts payable
7. Be responsible for the preservation of records and documents of the school district.
8. Deposit school district receipts in banks designated by the school board.
9. Assist superintendent in planning the budget calendar.
10. Assist the superintendent in compiling and preparing the budget for typing.
11. Attend board and budget meetings
12. Maintain district equipment inventory and records.
13. Represent district as collective bargaining team member
14. Manage human relations issues
15. Process volunteer applications
16. Other duties as may be assigned by the administration.
17. Establish and maintain effective working relationships with those contacted in the course of work.
18. Ability to work flexible hours, attending early morning or evening meetings several times each month.

## CONDITIONS:

- 12 month position - Confidential Employee

## SALARY:

- Contract pay will be determined through negotiations with Board of Directors.
- The amount due under the contract will be pro-rated in accordance with district policy.

## FRINGE BENEFITS:

- Will be determined through negotiations with the Board of Directors.

REVISED 8-22-12

# Job Descriptions for the Lowell School District # 71

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CODE: CO-3

TITLE: Food Service Director

JOB TYPE: This is a confidential position.

## ASSIGNMENT:

Administers the foodservice program in a multiple-site program according to policies and procedures, and federal/state requirements. Supervises and trains foodservice personnel. Develops and maintains high standards of food preparation and service with emphasis on menu appeal and nutritional value. Maintains high standards of sanitation and safety. Maintains records of income and expenditures, food, supplies, personnel and equipment. Facilitates cooperation with education partners such as administrators, teachers, parents and students.

## DUTIES:

1. Plans and analyzes menus for all schools in the district to ensure that USDA Meal Pattern and nutritional requirements are met.
2. Plans menu adaptations for children with special needs.
3. Maintains a purchasing system consistent with USDA and state purchasing guidelines.
4. Enforces federal and state regulations regarding nutritional standards, reports and records.
5. Prepares and maintains all records for required audits and reviews.
6. Oversees the administration of the district's free and reduced price meals program according to federal regulations.
7. Prepares, monitors and administers the food services budget. Monitors and analyzes all revenue sources.
8. Reviews and authorizes all program expenditures.
9. Assesses customer preference, industry trends and current research to develop a long range plan that facilitates continuous program improvement.
10. Maintains an efficient food service operation and a high quality food service staff by recruiting, selecting, training, scheduling, supervising and evaluating all food service personnel.
11. Coordinates all equipment maintenance and building repairs with the appropriate school district personnel or a private service provider.
12. Ensure that established sanitation and safety standards are maintained.
13. Develops a marketing plan that promotes the school nutrition services to students, parents, other school personnel, and the community.
14. Develops and implements a catering plan that is consistent with school board policies.

## CONDITIONS:

1. 11 month position – Confidential Employee

## SALARY:

1. Contract pay will be determined through negotiations with Board of Directors.
2. The amount due under the contract will be pro-rated in accordance with district policy.

## FRINGE BENEFITS:

1. Will be determined through negotiations with the Board of Directors.

Adopted 8/12

# Job Descriptions for the Lowell School District # 71

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CODE: CO-4

TITLE: Maintenance Director

JOB TYPE: This is a confidential position

**ASSIGNMENT:**

Plans and supervises the maintenance services of the District to ensure that all facilities, equipment, and mechanical systems are properly functioning and operating.

RESPONSIBLE TO: Superintendent

DUTIES: May include, but are not limited to, the following:

1. Ability to manage employees
2. Ability to schedule time to meet deadlines
3. Ability to handle crisis with finesse
4. Good oral communications
5. Ability to accept direction from supervisor
6. Self-starter and self-motivator
7. Ability to set short and long term goals
8. Ability to budget for projects
9. Ability to plan, coordinate, and implement long range facility maintenance programs
10. Willing to accept training in areas of limited knowledge and/or skills
11. Operate and maintain boilers.
12. Ability to keep records
13. Ability to write reports
14. Coordinate required training for employees

**CONDITIONS:**

- 12 month position - Confidential Employee

**SALARY:**

- Contract pay will be determined through negotiations with Board of Directors.
- The amount due under the contract will be pro-rated in accordance with district policy.

**FRINGE BENEFITS:**

- Will be determined through negotiations with the Board of Directors.

# Job Descriptions for the Lowell School District # 71

CODE: CO-5

TITLE: Technology Director

JOB TYPE: This is a confidential position.

ASSIGNMENT: To provide leadership and coordination in the use of technology and the management of Lowell School District's technology resources.

## DUTIES:

### A. Organizational

1. Develop and periodically update a long-range technology plan.
2. Develop annual timelines for implementation of the technology plan.
3. Provide leadership in planning for the instructional use of technology.
4. Maintain a current inventory of computers and other equipment for the system.
5. Maintain a software inventory and insure that all software licenses are up-to-date.
6. Apply for and maintain records on technology grants.
7. Maintain documentation and records on the district network.
  - a. Security policies
  - b. Groups and group policies
  - c. User login information
  - d. Physical layout of the network
  - e. Logical organization of the network
  - f. Schedule maintenance on equipment.
  - g. Develop and maintain an equipment replacement schedule.
  - h. Maintain and schedule updates to the district and school websites.
  - i. Coordinate licensing, repair and upgrades within the system budget.
  - j. Assist in meeting the requirements of government programs utilizing technology.
  - k. Assure compliance with laws and government regulations regarding use of computers and the Internet.

### B. Instructional

1. Assist with planning at the system and building levels for the instructional use of technology.
2. Assist subject area committees in setting goals related to the use of technology in instruction and selecting compatible software when new texts or materials are purchased.
3. Maintain membership on appropriate committees in order to coordinate the applications of technology in instruction.
4. Review current literature on computers and technology and disseminate this information to staff and students.
5. Provide in-service training to teachers and staff either by doing the training or coordinating the training.
6. Train staff to use equipment and software.
7. Assist staff in adapting technology to fit individual needs.
8. Maintain contact with and obtain training from state organizations that support educational technology.
9. Attend local and regional workshops and conferences to keep up-to-date on technology.
10. Maintain contact with external organizations in the state that support the use of technology.
11. Encourage and facilitate increased use of computers and technology by staff and students.
12. Report to the school board and other interested groups on activities that have taken place and on progress achieved in meeting technology goals.

### C. Technical

Provide recommendations and specifications for acquisition of computer equipment, software, and related resources and equipment.

1. Assist with the selection and purchase of equipment and support materials needed to reach system goals.
2. Obtain bids for equipment and supplies
3. Prepare and submit purchase orders for equipment and supplies
4. Place and setup equipment.
5. Computers
  - a. Printers
  - b. Power protection
  - c. Install and upgrade software.
  - d. Setup and optimize the user environment.
    - i. Install appropriate programs for room/grade
    - ii. Memory and storage management
    - iii. Login and network access
    - iv. Email
6. Assist staff in operating equipment, using software programs, and adapting technology to individual needs.

# Job Descriptions for the Lowell School District # 71

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7. Obtain troubleshooting tools and establish a troubleshooting approach.
  - a. Diagnose computer hardware and software problems
  - b. Do repair and maintenance on equipment (or arrange to have it repaired)
  - c. Maintain upgrade and repair records
  - d. Establish and maintain appropriate LAN maintenance procedures.
  - e. Optimize placement of equipment
  - f. Identify network drops
  - g. Maintain network maps
8. Monitor LAN usage.
  - a. Internet bandwidth
  - b. Block Internet sites
  - c. Data storage and quotas for users
  - d. Virus quarantine
9. Install, manage, and monitor performance of network servers.
10. Develop and maintain the district and both school web sites.
11. Establish and maintain the email system.
12. Provide technical support for administrative database systems.
13. Install, upgrade and provide technical support for teacher grading programs and student information systems.
14. Establish and maintain an efficient backup plan and protect backups.
15. Establish and maintain LAN security, software use guidelines, and virus protection.

## CONDITIONS:

1. 11 month position – Confidential Employee

## SALARY:

1. Contract pay will be determined through negotiations with Board of Directors.
2. The amount due under the contract will be pro-rated in accordance with district policy.

## FRINGE BENEFITS:

1. Will be determined through negotiations with the Board of Directors.

Adopted 8/12

# Job Descriptions for the Lowell School District # 71

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CODE: CO-6

TITLE: Transportation Director

JOB TYPE: This is a confidential position.

## ASSIGNMENT:

Directs and supervises the safe, efficient, orderly transport of students between their homes and schools, to and from special functions and activities; the effective repair and maintenance of transportation equipment.

## DUTIES:

1. Plans, directs, and supervises the operations and activities of the District's transportation department including the establishment of routes, scheduling and transport of students to and from school, special functions and activities, control of student conduct in buses, driver training, and the proper repair and maintenance of equipment.
2. Prepares and recommends transportation department capital, operating budgets, and controls expenditures within approved budgets.
3. Prepares cost estimates for requested or proposed additions and/or changes in transportation services.
4. Establishes operating practices and procedures to ensure conformance to federal and state rules and regulations regarding pupil transportation.
5. Investigates and resolves "non-routine" complaints about transportation services and driver conduct.
6. Investigates and recommends courses of action on those disciplinary problems that could result in suspension of pupil transportation privileges.
7. Monitors transport operations for conformance to established practices, procedures, and policies by making unscheduled field inspections.
8. Selects, hires, trains, terminates, evaluates, and recommends salary increases for key departmental staff.
9. Establishes operating practices and procedures to ensure conformance to federal and state regulations.
10. Performs other related duties as assigned.

## CONDITIONS:

- 12 month position – Confidential Employee

## SALARY:

- Contract pay will be determined through negotiations with Board of Directors.
- The amount due under the contract will be pro-rated in accordance with district policy.

## FRINGE BENEFITS:

- Will be determined through negotiations with the Board of Directors.

Adopted 8/12

# Job Descriptions for the Lowell School District # 71

Code: T-1

TITLE: Band Teacher

JOB TYPE: Licensed

## ASSIGNMENT:

Instructs classes in band so that students develop individual and group performance skills and an understanding of music.

Responsible to: Building Principal

## Assigned Responsibilities:

1. Conducts rehearsals and performances--demonstrating understanding of differences in style among various types of music.
2. Presents performances of high musical quality for the school and community in which groups are well-disciplined and make a good appearance.
3. Uses music of high quality in a variety of types and styles.
4. Builds and maintains a program that attracts and holds at least enough students to perform standard concert band literature with a characteristic ensemble sound and standard instrumentation.
5. Collaborates with other District band instructors to ensure continuity in enrollment from elementary to middle to high school.
6. Identifies, diagnosis, and prescribes remediation for problems in individual and group band instrument technique.
7. Matches activities and materials to individual and group skills and needs.
8. Designs or selects and uses planned sequences of instruction for the development of band instrument technique and music reading.
9. Ensures that instructional activities and materials are clearly related to District, school, and department goals and objectives.
10. Provides instruction based on designated instructional guides or develops alternate
11. materials in prescribed District format.
12. Establishes and maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
13. Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
14. Conducts interesting and well-paced classes using a variety of instructional techniques and materials appropriate to the lesson.
15. Gives clear directions and makes sure students understand what to do before undertaking assignments.
16. Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
17. Uses a grading system that is consistent, fair, and supportable.
18. Selects and requisitions required music, instruments, equipment, and supplies.
19. Ensures that instruments and equipment are properly used, maintained, and stored, and that inventory records are accurate and current.
20. Supervises students in out-of-classroom activities as assigned.
21. Establishes and maintains a good working relationship with building administrators, area leader, and staff cooperating to resolve problems in a professional manner so that the concerns of all parties are considered.
22. Participates cooperatively on school, area, and district-wide activities.
23. Follows specified standards, policies, and procedures of the building and District.

## MINIMUM QUALIFICATIONS:

1. Oregon Teaching Certificate valid for assignment.
2. Working knowledge of band instruments.
3. Conduct music accurately and expressively with self-confidence.
4. Perform on own instrument to illustrate and demonstrate correct techniques, corrective measures, and musical expressiveness.
5. Strong personal musicianship.

## MINIMUM TERM OF EMPLOYMENT:

1. Will be determined by terms of the current negotiated agreement.

## SALARY:

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

## EVALUATION:

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

**Code: T-2**

**TITLE:** Choir Teacher

**JOB TYPE:** Licensed

**ASSIGNMENT:**

Instructs classes in vocal music so that students develop individual and group performance skills and an understanding of music.

Responsible to: Building Principal

**Assigned Responsibilities:**

1. Teaches students to sing with well-formed vowels and a clear, free, focused, in-tune sound.
2. Conducts rehearsals and performances--demonstrating understanding of differences in style among various types of music.
3. Presents performances of high musical quality for the school and community in which groups are well-disciplined and make a good appearance.
4. Uses music of high quality in a variety of types and styles.
5. Builds and maintains a program that attracts and holds at least enough students to perform the standard literature at the assigned level with a characteristic ensemble sound and balance of parts.
6. Identifies, diagnoses, and prescribes remediation for problems in individual and group vocal technique.
7. Matches activities and materials to individual and group skills and needs.
8. Designs or selects and uses planned sequences of instruction so that students acquire skills in vocal technique and music reading.
9. Ensures that instructional activities and materials are clearly related to District, school, and department goals and objectives.
10. Provides instruction based on designated instructional guides or develops alternate materials in prescribed District format.
11. Establishes and maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
12. Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
13. Conducts interesting and well-paced classes using a variety of instructional techniques.
14. Gives clear directions and makes sure students understand what to do before undertaking assignments.
15. Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
16. Uses a district approved grading system that is consistent, fair, and supportable.
17. Selects and requisitions required music, equipment, and supplies.
18. Ensures that music and equipment are properly used, maintained, and stored, and that inventory records are accurate or current.
19. Supervises students in out-of-classroom activities as assigned.
20. Participates cooperatively on school, area, and district-wide activities.
21. Establishes and maintains a good working relationship with building administrators and staff--cooperating to resolve problems in a professional manner so that concerns of all parties are considered.
22. Follows specified standards, policies, and procedures of the building and District.

**MINIMUM QULIFICATIONS:**

1. Oregon Teaching Certificate valid for assignment.
2. Working knowledge of the voice at the assigned level.
3. Conduct music accurately and expressively with self-confidence.
4. Sing unselfconsciously to illustrate and to demonstrate correct techniques, corrective measures, and musical expressiveness.
5. Strong personal musicianship

**MINIMUM TERM OF EMPLOYMENT:**

1. Will be determined by terms of the current negotiated agreement.

**SALARY:**

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

**EVALUATION:**

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

**Code: T-3**

**TITLE:** Elementary Classroom Teacher

**JOB TYPE:** Licensed

**ASSIGNMENT:**

Conducts all regular classroom activities as designated by the School District. This job description applies to all general elementary classroom teacher positions.

Responsible to: Building Principal

**Assigned Responsibilities:**

1. Establishes and maintains orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
2. Maintains a physical environment conducive to learning.
3. Plans a program of study designed to meet the individual needs, interests, and abilities of students.
4. Ensures that instructional activities and materials are clearly related to state, district and school goals and objectives, and that District-approved materials are used as the core of instruction.
5. Conducts interesting and well-paced classes, using a variety of instructional techniques, strategies, and media appropriate to the lesson and the needs and capabilities of the students.
6. Identifies, diagnoses, and prescribes remediation for individual learning difficulties.
7. Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
8. Makes sure students understand what to do before undertaking assignments.
9. Assesses, records, and provides feedback promptly and often to students on their progress and assignments--maintaining such records as required by law and District policy.
10. Collaborates to develop Individual Education Programs (IEP's).
11. Upon request, assists in the selection of books, equipment, and other instructional materials.
12. Responds in a cooperative and positive manner to supervision.
13. Establishes and maintains open lines of communication with students and their parents concerning both academic and behavioral progress of students.
14. Maintains open lines of communication with classified staff, licensed staff, and support personnel to establish a positive work environment.
15. Assumes responsibility for assigned duties, e.g., lunch count, breakfast duty, etc.
16. Takes precautions to provide for health and safety of the students and to protect equipment, material, and facilities.
17. Assists the administration in implementing policies and rules governing student life and conduct.
18. Attends and participates in faculty meetings.
19. Achieves professional growth through consultation with District support staff and attendance at building and District in-service meetings.
20. Establishes and maintains a good working relationship with building administrators and staff--cooperating to resolve problems in a professional manner so that the concerns of all parties are considered.
21. Participates in activities which are related to school functions and/or the educative process which occur outside the regular school day, in accordance with the collective bargaining agreement.
22. Performs other duties as assigned.
23. Follows specified standards, policies, and procedures of the building and District.

**Minimum Qualifications:**

1. Oregon Elementary Teaching License.
2. Knowledge of child growth and development at each level of instruction.

**Minimum Term of Employment:**

1. Will be determined by terms of the current negotiated agreement.

**SALARY:**

2. Will be determined by terms of the current negotiated agreement.
3. The amount due under the contract will be pro-rated monthly in accordance with district policy.

**EVALUATION:**

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

Code: T-4

TITLE: Elementary Music Teacher

JOB TYPE: Licensed

## ASSIGNMENT:

Instructs classes in elementary classroom music so that students develop skills in singing, listening, and music fundamentals, and participate with enthusiasm and enjoyment.

Responsible to: Building Principal

## Assigned Responsibilities:

1. Collaborates with principals and staffs of assigned buildings to establish a workable class schedule which insofar as possible accommodates the needs of each building.
2. Teaches students to sing with a clear, free, in-tune sound.
3. Identifies, diagnoses, and prescribes remediation for individual and group problems in singing.
4. Builds and maintains a choir which presents performances (using 2 and 3-part music) of high musical quality for the school and community in which the group is well-disciplined and makes a good appearance.
5. Designs or selects and uses planned sequences of instruction for music reading, guitar/ukulele, and recorder.
6. Matches activities and materials to individual and group skills and needs.
7. Conducts interesting and well-paced classes, using a variety of instructional techniques, strategies, and materials appropriate to the lesson.
8. Collaborates with the support services team to develop Individual Education Programs (IEP's).
9. Ensures that instructional activities and materials are clearly related to state, district, school, and department goals and objectives.
10. Provides instruction based on designated instructional guides.
11. Establishes and maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
12. Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
13. Gives clear directions and makes sure students understand what to do before undertaking assignments.
14. Assesses, keeps track of, and provides feedback often to students on their progress.
15. Maintains accurate inventory records of sheet music, instruments, and equipment.
16. Supervises students in own music groups in out-of-school performances and activities.
17. Establishes and maintains a good working relationship with building administrators and staff--cooperating to resolve problems in a professional manner so that the concerns of all parties are considered.
18. Collaborates with the band and orchestra instructor to further the total music program in the school.
19. Participates cooperatively on elementary festivals, staff meetings, and other school, area, and district-wide activities.
20. Follows specified standards, policies, and procedures of the building and District.

## MINIMUM QULIFICATIONS:

1. Oregon Teaching Certificate valid for assignment.
2. Working knowledge of the voice at the elementary school level.
3. Sing unselfconsciously to illustrate and to demonstrate correct techniques, corrective measures, and musical expressiveness.
4. Conduct music accurately and expressively with confidence.
5. Knowledge of child development at each level of instruction, with special attention to motor skills.
6. Know several approaches of how to present a song at each grade level and the concepts which can be taught through the song.
7. Working knowledge of basic classroom rhythm instruments.
8. Strong professional interest and competence in working with upper elementary students.
9. A primary professional interest in elementary classroom music as a teaching assignment.
10. Strong personal musicianship.

## MINIMUM TERM OF EMPLOYMENT:

1. Will be determined by terms of the current negotiated agreement.

## SALARY:

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

## EVALUATION:

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

**Code: T-5**

**TITLE:** English Teacher

**JOB TYPE:** Licensed

**ASSIGNMENT:**

Instructs English classes so that students develop skills in reading, writing, spelling, and oral communication.

Responsible to: Building Principal

**Assigned Responsibilities:**

1. Uses a variety of discussion skills to encourage class participation.
2. Organizes content and skills so that learning objectives are recognizable to the student and other observers.
3. Identifies students needing remediation for listening, speaking, reading, or writing.
4. Matches activities and materials to individual and group skills and needs.
5. Uses planned course statements for the development of composition, oral communication, and/or literature sequences as appropriate in teaching assignment.
6. Ensures that instructional activities and materials are clearly related to state, district, school, and department goals and objectives.
7. Provides instruction based on designated materials.
8. Establishes and maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
9. Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
10. Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials.
11. Makes sure students understand what to do before undertaking assignments.
12. Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
13. Uses a district approved grading system that is consistent, fair, and supportable.
14. Ensures that materials and equipment are properly used, maintained, and stored, and that inventory records when requested are accurate and current.
15. Supervises students in out-of-classroom activities as assigned.
16. Participates cooperatively on school, area, and District-wide activities.
17. Follows specified standards, policies, and procedures of the building and District.

**MINIMUM QULIFICATIONS:**

1. Oregon Teaching Certificate valid for assignment.
2. Working knowledge of language arts skills at the senior high level.
3. Speak and write articulately.

**MINIMUM TERM OF EMPLOYMENT:**

1. Will be determined by terms of the current negotiated agreement.

**SALARY:**

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

**EVALUATION:**

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

Code: T-6

TITLE: Health Teacher

JOB TYPE: Licensed

## ASSIGNMENT:

Instructs classes in Health Education so that students develop increased knowledge and individual skills in caring for their own health and the health of others.

Responsible to: Building Principal

## Assigned Responsibilities:

- 1) Teaches students the information included in the district adopted curriculum in the areas of (a) physical health, (b) mental health, (c) community health, and (d) safety.
- 2) Matches the health activities and materials to individual and group skills and needs.
- 3) Organizes content and skills of the health program so learning objectives are recognizable to the student and other observers.
- 4) Presents materials and activities in a positive manner so that students are motivated to lead healthy and active lives.
- 5) Uses a variety of teaching strategies (discussion, lecture, group activity, and individual projects) to encourage class participation.
- 6) Reports to students the latest facts relating to health topics being taught.
- 7) Ensures that health instructional activities and materials are clearly related to state, district, school, and department goals and objectives.
- 8) Provides health instruction based on designated instructional guides or develops alternate materials in prescribed district format.
- 9) Establishes and maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
- 10) Maximizes time when students are paying attention and working on tasks directly related to the health subject matter.
- 11) Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, materials, and media appropriate to the lesson.
- 12) Makes sure students understand what to do before undertaking assignments.
- 13) Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
- 14) Uses a district approved grading system that is consistent, fair, and supportable.
- 15) Selects and requisitions required health films and filmstrips.
- 16) Ensures that health media equipment is properly used, maintained, and stored, and that inventory records are accurate and current.
- 17) Supervises students in out-of-classroom activities as assigned.
- 18) Participates cooperatively on school, area, and district-wide health activities.
- 19) Follows specified standards, policies, and procedures of the building and district.

## MINIMUM QUALIFICATIONS:

1. Oregon Teaching Certificate valid for assignment.

## MINIMUM TERM OF EMPLOYMENT:

24. Will be determined by terms of the current negotiated agreement.

## SALARY:

- 1 Will be determined by terms of the current negotiated agreement.
- 2 The amount due under the contract will be pro-rated monthly in accordance with district policy.

## EVALUATION:

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

**Code: T-7**

**TITLE:** Industrial Technology/Careers Teacher

**JOB TYPE:** Licensed

**ASSIGNMENT:**

Instructs high school classes in industrial technology and careers. Supervises student activities related to these areas so that students develop the skills, production concepts, knowledge, and attitudes related to employment in industrial occupations. Assist students in expanding their awareness of career opportunities. Oversee developing individual interests, aptitudes, employment skills.

Responsible to: Building Principal

**Assigned Responsibilities:**

1. Teaches knowledge and skills on the topics of safety, metals, energy and power, wood, drafting, electricity/electronics, and career exploration as assigned.
2. Matches activities and materials to individual and group skills and needs.
3. Designs or selects and uses planned sequences of instruction for the development of skills and knowledge.
4. Ensures that instructional activities and materials are clearly related to District, school, program, course goals and objectives.
5. Matches activities and materials to individual and group skills and needs.
6. Designs or selects and uses planned sequences of instruction for the development of occupational skills and knowledge.
7. Ensures that instructional activities and materials are clearly related to state, district, school, and department goals and objectives.
8. Provides instruction based on designated instructional materials or develops alternate materials in prescribed District format.
9. Establishes and maintains an orderly and supportive classroom and laboratory environment in which students are actively participating and show respect for one another and for the teacher.
10. Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
11. Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials appropriate to the lesson.
12. Makes sure students understand what to do before undertaking assignments.
13. Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
14. Uses a district approved grading system that is consistent, fair, and supportable.
15. Selects and requisitions required instructional equipment, supplies, and materials.
16. Ensures that materials and equipment are properly used, maintained and stored, and that inventory records are accurate and current.
17. Supervises students in out-of-classroom activities as assigned. (Student Led Conferences and the Lowell Learning Experience.)
18. Participates cooperatively in school, area, and district-wide activities.
19. Follows specified standards, policies, and procedures of the building and District.

**MINIMUM QULIFICATIONS:**

1. Oregon Teaching Certificate valid for assignment.
2. Demonstrated ability to relate positively with students, teachers, administrators, parents, and the community.

**MINIMUM TERM OF EMPLOYMENT:**

1. Will be determined by terms of the current negotiated agreement.

**SALARY:**

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

**EVALUATION:**

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

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**Code: T-8**

**TITLE:** Math Teacher

**JOB TYPE:** Licensed

**ASSIGNMENT:**

Instructs students in the skills, application, and structure of mathematics commensurate with the level of course assignment(s).

Responsible to: Building Principal

**Assigned Responsibilities:**

1. Selects or designs and uses planned sequences of instruction to meet the intent of the course objectives.
2. Matches activities and materials to individual and group skills and needs.
3. Identifies, diagnoses, and prescribes remediation for individual or group problems in assigned course work.
4. Ensures that instructional activities and materials are clearly related to state, district, school, and department goals and objectives.
5. Provides instruction based on designated instructional guides or develops alternate materials in prescribed District format.
6. Looks for and develops applications of mathematical operations and procedures in everyday life.
7. Maintains orderly and supportive classrooms environment in which students are actively participating and show respect for one another and for the teacher.
8. Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
9. Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials.
10. Gives clear directions and makes sure students understand what to do before undertaking assignments.
11. Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
12. Uses a district approved grading system that is consistent, fair, and supportable.
13. Selects and requisitions the required supplies and equipment through the proper school and department channels.
14. Ensures that books, materials, and equipment are properly used, maintained and stored, and that inventory records are accurate and current.
15. Supervises students in out-of-classroom activities as assigned.
16. Participates cooperatively on school, area, and District-wide activities, including development of planned course statements, tests, and textbook adoptions.
17. Follows specified standards, policies, and procedures of the department, the building, and District.

**MINIMUM QULIFICATIONS:**

1. Oregon Teaching Certificate valid for assignment.
2. Ability to teach advanced high school mathematics.
3. Familiarity with and ability to make appropriate use of technology, such as computers, calculators, manipulatives, and films, etc.
4. Familiarity with and ability to use mathematical terminology.
5. Develop concepts by moving from concrete to abstract.

**MINIMUM TERM OF EMPLOYMENT:**

1. Will be determined by terms of the current negotiated agreement.

**SALARY:**

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

**EVALUATION:**

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

**Code: T-9**

**TITLE:** Physical Education Teacher

**JOB TYPE:** Licensed

**ASSIGNMENT:**

Conducts all regular physical education activities as designated by the school district.

Responsible to: Building Principal

**Assigned Responsibilities:**

1. Establishes and maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
2. Maintains a physical environment conducive to learning.
3. Plans a program of study designed to meet District physical education goals that meets the individual needs, interests, and abilities of students.
4. Teaches activities that will improve the physical, mental, social, and emotional health of the students.
5. Provides time in each unit for instruction, skill practice, and supervised activity.
6. Establishes unit plans that provide for a progression from simple to more difficult skills.
7. Manages the locker room before and after the activity period.
8. Teaches rules and strategies in each sport.
9. Emphasizes team sports in the middle school and includes lifetime sports in the high school.
10. Dresses appropriately for the activities being presented.
11. Maintains all students within sight during the class period.
12. Provides time for cardiovascular development in each of the units.
13. Provides coeducational opportunities.
14. Assesses the accomplishments of students on a regular basis and maintains such records as required by law and by District policy.
15. Uses a district approved grading system that is consistent, fair, and supportable.
16. Takes all reasonable precautions to provide for the health and safety of students and to protect equipment, material, and facilities.
17. Establishes and maintains open lines of communication with students and their parents.
18. Upon request, advises in the selection of equipment and other instructional materials.
19. Attends and participates in faculty meetings and department staff meetings.
20. Maintains open lines of communication with classified staff, certificated staff, and support personnel to establish a positive work environment.
21. Establishes and maintains a good working relationship with building administrators and staff--cooperating to resolve problems in a professional manner so that the concerns of all parties are considered.
22. Assists the administration in implementing policies and rules governing student life and conduct.
23. Achieves professional growth through attendance at workshops and consultation with District support staff at building and District inservice meetings.
24. Performs other duties as assigned.
25. Follows specified standards, policies, and procedures of the building and District.

**MINIMUM QUALIFICATIONS:**

1. Valid Oregon Teaching Certificate endorsed for physical education.

**MINIMUM TERM OF EMPLOYMENT:**

- Will be determined by terms of the current negotiated agreement.

**SALARY:**

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

**EVALUATION:**

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

**Code: T-10**

**TITLE:** Science Teacher

**JOB TYPE:** Licensed

**ASSIGNMENT:**

Instructs students in the skills and processes of science commensurate with the level of course assignment(s).

Responsible to: Building Principal

**Assigned Responsibilities:**

1. Instructs students, by precept and example, in proper laboratory safety procedures.
2. Differentiates between scientific hypothesis, theory, and law at appropriate points of instruction.
3. Follows a regular and progressive sequence from concrete to abstract when developing concepts.
4. Ensures that enabling terms or concepts are understood by students before they are used as part of a more complex task.
5. Selects or designs and uses planned sequences of instruction to meet the intent of the course objectives.
6. Matches activities and materials to individual and group skills and needs.
7. Provides evidence of planning for the purposeful and safe conduct of any field trips.
8. Identifies, diagnoses, and prescribes remediation for individual or group problems in assigned course work.
9. Ensures that instructional activities and materials are clearly related to state, district, school, and department goals and objectives.
10. Provides instruction based on designated instructional guides or develops alternate materials in prescribed District format.
11. Maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
12. Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
13. Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials appropriate to the lesson.
14. Gives clear directions and makes sure students understand what to do before undertaking assignments.
15. Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
16. Uses a district approved grading system that is consistent, fair, and supportable.
17. Selects and requisitions required equipment and supplies through the proper school and department channels.
18. Ensures that supplies, books, and equipment are properly used, maintained and stored, and that inventory records are accurate and current.
19. Supervises students in out-of-classroom activities as assigned.
20. Participates cooperatively on school, area, and District-wide activities.
21. Follows specified standards, policies, and procedures of the science staff, the building, and District.

**MINIMUM QULIFICATIONS:**

1. Oregon Teaching Certificate valid for assignment.

**MINIMUM TERM OF EMPLOYMENT:**

2. Will be determined by terms of the current negotiated agreement.

**SALARY:**

3. Will be determined by terms of the current negotiated agreement.
4. The amount due under the contract will be pro-rated monthly in accordance with district policy.

**EVALUATION:**

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

**Code: T-11**

**TITLE:** Social Studies Teacher

**JOB TYPE:** Licensed

**ASSIGNMENT:**

Instructs classes in social studies so that students understand and apply knowledge and reasoning skills to the examination of social issues.

Responsible to: Building Principal

**Assigned Responsibilities:**

1. Uses a variety of teaching strategies appropriate to the teaching of facts, concepts, and generalizations.
2. Designs or selects and uses planned sequences of instruction to develop student understanding of factual background material, social studies, concepts, and generalizations, as well as critical reasoning and discussion skills.
3. Establishes and maintains an orderly and supportive classroom where students show respect for one another and the teacher and are free to develop a questioning attitude.
4. Conducts classroom discussions which proceed with direction and encourages students to examine and draw conclusions and make value judgments based on scientific methods of inquiry.
5. Uses various questioning techniques which lead students to higher levels of thinking, including analyzing, synthesizing, hypothesizing, and the testing of hypotheses and value judgments.
6. Maintains an atmosphere of intellectual integrity by encouraging the consideration of differing points of view in treating various topics and issues.
7. Develops an understanding of the contribution of ethnic groups to American culture.
8. Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
9. Makes sure students understand what they are supposed to do before undertaking assignments.
10. Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
11. Identifies, diagnoses, and prescribes remediation for problems in understanding and applying concepts and generalizations.
12. Matches activities and materials to individual and group skills and needs.
13. Ensures that instructional activities and materials are clearly related to state, district, school, and department goals and objectives.
14. Uses a district approved grading system that is consistent, fair, and supportable.
15. Provides instruction, utilizing the course of study and textbooks adopted by the District Board of Education.
16. Ensures that material and equipment are properly used, maintained and stored, and that inventory records, when requested, are accurate and current.
17. Supervises students in out-of-classroom activities as assigned.
18. Participates cooperatively on school, area, and district-wide activities.
19. Follows specified standards, policies, and procedures of the building and district.

**MINIMUM QUALIFICATIONS:**

1. Oregon Teaching Certificate valid for assignment.
2. College course work in American history, government, geography, economics, and specialization in at least one social science or world history.

**MINIMUM TERM OF EMPLOYMENT:**

- Will be determined by terms of the current negotiated agreement.

**SALARY:**

3. Will be determined by terms of the current negotiated agreement.
4. The amount due under the contract will be pro-rated monthly in accordance with district policy.

**EVALUATION:**

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

Code: T-12

TITLE: Special Education/Resource Room Teacher

JOB TYPE: Licensed

## ASSIGNMENT:

Leads in the implementation and maintenance of special education programs. Assists in the planning, organization, and implementation of district special education and staff development programs at the school and district level. Assists and supports school and district special education improvement efforts to focus on student outcomes.

Responsible to: Building Principal

## Assigned Responsibilities:

1. Leads in developing, conducting, and communicating annual needs assessments to identify potential special education and staff development activities for individual schools and the district.
2. Provide appropriate learning activities for all disabled students in various curriculum areas.
3. Work closely with the regular teaching staff in developing Individual Education Programs for students who meet the criteria.
4. Assists with required federal and state reporting as appropriate.
5. Develops and implements workshops, courses, and training opportunities to meet the needs of all staff.
6. Assists and supports special education teams and activities.
7. Identifies and implements special education programs designed to improve teaching practices to bring about desired student outcomes.
8. Provides consulting services to support effective instructional practices, the use of appropriate curriculum, and student assessment procedures.
9. Evaluate the progress of disabled students and report that progress to parents, the Special Education Director, and other teachers as necessary.
10. Serves as a liaison for implementation and support of district programs.
11. Provides ongoing classroom assistance to regular and special education staff.
12. Assign appropriate tasks to and supervise at least 1 teacher's assistant.
13. Initiates ongoing in-service and training to refine and maintain instructional and classroom management skills.
14. Plans and conducts in-service training for instructional staff relating to curriculum and instruction and acts as an instructional and special education resource to administrators, licensed, and classified staff.
15. Responsive to staff and school needs as they arise.
16. Assists in planning and conducting assessment of special education and staff development programs
17. Develops and implements district wide special education curriculum and staff development activities.
18. Assists and consults in placement determinations, student observations, IEP development, assessment procedures, file reviews, and vocational and behavioral training.
19. Assists schools in identifying and utilizing strategic resources within and outside the district.
20. Case manages and provides assistance to staff for special education students, including those in state programs, crisis homes, private/home school student issues, and 18-21 year old students.
21. Completes other duties as assigned.
22. Uses a district approved grading system that is consistent, fair, and supportable.
23. Ensures that material and equipment are properly used, maintained and stored, and that inventory records, when requested, are accurate and current.
24. Supervises students in out-of-classroom activities as assigned.
25. Participates cooperatively on school, area, and district-wide activities.
26. Follows specified standards, policies, and procedures of the building and district.

## MINIMUM QULIFICATIONS:

1. Masters Degree or equivalent training in Special Education with Endorsement
2. Oregon Teaching License valid for the assignment
3. Valid Oregon Drivers License

## Demonstrated:

1. Knowledge of Individuals with Disabilities Education Act (IDEA)
2. Knowledge of District Policy and Procedures
3. Skills in leadership, organization, and communication
4. Knowledge of district special education programs
5. Ability to use current technology such as, computers and e-mail.
6. Knowledge of teaching strategies, curriculum, technology and program materials
7. Use of interpersonal, collaborative and consultation skills with a variety of groups and individuals

# Job Descriptions for the Lowell School District # 71

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8. Use of confidentiality practices regarding student information

## MINIMUM TERM OF EMPLOYMENT:

1. Will be determined by terms of the current negotiated agreement.

## SALARY:

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

## EVALUATION:

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

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CODE: S-1

Job title: Business Manager

**Assignment:**

Plans, directs, and supervises business services related functions for the School District.

**Duties:**

1. Prepare bank reconciliations monthly
2. Prepare adjusting journal vouchers as appropriate
3. Preparation of materials for audit.
4. Preparation of annual budget document.
5. Revenue and expenditure analysis and projections
6. Prepare monthly financial reports to District Board.
7. Monitor financial activities for grants and prepare reimbursement requests.
8. Assist with data preparation for employee contract negotiations.
9. Financial reporting to ODE.

**Conditions:**

1. Performance of assigned duties will be included in the evaluation process mutually agreed upon.

**Salary Level:**

1. Contract pay will be determined by the terms of current negotiated agreement between the individual or the ESD and the Lowell School District 71.
2. The amount due under the contract will be pro-rata monthly in accordance with District Policy as regards salary.

Adopted 8/7/94  
Revised 8/2/96  
Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

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CODE: S-2

Job title: Counselor

## Assignment:

The incumbent is to be a certified employee. The Counselor is accountable to the building Principal and the Superintendent for the performance of counseling duties.

## Duties:

1. Establish and maintain regular periods of time when students can meet to discuss personal matters of concern.
2. Provide information and/or referrals to students and families on the variety of counseling services available from different agencies.
3. Work with classroom teachers, guide teachers, and other members of the school community to provide ongoing assistance to students in counseling-related areas.
4. Shall communicate with appropriate staff regarding disposition of referrals.
5. Provide crisis intervention for students regarding substance abuse, violence, crime and other issues.
6. Make home visits when helpful in assisting students.
7. Help coordinate school triage counseling and school-wide crisis intervention.
8. Cooperatively develop and teach selected units related to counseling concerns.
9. Maintain a guidance resource center to facilitate the counseling program.
10. Accept other duties as approved by the Superintendent.

## Conditions:

2. Performance of assigned duties will be included in the evaluation process mutually agreed upon.

## Salary Level:

3. Contract pay will be determined by the terms of current negotiated agreement between the individual or the ESD and the Lowell School District 71.
4. The amount due under the contract will be pro-rata monthly in accordance with District Policy as regards salary.

Adopted 8/7/94  
Revised 8/2/96  
Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

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CODE: S-3

Job Title: Librarian

## Assignment:

Services provided include professional development and training on school library topics as well as assistance with creation of library policies, collection development, materials challenges, automation, cataloging, and any other issues that arise in school libraries.

## Duties:

1. Advocates for the media center as a vital part of the total educational program to the school community.
2. Advises the district with the evaluation, selection, and purchasing of media materials and equipment based on district selection policies and school program needs.
3. Oversees the distribution and maintenance of the textbook collection.
4. Works in cooperation with other library media personnel to provide an integrated and coordinated District program.
5. Develops and continually updates the professional expertise necessary to function effectively as a Library Media Specialist.
6. Keeps abreast of current literature and new technologies related to school library media center.
7. Submits an annual report to school administration.
8. Provides professional development and training when needed and appropriate.

## Conditions:

3. Performance of assigned duties will be included in the evaluation process mutually agreed upon.

## Salary Level:

5. Contract pay will be determined by the terms of current negotiated agreement between the individual or the ESD and the Lowell School District 71.
6. The amount due under the contract will be pro-rata monthly in accordance with District Policy as regards salary.

Adopted 8/27/12

# Job Descriptions for the Lowell School District # 71

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Code: S-4

TITLE: Mathematics Resource Teacher

JOB TYPE: Licensed

**ASSIGNMENT:**

Serves as a resource teacher to classroom teachers and instructs students in the knowledge, concepts, meaning, structure and application of mathematics commensurate with their learning level and learning rate.

Responsible to: Building Principal

**Assigned Responsibilities:**

1. Plans and coordinates math intervention instruction.
2. Conducts interesting and well-paced lessons for students, using a variety of instructional techniques, strategies and materials.
3. Matches activities and materials to individual and group skills and needs.
4. Assists in collecting, organizing and analyzing data used in program evaluation.
5. Assists the classroom teachers with the student screening and evaluation.
6. Participates in staff development activities.
7. To provide leadership, and specialized instruction to improve elementary student achievement in mathematics.
8. Identifies appropriate supplementary and alternative materials and resources for teachers.
9. Looks for and develops applications of mathematical operations and procedures in everyday life.
10. Identifies and prescribes instruction for individual or group activities in mathematics.
11. Documents and maintains student progress.

**Minimum Qualifications:**

1. Oregon Teaching License valid for assignment.
2. Elementary license with a basic math endorsement or emphasis in mathematics.
3. Previous experience (certified, classified, or nonpaid) teaching mathematics to students.

**Additional Qualifications:**

Demonstrated ability to organize people, materials, and time.

**Minimum Term of Employment:**

This is a grant funded position.

**Salary Level:**

Placement will be based on the Teacher Salary Schedule.

**Evaluation:**

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: S-5

Job Title: School Nurse

Assignment: The primary function of the school nurse is to strengthen the educational process through improvement of the health status of children within the framework of Lowell School District's goals, objectives and state guidelines.

## Duties:

1. Identify annually and periodically by using records, observations, health assessment and referral, students who have needs that interfere with effective learning.
2. Counsel students, parents and school personnel and plan action for preventing, eliminating, minimizing, or accepting health problems that interfere with effective learning by students.
3. Serve as a liaison between parent, school and community in health matters.
4. Serve as a school team member for implementation of education for the disabled.
5. Coordinate the health services program within the elementary, Junior High and High School.
6. Serve as health consultant and resources person to students and teacher for health, safety and health career education.
7. Continuously survey the school environment for safety hazards and unsanitary conditions and report findings to building supervisor.
8. Using nursing skills, provide for emergency care of the sick and injured as needed.
9. Be responsible for complete up to date health records and report on each student.
10. Participate as a staff member in the total school program under the direction of the school superintendent.
11. Participate in community planning and action for health by working with professional organizations, civic groups and community agencies for the improvement of the school age child.
12. Take an active part in professional in-service programs at the local, state and national level as approved by superintendent.

## Assignment/Conditions:

1. Baccalaureate degree in nursing from an accredited school of nursing or a baccalaureate degree in an allied field.
2. Registered nurse's license in the State of Oregon.
3. Current standard first aid card and CPR card.
4. Preference will be given to those with community health and/or school nurse experience.
5. TSPC certification would be desirable.
6. Valid Oregon Driver's license.
7. Performance of individual nursing skills, individual and group counseling skills; resource and consultant to classroom teachers and principals; organizational skills; student, parent and community relations; school staff relationships; organization of time and activities; creativity in design of programs in response to needs will be included in the evaluation process.

## Salary:

1. Salary to be determined by the board and/or in compliance with current contract language of the appropriate bargaining unit.
2. Minimum term of employment to be determined by the board and/or the current contract language of the appropriate bargaining unit.

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: S-6

Job Title: Special Education Director

## Assignment:

This person shall be responsible for the administration and provision of special education programs in Lowell School District.

Duties: The Director of Special Education is responsible for:

1. Procuring the needed teachers, specialists, and assistants to implement the special education program.
2. Monitoring and evaluating the job performance of the above.
3. Training or providing for the training of special education and regular education staff, as needed, in the requirements of special education and related issues.
4. Coordinating special education evaluation procedures, including the Child Study Team, assignment of evaluation cases to the school psychologist, behavioral specialists, resource room and other personnel, and planning multidisciplinary staffing's.
5. Coordinating special education meetings including individual education meetings, staff meetings, and other meetings, as needed, with parents and/or staff.
6. Appointing surrogate parents, as needed.
7. Monitoring and evaluating the Jasper Mountain School program in the areas where Lowell students are being served. Represent Lowell School District in all Jasper Mountain student IEP meetings, except for those students who are placed at Jasper Mountain by other school districts.
8. Attending Lane County Special Education Directors' meetings and represent Lowell School District at those meetings.
9. Attending informational meetings sponsored by the Oregon Department of Education, COSA, or others, if deemed necessary by the Superintendent and Special Education Director.
10. Submitting required special education reports to the State Department of Education on a timely basis.
11. Applying for funding for special education programs from state and federal sources, including Medicaid, when appropriate.
12. Annually evaluating all components of the program including staff, and report findings to the Lowell School Board of Directors.
13. Responding to parent concerns or complaints about special education programs.
14. Preparing and/or monitoring the preparation and implementation of individual education programs for all disabled students in Lowell School
15. Attending all meetings for those disabled students who are placed elsewhere and represent Lowell School District in those meetings.
16. Assisting the District Supervisor of Transportation in planning for the transportation of disabled students to other educational settings, as needed.
17. Maintaining special education/behavioral records as deemed necessary by state and federal law, insuring the confidentiality of those records, and monitor the transferring of these records, as needed, to other districts or agencies.
18. Preparing and/or monitoring the preparations of special budgets and TAG budgets.
19. Coordinating and monitoring the Talented and Gifted programs for Lowell TAG students in much the same manner as programs for disabled students.
20. Serving as the District's 504 coordinator to insure full and equal access to educational programs to those disabled students who do not qualify for special education.
21. Follow the guidelines and duties as presented in the Special Education Program for Lowell School District No. 71.
22. Respect and enforce the adopted district policies and administrative rules.
23. Performing other duties as may be assigned by the Superintendent.

## Assignment Conditions:

The Director of Special Education must hold the proper school administrator's certificate with the State of Oregon.

Hold certification or have experience and/or educational background in special education.

Be knowledgeable about current special education law and procedures.

## Salary Level:

1. Contract pay will be determined by the terms of current negotiated agreement between the individual or the ESD and the Lowell School District 71.
2. The amount due under the contract will be pro-rata monthly in accordance with District Policy as regards salary.

ADOPTED (UNKNOWN)

# Job Descriptions for the Lowell School District # 71

CODE: S-7

Job Title: Speech and Language Pathologist

## Assignment:

The Speech and Language Pathologist will screen, evaluate, and diagnose students of Lowell School District for oral language, speech, and/or hearing problems, and will plan and implement special education programs for qualified students in compliance with all State and Federal laws and Lowell School District Policy

## Duties:

1. To provide district oral language and speech screening for all incoming first graders and kindergarten students and others upon request from parents, teachers, staff members, or students.
2. To diagnose oral language, speech, and/or hearing disorder.
3. To provide a thorough assessment of each child's speech, oral language, and/or hearing problem upon referral from the Child Study Team.
4. To recommend to the District and Child Study Team the referring of children to specialists/agencies for diagnosis and treatment of speech-language, and/or hearing problems beyond the scope of the school program.
5. To serve as a consultant in the development of an IEP for those students whose primary disabling condition is other than speech and language.
6. To serve as a consultant to all building personnel.
7. To plan an IEP with parents and other school personnel when appropriate and attend meetings with parents and staff.
8. To implement the child's IEP.
9. To maintain case records and information on all children served by the program.
10. To maintain log of therapy for billing of health insurance if appropriate.
11. To report children's progress to parents, teachers, and principal when deemed beneficial to the child's progress.
12. To complete annual review form for parent.
13. To maintain a smooth professional working relationship with individuals in related professions whenever possible.
14. To assume major responsibility for the organization and operation of the district speech-language program.
15. To evaluate the program and determine where changes should be made.
16. To order and maintain equipment, supplies, and materials for the program.
17. To continue professional growth and development by attending workshops and in-service training.

## Conditions:

1. Masters Degree in Speech Pathology
2. State Licensure in Speech Pathology
3. Prefer CCC certification with ASHA
4. Ability to interact with staff in a cooperative manner.
5. Knowledge of Speech-Language development
6. Knowledge of speech disabilities in the schools: articulation, language, voice, stuttering, cerebral palsy, auditory processing, and head injury.
7. Ability to work with students of all age levels.
8. Performance of assigned duties will be included in the evaluation process mutually agreed upon.

## Salary Level:

1. Contract pay will be determined by the terms of current negotiated agreement between the individual or the ESD and the Lowell School District 71.
7. The amount due under the contract will be pro-rata monthly in accordance with District Policy as regards salary.

Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

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CODE: S-8

Job Title: Talented and Gifted Coordinator/Consultant

## Assignment:

The TAG coordinator is responsible for the overall development, design and implementation of the total K-12 program for identified academically talented, intellectually gifted and able learner students. The coordinator will facilitate placement of identified students in appropriate programs and services and may provide direct services to students. In order to accomplish this, the coordinator will work closely with classroom teachers to assist in meeting needs of these students in the regular classroom.

## Qualifications:

This person must hold a valid teaching certificate. Certification for K-12 would be ideal but it is recognized that few individuals have such a certificate. Since most of the coordinator's time will be spent with K-7 students, it is required that the person have elementary school certification. A degree or certificate in TAG education is another ideal, but not a requirement. However, this person must have an extensive background/education in the area of talented and gifted. A Master's Degree is preferred.

In addition to the educational background above, the person who holds this position must be able to work cooperatively with other staff and must be willing to meet with parents frequently after school.

## Duties:

1. Participate in the development and long range planning activities of the program and serve as a consultant and resource.
2. Monitor and adjust program to remain in compliance with OAR 581-22-403.
3. Establish, coordinate and participate in the identification procedures which meet the criteria as required by OAR 581-22-403.
4. Administer additional achievement and/or IQ testing, as needed, for potential TAG students.
5. Conduct multi-disciplinary team staffing's to determine eligibility of TAG students.
6. Establish procedures for the assessment of instructional level and rate of learning.
7. Work collaboratively with teachers to ensure identified students are being instructed at an appropriate instructional level and rate of learning.
8. Evaluate and keep records on the progress of each TAG student and report this periodically to the parent.
9. Maintain records required by the school district, state and federal government.
10. Screen standardized test results for potential TAG students.
11. Assist regular classroom teachers at all grade levels in meeting the specific needs of their identified talented and gifted students.
12. Plan and implement annual IEP's for each talented and gifted student.
13. Conduct TAG IEP meetings with parents when requested.
14. Plan individualized instruction for TAG students and assist the regular classroom teacher in implementing that instruction.
15. Assist TAG students who are having problems with peer acceptance, identity, etc.
16. Provide public opportunities for TAG students to demonstrate their skills and projects in the school, and in other settings.
17. Attend the most important local conferences offered on the subject of TAG education.
18. Provide in-service education for the regular education staff in the area of TAG.
19. Participate in Child Study Team meetings.
20. Participate in developing and administering a budget to support the activities of the TAG Program.
21. Evaluate the TAG program annually and report to the School Board.

## Conditions:

1. Provide the administration with a copy of current teacher's certificate and transcript of academic preparation in accordance with provisions of the Oregon Revised Statutes.
2. Performance of assigned duties will be included in the evaluation process.

## Salary:

Contract pay will be determined by the terms of the current negotiated agreement between Lowell School District 71 and the certificated employees.

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

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CODE: S-9

Job Title: Title I Coordinator/Teacher

**Assignment:**

This person will coordinate all aspects of the District's Title I program and will serve as the teacher for the program.

**Duties:**

1. Conduct needs assessments and staff and community meetings to determine needs and priorities of Title I program.
2. Prepare Title I/Comprehensive budget and application materials and submit these to ODE on a timely basis.
3. Help with District's standardized testing and state assessment programs.
4. Administer individual testing to help determine student Title I eligibility and annual academic progress.
5. Supervise and evaluate all Title I personnel.
6. Provide appropriate learning activities for Title I eligible students, as needed, in academic areas targeted for
7. Title I assistance.
8. Learn to use and implement the District's phonetic approach to reading (Fairchild) and advocate for its continued use in the District.
9. Work with regular education and special education teaching staff and parents to plan and implement individualized programs for students. Attend relevant meetings as needed.
10. Report student progress to parents regularly.
11. Make timely and accurate reports as may be required by the Oregon Department of Education.
12. Respect and enforce the adopted District Policies and Administrative Rules.
13. Accept other responsibilities that may be assigned by District administration.

**Assignment Conditions:**

1. Valid Oregon Teaching Certificate
2. Reading Endorsement K-12 and/or Handicapped Learner Endorsement K-12.

Salary: In compliance with current teacher contract language.

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

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CODE: S-10

Job Title: YTP Coordinator

**Assignment:**

Perform those duties established by laws, regulations, policies and directive of the YTP Grant proposal and district responsibilities.

**Duties:**

1. The District will base this contract on a 20-hour workweek during student contact time and a 10-hour workweek during non-student contact.
2. The District will expect 45 weeks of service The District will base his pay from the Youth Transition Specialist salaried rate negotiated in the classified contract and will not be responsible for payment above this amount.
3. Either party shall have the right to terminate this agreement with 15 days written notice delivered to the other party.
4. I understand that as an administrative manager of the YTP program that this salaried position is considered exempt and I will not receive overtime pay for any hours worked over forty hours per week for the Lowell School District.

**Conditions:**

**Salary Level:**

1. Contract pay will be determined by the terms of current negotiated agreement between the individual, YTP Contract and the Lowell School District 71.
2. The amount due under the contract will be pro-rata monthly in accordance with District Policy as regards salary.

Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: CL-1

**TITLE:** Bus Driver (Regular Route)

**JOB TYPE:** This is a classified position

## ASSIGNMENT:

Drives District busses to safely transport students between bus stops and schools, on field trips, or as assigned.

The distinguished difference between a regular route Bus Driver and a Special Education bus driver is the requirement to drive larger capacity busses, and to supervise behavior of substantially more passengers than Special Education routes.

**RESPONSIBLE TO:** The Transportation Supervisor.

## DUTIES:

1. Establish and maintain effective working rapport with students, parents, and staff.
2. Drive regular route school busses as prescribed by assigned route and time schedule, and specified bus stops.
3. Modify route temporarily in response to traffic or weather conditions.
4. Initiate and administer discipline and reward systems to control student passenger behavior. Assign seating and train students in safe riding practices, street crossing, and emergency evacuation procedures.
5. Perform pre-trip inspection of bus brakes, tires, emergency exits, lights, instruments, emergency equipment, and general operability; maintain interior cleanliness of bus.
6. Complete required reports of odometer readings, bus malfunctions, student conduct and trips.
7. Attend and participate in required classroom training programs, departmental meetings and planning sessions.
8. Drive busses for field trips, athletic events, and other out-of-town special excursions as assigned.
9. Communicate problems to Transportation Supervisor as necessary. Operate two-way radio or cell phone.
10. May be required to drive Special Education routes as scheduling and/or relief driving requirements dictate.
11. Perform related work as required.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Successful completion of advanced classroom and in-vehicle training and driving tests.
2. Thorough knowledge of the operation and capabilities of District busses and bus equipment.
3. Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands.
4. Punctuality and ability to pace activity to meet time schedules.
5. Knowledge of student behavioral management techniques and ability to control large groups of students.
6. Ability to represent the District's objectives of courtesy and responsibility to the public.
7. Ability to remain available for evening or weekend meetings or driving assignments.

## MINIMUM QUALIFICATIONS FOR CLASS ENTRY:

1. Possession of a valid State of Oregon Bus Driver's license
2. Successful completion of core classes, training in first-aid, a physical examination, and faultless driving record.

## WORK ENVIRONMENT:

Incumbents work split shifts. Driving assignments may require driving evenings, outside District boundaries or during snowstorms or other hazardous road conditions. Incumbents may be exposed to risk of accident, exhaust fumes, and noise of passengers or bus equipment.

## CONDITIONS:

1. The person assigned to this duty must possess appropriate training and background.
2. Performance of assigned extra-curricular duties will be included in the evaluation process.

## SALARY:

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

## EVALUATION:

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: CL-2

**TITLE:** Bus Driver (Special Education)

**JOB TYPE:** This is a classified position

## ASSIGNMENT:

Drives District busses to safely transport Special Education students between homes and schools, or as assigned.

The distinguished difference between a regular route Bus Driver and a Special Education bus driver is by the requirement to drive busses for smaller passenger loads, supervise the behavior of Special Education students requiring individualized attention and/or specialized physical care, and deliver students directly to their homes or the location of their guardian.

**RESPONSIBLE TO:** The Transportation Supervisor.

## DUTIES:

1. Drive special education route school busses as prescribed by assigned route, time schedule and specified bus stops. Determine whether to wait for student's guardian when not at arranged meeting place/time, affecting the timing of subsequent stops, or to make another attempt at a later time to deliver the student.
2. May operate wheelchair lift, tie-down, and seat belts to load and unload students.
3. Coordinate with assigned Bus Assistants to initiate and administer discipline and reward systems to control student passenger behavior. Assign seating and train students in safe riding practices, street crossing, and emergency evacuation procedures.
4. Perform pre-trip inspection of bus brakes, tires, emergency exits, lights, instruments, emergency equipment, and general operability; maintain interior cleanliness of bus.
5. Complete required reports of odometer readings, bus malfunctions, student conduct, and trips.
6. Attend and participate in required classroom training programs, departmental meetings and planning sessions.
7. Drive busses for special excursions as assigned.
8. Communicate problems to District supervisory, routing and maintenance personnel or school administrators as necessary. Operate two-way radio cell phone.
9. May be required to drive regular routes as scheduling and/or relief driving requirements dictate.
10. Perform related work as required.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Successful completion of advanced classroom and in-vehicle training and driving tests.
2. Thorough knowledge of the operation and capabilities of District busses and bus equipment.
3. Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands.
4. Punctuality and ability to pace activity to meet time schedules.
5. Knowledge of student behavioral management techniques and ability to control large groups of students.
6. Ability to represent the District's objectives of courtesy and responsibility to the public.
7. Ability to remain available for evening or weekend meetings or driving assignments.

## MINIMUM QUALIFICATIONS FOR CLASS ENTRY:

1. Possession of a valid State of Oregon Bus Driver's license
2. Successful completion of core classes, training in first-aid, a physical examination, and faultless driving record.

## WORK ENVIRONMENT:

Incumbents work split shifts. Driving assignments may require driving evenings, outside District boundaries or during snowstorms or other hazardous road conditions. Incumbents may be exposed to risk of accident, exhaust fumes, and noise of passengers or bus equipment.

## CONDITIONS:

1. The person assigned to this duty must possess appropriate training and background.
2. Performance of assigned extra-curricular duties will be included in the evaluation process.

## SALARY:

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

## EVALUATION:

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

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

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CODE: CL-3

TITLE: Bus Attendant

JOB TYPE: This is a classified position

ASSIGNMENT: To assist the bus operator in providing safe and efficient transportation for students.

RESPONSIBLE TO: Transportation Director

## DUTIES:

1. Works closely with bus operator and school staff in controlling special education students on the bus and assists in all emergencies.
2. Operates the bus side-lift for loading and unloading students in wheelchairs.
3. Secures wheelchairs and other special needs equipment into place on the bus with the help of the operator.
4. Assists bus operator in maintaining discipline on the bus.
5. Assists in keeping assigned bus clean.
6. Participates in in-service training programs annually.
7. Complies with all requirements of transportation services directives, school board policies and state board of education regulations.
8. Become familiar with specific equipment needs of exceptional education students.

## CONDITIONS:

1. Position requires exerting up to 100 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.
2. Position may require bending, twisting, and flexibility.
3. Performance of this job will be assessed annually in accordance with provisions of the Board's policy.

## SALARY:

4. Placement on Classified Salary Schedule.

## QUALIFICATIONS:

1. High school diploma or its equivalent.
2. Completion of board approved training courses.
3. Successful completion of a physical examination by a board approved physician.
4. Demonstrated aptitude for the work to be performed.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

## TERMS OF EMPLOYMENT:

1. This position is built on an as needed base.

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: CL-4

**TITLE:** Cafeteria Cook

**JOB TYPE:** This is a classified position

**ASSIGNMENT:**

Perform semi-skilled work in the preparation of meals which may include cooking tasks of limited complexity. Maintain sanitation standards and perform other related work as required.

**RESPONSIBLE TO:** Food Service Director

**DUTIES:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Measure and assemble ingredients and otherwise assist in preparing meal components for baking and cooking.
2. Under instructions, cook or bake meal components, desserts, and bread.
3. Assemble meals, such as sandwiches, salads, and fruit dishes. Cut prepared foods and
4. vegetables to appropriate portions. Heat prepared foods such as pizza, corn dogs, burritos, and bagels.
5. Set up and prepare serving areas. Serve clients, clean and sanitize kitchen and eating areas. Wash and sanitize
6. dishes, utensils and cooking equipment.
7. Load, unload, and store food stuff and cleaning supplies to maintain acceptable inventory levels.
8. Assist in training new employees, temporaries and student helpers.

**Supervisory Relationships**

Reports to a Food Service Director or assistant coordinator and may receive technical instructions from a higher level food service worker. May oversee the work of other temporaries and student helpers.

**Duties**

1. Ability read and follow simple instructions. Ability to comprehend safety and sanitation regulations.
2. Ability to adapt to work routines and perform work independent of direct supervision.
3. Ability to work harmoniously with staff, students, administrators and others.
4. Good physical condition to perform lifting (up to 50 pounds) and storage of food and kitchen supply inventories.
5. Ability to obtain a State Food Handlers' Certificate is a condition of employment.

**Minimum Qualifications for Class Entry**

Sufficient education to perform arithmetic computations, simple measurements, and understand verbal and written instructions. No experience in institutional food service is required.

**Work Environment**

Work is performed in a kitchen and cafeteria environment which includes heating and cooking equipment such as ovens and burners. Work also requires lifting of food items up to 50 pounds, storing of such items in freezers, and requires prolonged standing and walking.

**Required Knowledge, Skills and Abilities**

1. Some knowledge of institutional food service and commercial cooking equipment.
2. Knowledge of safety and sanitation standards associated with food service and preparation.
3. Ability to read and follow recipes. Ability to read and follow technical instructions of limited complexity.
4. Familiarity with the USDA Child Nutrition Program guidelines.
5. Ability to perform and comprehend arithmetic computations for use in calculating volume food preparation and planned servings.
6. Ability to work harmoniously with staff, students, administrators and others.
7. Good physical condition to perform lifting (up to 50 pounds) and storage of food and supply inventories.

**CONDITIONS:**

1. This is a classified position.

**SALARY:**

- 1 Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

**EVALUATION:**

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

Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: CL-5

TITLE: Custodian

JOB TYPE: This is a classified position

## ASSIGNMENT:

To improve student achievement by performing routine building and grounds custodial and maintenance work.

RESPONSIBLE TO: Superintendent/ Principal and Maintenance Director

## DUTIES:

1. Sweeping, scrubbing, waxing and polishing concrete, linoleum, tile, and wood floors.
2. Vacuuming and shampooing rugs and carpets.
3. Cleaning and dusting walls, furniture, woodwork and other equipment.
4. Washing, scrubbing, and disinfecting rest rooms.
5. Moving and rearranging chairs, tables, desks, furniture and other equipment.
6. Performing minor repairs to buildings and fixtures, replacing light bulbs as necessary.
7. Maintaining equipment used in the course of work.
8. Correcting or reporting safety, sanitary and fire hazards.
9. Securing locks on doors and windows of assigned buildings.
10. Monitoring the evening building schedule and allows access to appropriate areas of the
11. building; secures building after evening use.
12. Locking down the building in the event of an emergency (during school hours).
13. Setting up, taking down, and arranging chairs, tables and related equipment for evening activities.
14. May prepare supply orders.
15. Temporarily performing duties of the other district custodians in the event of an emergency or absence.
16. Directing visitors and safeguarding school property.
17. Maintaining regular and consistent attendance and punctuality.
18. Performing related duties consistent with job description and assignment.

## WORK REQUIREMENTS:

This work is done in a school or district building environment, and may include solvent or cleaning smells, and human body waste cleanup. He/She will be on feet all day, with bending, lifting, standing, twisting, walking, kneeling, and climbing ladders. He/She must be able to lift up to 100 lb loads on occasion, and 50 lb loads repeatedly throughout the day. Safety equipment is available to be used.

## PHYSICAL REQUIREMENTS:

1. Light Repetitive Work:
2. Floor level: occasionally; scraping gum, pulling staples
3. Knee level: occasionally; cleaning desks
4. Waist level: continuously cleaning desks, vacuuming
5. Shoulder level: frequently; cleaning shelves, gathering supplies
6. Overhead level: frequently, changing light bulbs, dusting, washing windows
7. Bending: frequently; toilet bowls, tables
8. Twisting: frequently, mopping, vacuuming, operating floor machine, waxing floors, shampooing carpet
9. Squatting: picking up items from the floor
10. Kneeling/crawling: awkward positions, i.e. cleaning the base of desks, pulling staples out of carpet
11. Garbage Cans: lifted up and dumped into dumpsters

## CONDITIONS:

1. This is a classified 12 month position.

## SALARY:

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

## EVALUATION:

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

Adopted 8/12

# Job Descriptions for the Lowell School District # 71

CODE: CL-6

TITLE: Elementary/Middle School & Special Education Secretary

JOB TYPE: This is a classified position

RESPONSIBLE TO: Superintendent/ Principal and District Secretary

## ASSIGNMENT:

This person will assist the administrative staff in the daily operation of the elementary/middle school including maintaining and transferring all student records.

## DUTIES:

1. Transfer all school records. Help update incoming and outgoing records
2. Record attendance and do morning report on OTIS system
3. Notify principal of truancy
4. Inventory and order supplies and forms for elementary/middle school use
5. Record student enrollment information on OTIS
6. Do site quarterly reports for Lundy Elementary/Middle School
7. Scheduling, grading on computer for middle school
8. Record discipline reports on OTIS
9. Type necessary special education reports and forms
10. Type and send correspondence from administrative staff
11. Record teacher absences and sign in substitutes
12. Enter Special Education information on OTIS
13. Do Special Education State Census Report
14. Obtain substitutes when elementary/middle employees have prearranged to be gone
15. Type teacher evaluation materials
16. Assist in Health Room when MAO is unavailable
17. Order necessary documents, labels, locator cards for staff
18. Answer the telephone and take messages as needed
19. Help administrative staff schedule meetings and conferences
20. File all required materials
21. Help with other special educational/or regular education duties as may be assigned by the administrative staff
22. Derive "at-risk" list for students who are having difficulties with poor attendance and behavior.

## CONDITIONS:

3. This is a classified position.

## SALARY:

- 1 Will be determined by terms of the current negotiated agreement.
4. The amount due under the contract will be pro-rated monthly in accordance with district policy.

## EVALUATION:

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

Adopted 3/13/78  
Revised 12/96  
Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: CL-7

TITLE: Food Service Coordinator

JOB TYPE: This is a classified position.

ASSIGNMENT: The Food Service Coordinator position will work with the Food Service Director to carry out the daily operations of the National School Lunch and Breakfast Program.

RESPONSIBLE TO: Food Service Director

DUTIES: May include, but are not limited to, the following:

- 1) Participate in the preparation of the kitchen for opening and closing of school.
- 2) Prepare order for food for the lunch/breakfast programs.
- 3) Itemize inventory of food on a monthly basis.
- 4) Provide an annual inventory of food and materials at the completion of the school year.
- 5) Create menus
- 6) Supervise and control the purchase of food and supplies.
- 7) Be able to substitute for lunch and breakfast cooks during sick and personal leave.
- 8) Prepare purchase summaries, weekly operating report.
- 9) Enforce health department regulations and those directed by administrative and Board policy.
- 10) Cooperate with building principal(s) in making schedules regarding the general operation of the kitchen.
- 11) Provide training to cooks on the correct procedures of quality cookery, efficient serving, portion control, sanitation, maintenance of equipment and orderly housekeeping.
- 12) Monitor food production and service to assure that planned menus are followed and those substitutions comply with meal requirements.
- 13) Make contact with the public with tact and diplomacy.
- 14) Maintain respect at all times for confidential information, e.g., free and reduced meal program participants.
- 15) Interact in a positive manner with staff, students and parents.
- 16) Promote good public relations by personal appearance, attitude and conversation.
- 17) Attend meetings and in-services as required.
- 18) Conduct monthly inventory of food and supplies within the cafeteria kitchen.
- 19) Instruct food service employees in proper sanitation techniques, safety practices and equipment usage.
- 20) Coordinate serving of food and adhere to planned menus.
- 21) Keep accurate record of sales, production, and stock.
- 22) Work with the school administration to maintain efficiency in the Child Nutrition Program.
- 23) Assist as needed on assignments in kitchen and cafeteria.
- 24) Work with the Food Service Director to implement the regulations and Child Nutrition Program guidelines.
- 25) Operate point of sale for breakfast and lunch.
- 26) Complete end of day reports.
- 27) Enter all names and the lunch status of each student into the computer.
- 28) Send low balance or negative balance letters once per week.

CONDITIONS:

- 10 month position, will work on student contact days – classified employee.

SALARY:

- Contract pay will be determined by the terms of the current negotiated agreement between Lowell School District 71 and the classified union group.

Adopted 8/12

# Job Descriptions for the Lowell School District # 71

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CODE: CL-8

TITLE: Grounds Keeper

JOB TYPE: This is a classified position

RESPONSIBLE TO: Superintendent/ Principal and Maintenance Director

## ASSIGNMENT:

To improve student achievement by performing a variety of semi-skilled work in the maintenance, construction and repair of buildings, grounds, and equipment.

## DUTIES:

1. Performing grounds keeping duties such as planting, watering, sodding, spraying, pruning, mulching, tree trimming, mowing, and cleaning of grounds.
2. Performing preventative maintenance duties at school sites.
3. Installing and repairing recreation equipment and fences.
4. Operating grounds equipment.
5. Performing renovations of lawns and athletic fields.
6. Laying out lines, and prepares athletic fields. Repairing irrigation systems.
7. Exterminating rodents and pests; performing routine weed spraying.
8. Repairing grounds equipment and maintaining records as required.
9. May perform school custodial work.
10. Maintaining regular and consistent attendance and punctuality.
11. Performing related duties consistent with job description and assignment.

## WORK REQUIREMENTS:

1. Follow oral and written instructions.
2. Perform heavy manual labor.
3. Assist in training other employees and hourly workers.
4. Establish and maintain effective working relationships with those contacted in the course of work.

## WORK ENVIRONMENT:

Work is often done in the field during Spring, Summer and Fall. Inside work in shop or other buildings often dusty with exposure to chemicals, dirt, dust other unpleasant or dangerous materials.

## PHYSICAL REQUIREMENTS:

Frequent twisting, bending stooping lifting all types of weight occasionally up to 80 pounds. On feet all day or on back under machinery making repairs or performing maintenance on all District properties and systems. Must be able to work in attics or crawlspaces, roofs, and climb ladders as needed.

## CONDITIONS:

1. This is a classified position.

## SALARY:

1. Will be determined by terms of the current negotiated agreement.
5. The amount due under the contract will be pro-rated monthly in accordance with district policy.

## EVALUATION:

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

Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: CL-9

TITLE: Health Care Provider

JOB TYPE: This is a classified position

RESPONSIBLE TO: Superintendent/ Principal and District Secretary

## DUTIES:

1. Provide for emergency care of the sick and injured as needed, using assessment and medical assistant and first aid skills.
2. Organize and conduct, with the help of parent volunteers, the health screening at the elementary, middle and high schools.
3. Maintain health records through documentation of student visits to the health room and updating of the Oregon School Health folder.
4. Assume responsibility for prompt reporting to contract nurse of health concerns regarding the assessment and/or intervention of a registered nurse.
5. Administer medication to students when requested by parent or guardian and ordered by physician or nurse practitioner (if medication is to be administered for more than 10 days).
6. Administer Hepatitis B vaccinations to employees who are at risk of exposure.
7. Maintain health room supplies, keeping supplies current, and ordering of supplies as needed.
8. Identify annually and periodically by using records, observations, health assessment and referral, students who have needs that interfere with effective learning.
9. Conduct periodic classroom inspections for head lice in the elementary and middle schools.
10. Counsel students, parents and school personnel and plan action for preventing, eliminating, minimizing, or accepting health problems that interfere with effective learning by students.
11. Serve as a liaison between parent school and community in health matters.
12. Serve as health consultant and resources person to students and teachers for health safety, and health career
13. Continuously survey the school environment for safety hazards and unsanitary conditions and report findings to building supervisor.

## WORK REQUIREMENTS:

1. Current first aid card and C.P.R. training.
2. Excellent communication skills in both written and oral form.
3. Maintain and organize the health room.
4. Familiar with health documentation procedures.
5. Ability to use proper hygienic procedures.
6. Willing to receive training and implement proper bee sting procedures.
7. Willing and able to properly dispense prescription medicine.

## CONDITIONS:

6. This is a classified position.

## SALARY:

1. Will be determined by terms of the current negotiated agreement.
7. The amount due under the contract will be pro-rated monthly in accordance with district policy.

## EVALUATION:

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

Adopted 8/96  
Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: CL-10

TITLE: High School Secretary

JOB TYPE: This is a classified position

RESPONSIBLE TO: Superintendent/ Principal and District Secretary

## ASSIGNMENT:

This person will assist the administrative staff in the daily operation of the high school including maintaining and transferring all student records.

## DUTIES:

1. Transfer all school records. Update incoming and outgoing records
2. Have all permanent records micro-fished
3. Inventory and order supplies and forms for High school use
4. Record student enrollment information
5. Do site quarterly reports for Lowell High School
6. Scheduling, grading on computer for high school
7. Keep student locator cards up to date
8. Assign and record student lockers and keep records on lost locks
9. Type and send correspondence from administrative staff
10. Train and grade student office aides
11. Record absences and sign in substitutes
12. Obtain substitutes when high school employees have prearranged to be gone
13. Keep a building use calendar updated to avoid conflicts
14. Order necessary documents, labels, locator cards for staff
15. Answer the telephone and take messages as needed
16. File all required materials
17. Collect fees and type for Athletic Director
18. Monitor detentions and in school students
19. Administer first aid if necessary until the nurse arrives
20. Prepare and deposit gate and concession
21. Make weekly deposits in District and Student Body
22. Balance monies daily
23. Record revenue and output for Student Body accounts
24. Monitor all attendance.
25. Record monies owed and bill for it
26. Help with other education duties as may be assigned by the administrative staff

## CONDITIONS:

8. This is a classified position.

## SALARY:

1. Will be determined by terms of the current negotiated agreement.
9. The amount due under the contract will be pro-rated monthly in accordance with district policy.

## EVALUATION:

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

Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: CL-11

Job Title: Instructional Assistants

## Assignment:

Classroom Assistants are assigned by the district to assist the teacher in clerical and student supervision duties. The instructional assistant is directly responsible to the classroom teacher based on the assignment level by the district.

## Duties:

1. The assistant shall supervise students, as assigned by the principal, during lunch time and/or recess periods.
2. The assistant will correct papers for the classroom teacher.
3. The assistant will duplicate papers for the teachers.
4. The assistant will type tests, daily work and other communications for the classroom teacher which is directly related to the instructional program.
5. The assistant will laminate materials for the teacher.
6. The assistant will gather and prepare special materials for the teacher's instructional program.
7. If there are no scheduling conflicts with other assigned duties, the assistant will assist the teacher with supervising field trips.
8. The assistant will work with individuals and small groups as assigned by the teacher. The assistant is not responsible for the educational and instructional program. The assistant will use a prepared and organized set of instructions from the teacher for individual and small groups.
9. The assistant will keep accurate and detailed records as instructed by the teacher.
10. The assistant will assist the teacher in the movement of students from one assigned area to the other.
11. The assistant will assist with and/or report student injuries.
12. Under the direct supervision and instruction from the teacher, the assistant will prepare classroom bulletin boards.
13. The assistant will be responsible to assist the teacher in keeping the room orderly and organized in an appropriate educational environmental setting.
14. The assistant will also accept other duties assigned by the district.

## Assignment Conditions:

1. Instructional Assistants will be assigned at the discretion of the district.
2. Assistants will be required to have the following characteristics and/or skills:
  - a. personable and friendly
  - b. retain confidential information
  - c. organizational ability
  - d. neat and orderly
  - e. punctual
  - f. supportive of district program
  - g. good attendance

## Salary:

1. The salary will be set by the conditions of the negotiated collective bargaining agreement between the district and the classified employees.

Adopted 5/81  
Revised 9/91

# Job Descriptions for the Lowell School District # 71

CODE: CL-12

TITLE: Library Technician

JOB TYPE: This is a classified position

## ASSIGNMENT:

To improve student achievement by performing duties associated with library print and non-print circulation, distribution, and use; computer lab use; student aide and volunteer coordination. Assist students, staff, parents, and the general community in the use of the school Library.

RESPONSIBLE TO: Superintendent/ Principal

## DUTIES:

1. Staffing the circulation desk, checking library/media materials in and out, maintaining circulation records and assisting patrons with the location of materials in catalogues and on shelves.
2. Coordinating and reviewing the work of student and volunteer aides; train aides in library procedures.
3. Supervising student use of computer lab; loading programs, demonstrating use of computer hardware and software; explaining assignments, assisting students with procedures, maintaining order and cleanliness in computer lab.
4. Processing new print and non-print materials for cataloging and shelving; assisting in managing the ongoing circulation of all Library Media Center resources.
5. Preparing and distributing overdue and lost material notices.
6. Completing an annual inventory of print and audio-visual Library Media Center resources.
7. Performing a variety of general clerical duties, including typing and filing; entering, updating, and retrieving data using a computer.
8. Answering reference questions.
9. Repairing library/media books, textbooks and other materials.
10. Monitor and correct student behavior as needed
11. Maintaining regular and consistent attendance and punctuality.
12. Performing related duties consistent with job description and assignment.

## WORK REQUIREMENTS:

1. Mobility to work in a typical media center/library setting and use standard office equipment. Frequent reaching, handling, fingering, talking and hearing.
2. Stamina to frequently move from sitting position to standing, walking, stooping and kneeling.
3. Vision to read printed materials and computer screen or other monitoring devices.
4. Hearing and speech to communicate in person and on the telephone.
5. Strength: Medium – Exert force to 20-50 pounds occasionally and/or 10 to 25 pounds of force frequently, and/or 10 pounds of force constantly to move objects. May involve significant time moving equipment, carts and books.

## CONDITIONS:

2. This is a 3 ½ hour position.

## SALARY:

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: CL-13

Job Title: Resource Room Assistants

Assignment: These assistants are responsible to meet the special needs of the special education program and individual students. These assistants must cooperate with the classroom teacher and specifically the resource room instructor.

Duties: Secretary/Assistant

1. Type special education correspondence to parents, State Department of Education, and other required agencies.
2. Type special education forms
3. Type instructional materials
4. File all required materials
5. Assist with tutoring and supervising of special education students
6. Keep anecdotal records of student progress
7. Assist special education coordinator in the development of program changes for individual special education students.
8. Prepare Community Advisory Council documents as needed.

Special Education Instructional Assistants

1. Tutoring and/or supervising special education students in either the resource room or the regular classroom as assigned by the special education coordinator.
2. Keep anecdotal records of student progress in student booklets.
4. Attend and participate in individual education program meetings for students as required by the special education coordinator.
6. Assist in the administering of academic tests.
7. Maintain reinforcement activities for students involved in the special education program.
8. Report student progress to the special education coordinator.
9. Type necessary reports, if required by coordinator.

Mathematics Assistant

1. Tutoring and/or supervising math students in the regular classroom and/or resource room. Assignment of this
2. Keep anecdotal records of student progress.
3. Maintain reinforcement activities.
4. Report on student progress to the coordinator and classroom teacher.

Assignment Conditions:

1. These positions will be assigned by the principal and special education coordinator.
2. All duties listed above may be adjusted by the principal and/or coordinator as necessary.

Salary: Secretary/Assistant, Mathematics Assistant

1. Salary will be contingent upon the negotiated collective bargaining agreement in force at the time.

Special Education Instructional Assistants

2. Salary will depend on the available funds.

Adopted 5/81

# Job Descriptions for the Lowell School District # 71

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CODE: ED-1

TITLE: Activity Director

JOB TYPE: This is an extra-duty position

## ASSIGNMENT:

The Activity Director shall serve as the coordinator of activities for the school administration. They will be in charge of organizing all extra-curricular student activities.

They will be responsible for the general security and integrity of all extra-curricular activities.

RESPONSIBLE TO: Superintendent/ Principal

## DUTIES:

1. Be physically present at all extra-curricular activities prior to scheduled starting times for the activities.
2. To enforce the policies, rules and regulations of the district as concerns spectators and all participants other than those actively involved in an athletic event, during the time an activity is in progress.
3. Assist the advisor to the organization which sponsors an activity in the maintenance of propriety as regards to safety and deportment of participants.
4. Recruit and supervise students or other persons who sell tickets and monitor admission to all school activities.
5. Arrange for the security of admission revenue from all school activities.
6. Maintains efficient and accurate records.
7. Assure that activities are scheduled so that conflicts do not arise as regards to facility use.
8. Assure that the advisor to the organization which sponsors an activity and necessary chaperons are present before an activity is permitted to commence.
9. At the conclusion of an activity, assure that the lights are off in all areas of the building and grounds excluding security lighting.
10. Assure that all participants vacate the premises at the conclusion of the activity.
11. Assure that all windows and doors to the building are securely locked at the conclusion of an activity.
12. Performs other school duties as assigned by the superintendent. Ex. Attend meetings and communicate with booster club.

## CONDITIONS:

3. Extra-duty contract period is annual.
4. Performance of assigned extra-curricular duties will be included in the evaluation process.
5. Periodic delegation of duties is permitted only as approved by the building principal.

## SALARY:

3. The extra-duty contract pay will be determined by the annual budgeted amount.
4. The amount due under the contract will be pro-rated monthly in accordance with district policy.

Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

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CODE: ED-2

TITLE: Assistant Athletic Coach

JOB TYPE: This is an extra-duty position

## ASSIGNMENT:

This is an extra-duty assignment, and the incumbent will be a qualified person in the eyes of the head coach, athletic director and administration. Assistant coaches must work cooperatively with all members of the total athletic program. Assistant coaches are accountable to the head coach, athletic director and administration for the performance of assigned duties.

RESPONSIBLE TO: Head Coach

## DUTIES:

1. The assistant coach will use the system of play designed by the head coach.
2. Will be held responsible for the scheduling of adequate practice time, if assigned a team.
3. Assume the responsibility for the care, marking, and security of equipment, supplies and physical properties used by participants in the sport.
4. Submit an inventory of sport equipment to the athletic director at the close of the sport season.
5. Assume the responsibility for the conduct of all players and team managers while they are under the jurisdiction of the coach.
6. Be responsible for physical supervision of the facility before, during and after practices and games. Supervision continues until the last participant has left the facility.
7. Bring to the attention, through the head coach, any action by participants that conflict with district policy.
8. Encourage good sportsmanship and ethical conduct.
9. Assure that each player has attained the degree of physical conditioning that minimizes the potential for injury before the student is allowed to participate in the sport.
10. Assist the athletic director and school nurse in the securing of physical examinations and parental permission for student participation before the student is allowed to participate.

Adopted 11/24/86  
Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

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CODE: ED-3

TITLE: Associated Student Body Director

JOB TYPE: This is an extra-duty position

## ASSIGNMENT:

The Associated Student Body Director coordinates all nonathletic student activities including academic recognition programs and the student government.

RESPONSIBLE TO: Superintendent/Principal

## DUTIES:

1. Organizes and supervises the school student government.
2. Organizes and supervises the school student activities program, and coordinates the program with the school curriculum.
3. Organizes and coordinates ASB fundraisers and supervises fundraising of school clubs and organizations.
4. Encourages and monitors school clubs and organizations, including Honor Society.
5. Maintains efficient and accurate records.
6. Supervises the preparation and maintenance of the student activities and student government budgets.
7. Provides leadership training for student government members.
8. Communicates the student activities program through the principal to the staff and community.
9. Coordinates an ongoing evaluation program of student activities and student government.
10. Helps students set and achieve activity goals.
11. Recommends assignments of staff members as club and organization advisers.
12. Performs other school duties as assigned by the superintendent. Ex. Attend meetings and communicate with booster club.
13. Advise the Honor Society if needed.

## CONDITIONS:

1. Extra-duty contract period is annual.
2. Performance of assigned extra-curricular duties will be included in the evaluation process.
3. Periodic delegation of duties is permitted only as approved by the building principal.

## SALARY:

1. The extra-duty contract pay will be determined by the annual budgeted amount.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: ED-4

TITLE: Athletic Coach

JOB TYPE: This is an extra-duty position

RESPONSIBLE TO: Athletic director

## ASSIGNMENT:

This is an extra-duty assignment. The incumbent will be a certified employee of the district or non-certified as approved by the superintendent and ratified by the Board of Directors. The coach is responsible for the directing of the sport in a manner that serves the best interests of the school, the team, and the individual participant. The coach must work cooperatively with all members of the total athletic program. Athletic coaches are accountable to the building principal and athletic director for the performance of assigned duties.

## DUTIES:

1. The head coach of each sport will determine the system of play to be used and coordinate the work of assistant coaches.
2. Cooperate with the athletic director in matters of scheduling and finances.
3. Assume the responsibility for the scheduling of practice sessions.
4. Assume the responsibility for the care, marking, and security of equipment, supplies, and physical properties used by participants in the sport.
5. Submit an inventory of sport equipment to the athletic director at the close of the sport season.
6. Assume the responsibility for the conduct of all players and team managers while they are under the jurisdiction of the coach.
7. Bring to the attention, through the athletic director, to the administration of any action by participants that conflict with district policy.
8. Encourage good sportsmanship and ethical conduct.
9. Encourage scholarship and promote harmonious teacher-student relationships.
10. Assure that each player has attained the degree of physical conditioning that minimizes the potential for injury before the student is allowed to participate in the sport.
11. Assist the athletic director in the securing of physical examinations and parental permission for student participation before the student is allowed to participate.
12. Assist the athletic director in the certification of eligibility of participants.
13. Cooperate with the athletic director in the selection and purchase of sports equipment.

## CONDITIONS:

1. Extra-duty contract period is annual.
2. Performance of assigned extra-curricular duties will be included in the evaluation process.
3. Periodic delegation of duties is permitted only as approved by the building principal.

## SALARY:

1. The extra-duty contract pay will be determined by the annual budgeted amount.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

Adopted 8/75  
Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

CODE: ED-5

TITLE: Athletic Director

JOB TYPE: This is an extra-duty position

## ASSIGNMENT:

This is an extra-duty assignment, and the incumbent will be a certified employee of the district. The athletic director shall be accountable to the building principal and the superintendent for the performance of duties. The athletic director must work cooperatively with all personnel concerned and lend leadership in the development and execution of the athletic program.

## DUTIES:

1. Direct the cooperative efforts of all coaching personnel toward a common goal--that of well-trained teams playing within high standards of athletic competition and sportsmanship.
2. Advise the administration as to the desirability of making changes, additions or deletions, to coaching assignments.
3. Make recommendations and represent coaches concerning the athletic program and facilities required.
4. Bring to the attention of the administration any action by participants or coaches that conflict with district policy.
5. Schedule all athletic events.
6. Arrange transportation for coaches and teams.
7. Check eligibility of participants and make certification to O.S.A.A. and to opponent schools, when necessary.
8. Secure timers and officials.
9. Pay officials and obtain their signatures upon the proof of claim forms.
10. Arrange for facilities and equipment to be ready for practices and games.
11. Conduct coaches' meetings.
12. Secure inventory records from each coach at end of sport season.
13. Assist coaches in the selection and purchase of sports equipment and supplies.
14. Arrange medical examinations prior to participation.
15. Secure parental permission for participation.
16. To be present at and enforce the policies, rules and regulations concerning coaches, athletes, spectators, officials and timers, during the time athletic events are in progress.

## CONDITIONS:

4. Extra-duty contract period is annual.
5. Performance of assigned extra-curricular duties will be included in the evaluation process.
6. Periodic delegation of duties is permitted only as approved by the building principal.

## SALARY:

3. The extra-duty contract pay will be determined by the annual budgeted amount.
4. The amount due under the contract will be pro-rated monthly in accordance with district policy.

Adopted 8/75  
Revised 8-27-12

# Job Descriptions for the Lowell School District # 71

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CODE: ED-6

TITLE: Music Events Director

JOB TYPE: This is an extra-duty position

## ASSIGNMENT:

The Music Events Director will be responsible for organizing and directing musical activities which are an outgrowth of the school music program along with the pep/band during appropriate athletic contest. Specific duties, schedules, and responsibilities will be determined by the principal in consultation with the Music Event Director.

RESPONSIBLE TO: Superintendent/ Principal

## DUTIES:

1. Perform two elementary concerts.
2. Perform three high school concerts.
3. Perform at high school graduation.
4. Perform at district and state competitions.
5. Perform at 5 athletic competitions or community events.

## CONDITIONS:

1. Extra-duty contract period is annual.
2. The person assigned to this duty must possess appropriate training and background.
3. Performance of assigned extra-curricular duties will be included in the evaluation process.

## SALARY:

1. The extra-duty contract pay will be determined by the annual budgeted amount.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy.

Adopted 8-27-12

# Job Descriptions for the Lowell School District # 71

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CODE: ED-7

TITLE: Volunteers

JOB TYPE: This is an extra-duty position

## ASSIGNMENT:

Volunteers are persons who donate time to assist in the educational program of the District. Assignment by the principal will be made on the preferences of the volunteer, the needs of the teacher(s), and available areas and times.

RESPONSIBLE TO: Superintendent/ Principal

## DUTIES:

1. The volunteer should work cooperatively with the person to whom assigned.
2. Keeps any and all information regarding students confidential.
3. Refrain from criticizing staff.
4. Perform assigned tasks readily and completely.
5. Work effectively with the particular age group assigned.
6. Accept no duty which would place self or students in jeopardy of personal injury.
7. Willingness to follow instructions.
8. Willingness to receive training by staff person to whom assigned.
9. Enforce the rules and regulations of the District.
10. Report any injuries to self or others to immediate supervisor.
11. Not use personal vehicles to transport students without permission from the parents. The District does not provide liability coverage and primary coverage is the responsibility of the volunteers.
12. Always be under the direct supervision of a District staff person when working with students.
13. Encourage scholarship and promote harmonious teacher-student relationships.
14. Understand that the District provides no medical/time loss coverage for personal injuries while performing volunteer duties.
15. Be willing to sign the Volunteer Service Contract.
16. Be consistent in attendance on days, time, place agreed to when assigned.
17. Be prompt.

## CONDITIONS:

1. Sign Volunteer Service Contract.
2. Accept duties and responsibilities as outlined above.

## SALARY:

1. There is no salary or fringe benefits for this position.

Revised 8-27-12

CODE: CL-13

## Job Descriptions for the Lowell School District # 71

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<b>Title:</b>	Lead Custodian	<b>Reports To:</b>	Superintendent
<b>Salary:</b>	TBD	<b>Classification:</b>	Classified
<b>FLSA:</b>	Non-Exempt (hourly)	<b>Work Year:</b>	12 Months

### Board

**Ratified:** April 28, 2014

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### **BASIC FUNCTION:**

Under minimal supervision, the Lead Custodian reports to the Superintendent and Principal and keeps assigned buildings and associated areas clean and orderly.

### **REPRESENTATIVE SUPERVISORY DUTIES:**

- Organizes, directs, monitors, and provides training for the work of School Custodians and student help
- Assists the Superintendent in developing and implementing work schedules; identifies and prioritizes specific tasks to be accomplished
- Performs, plans and directs cleaning and minor maintenance work of District custodial staff
- Provides leadership and works with the custodial staff in carrying out custodial and maintenance tasks in all District facilities
- Directs and assists in moving, arranging and setting up furniture and equipment for special events, meetings, and athletic events
- Orders and maintains inventory of appropriate supplies and equipment for all custodial staff
- Follows general safety and hazardous materials procedures
- Makes routine security checks reporting vandalism and arranging for or performing needed repairs
- Does related work as required

### **CUSTODIAL DUTIES INCLUDE:**

- Sweeping, scrubbing, waxing and polishing concrete, linoleum, tile, and wood floors
- Vacuuming and shampooing rugs and carpets
- Cleaning and dusting walls, furniture, woodwork and other equipment
- Washing, scrubbing, and disinfecting rest rooms
- Performing minor repairs to buildings and fixtures; replacing light bulbs as necessary
- Maintaining equipment used in the course of work
- Correcting or reporting safety, sanitary and fire hazards
- Opening and/or closing the buildings, including lights, heating, air conditioning, security, and raising and lowering flag

# Job Descriptions for the Lowell School District # 71

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## **CUSTODIAL DUTIES INCLUDE (CONTINUED):**

- Monitoring the evening building schedule and allowing access to appropriate areas of the building; securing building after evening use
- Locking down the building in the event of an emergency (during school hours)
- Setting up, taking down, and arranging chairs, tables and related equipment for evening activities
- Temporarily performing duties of the other district custodians in the event of an emergency or absence
- Directing visitors and safeguarding school property
- Maintaining regular and consistent attendance and punctuality
- Performing related duties consistent with job description and assignment

## **PHYSICAL REQUIREMENTS:**

- Light Repetitive Work:
- Floor level: occasionally; scraping gum, pulling staples
- Knee level: occasionally; cleaning desks
- Waist level: continuously cleaning desks, vacuuming
- Shoulder level: frequently; cleaning shelves, gathering supplies
- Overhead level: frequently, changing light bulbs, dusting, washing windows
- Bending: frequently; toilet bowls, tables
- Twisting: frequently, mopping, vacuuming, operating floor machine, waxing floors, shampooing carpet
- Squatting: picking up items from the floor
- Kneeling/crawling and working in awkward positions

## **KNOWLEDGE AND ABILITIES:**

**Knowledge and Application of:** General methods of maintenance and cleaning procedures, use of cleaning materials and plumbing skills required for routine maintenance; danger of hazardous materials; the appropriate action to prevent injury to self and others

### **Ability to:**

- Use equipment common to the custodial, grounds keeping and maintenance function
- Work independently to complete tasks
- Develop and follow schedules
- Understand, implement, and give oral and written directions in English
- Organize, schedule, monitor and direct the work of others
- Communicate effectively and maintain cooperative relationships fellow staff member and parents
- Follow general safety and hazardous materials procedures

CODE: CL-13

## Job Descriptions for the Lowell School District # 71

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### **EDUCATION AND EXPERIENCE:**

**Education:** High School Diploma or equivalent

**Experience:** At least three (3) years of experience in performing custodial, grounds keeping and maintenance functions, preferably in a school setting, and experience in directing the work of others

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, climb ladders, use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit, climb or balance, and taste or smell.

The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.