

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Accounts Payable Specialist

QUALIFICATIONS

1. High school diploma.
2. Knowledge of basic bookkeeping principles.
3. Strong computer skills and knowledge of office equipment.
4. Working knowledge of basic office procedures and the operation of common office equipment and machines.
5. Strong written and verbal communication skills.
6. Ability to maintain confidentiality.
7. Ability to work under the stresses of interruption and varying schedule.
8. Ability to work without constant supervision.
9. Ability to work well with staff, parents, students, and the public.

REPORTS TO Business Manager

JOB GOAL To assist and work cooperatively with the business manager to execute the normal business affairs of the district.

PERFORMANCE RESPONSIBILITIES

1. Maintains vendor list.
2. Matches invoices with purchase orders and packing lists.
3. Codes invoices and verifies same.
4. Records invoices on computer and verifies same.
5. Stamps checks with signature stamp.
6. Prepares checks for mailing.
7. Stamps invoices "Paid" and files paid invoices.
8. Prepares necessary monthly reports for the board.
9. Reconciles bank statements monthly.
10. Assists in answering telephone, routes calls or handles appropriately.
11. Works closely and cooperatively with auditors.
12. Maintains property inventory record.
13. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
14. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on December 20, 1996

Revised December 11, 2006

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE AD Administrative Assistant

QUALIFICATIONS

1. High school diploma.
2. Proficient typing and filing skills.
3. Working knowledge of basic office procedures and the operation of common office equipment and machines.
4. Good written and verbal communication skills.
5. Ability to maintain confidentiality.
6. Ability to work without constant supervision.
7. Ability to work under the stresses of interruption and varying schedule.
8. Ability to work well with staff, parents, and students.

REPORTS TO Activities Director

JOB GOAL To assist in the administration of the district's fine arts and athletic events.

PERFORMANCE RESPONSIBILITIES

1. Processes reports, notices, recommendations, and letters as directed by activities director.
2. Obtains, gathers, and organizes pertinent data as needed and puts same into usable form.
3. Maintains a regular filing system and processes incoming correspondence as instructed.
4. Performs any bookkeeping tasks associated with the position.
5. Receives and routes incoming telephone calls, takes messages for staff and students.
6. Maintains such student records as shall be required.
7. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
8. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised February 11, 2007

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE 7-12 Activities Director

QUALIFICATIONS

1. Certified in educational administration and evaluator approval
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO High School Principal

SUPERVISES Building Personnel, including coaches

JOB GOAL This position is responsible for assisting the middle and high school principals in the planning, organization, administration, leadership, supervision and management of the assigned secondary school, including the activities programming. This position assists with supervising of staff, creating a safe environment, monitoring curriculum, activities department leadership and other duties associated with the successful operation of a secondary school.

PERFORMANCE RESPONSIBILITIES

Activities Responsibilities:

- a. Prepares a master budget and supervises equipment inventories and purchasing for all extra-curricular activities.
- b. Prepares a master calendar for athletics and fine arts events:
  - Contracts, officials, payments, supervision, transportation, facility upkeep, spectator accommodations, concessions, tickets, staffing, etc.
- c. Supervises and evaluates all extra-curricular coaches including but not limited to:
  - Evaluations.
  - Individual professional development plans.
  - Intensive assistance plans.
  - Sets coaching expectations
- d. Represents ADM at:
  - Booster club meetings; athletic and fine arts
  - Raccoon River Conference
  - Community events

- e. Manages all necessary paperwork including but not limited to:
- Contracts
  - Student eligibility/athletic health records
  - Facility use
  - Code of conduct/discipline
  - Activities handbook

Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.

Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors June 2006

Revised June 9, 2014

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Activity Sponsor

QUALIFICATIONS

1. Those set by state certification authorities.
2. Demonstrated skill and knowledge in the activity.

REPORTS TO Activities Director and Administration

JOB GOAL To direct the activity and coordinate the total program; this shall include development and preparation of a written philosophy and objectives for each level. To provide a program which will allow students to develop their interest and a desire to excel commensurate with their ability. To provide a program which is competitive within our immediate conference or class. To enforce disciplined and sportsmanlike behavior at all times and establish and oversee penalties for breach of such standards by individual students. To foster a sense of dedication to group goals and team effort.

PERFORMANCE RESPONSIBILITIES

1. Supervises and develops employee's overall program.
2. Assigns duties and evaluates assistants working in employee's activity.
3. Assures that the assistants and employee know and abide by the rules and procedures of the district, conference and state handbooks, as well as rules of the activity.
4. Assures that each participating student has on file prior to any form of participation (including practice), all required forms.
5. Submits to the AD's office a complete roster of eligible participants for the activity at least one week prior to the initial contest.
6. Assures that all students in their activity are eligible according to district, conference and state regulations working in coordination with the AD and guidance counselors.
7. Keeps a written record for all equipment checked out to students and turns in a complete inventory following the season.
8. Submits to the AD a complete budget request, within the timeline, requesting new equipment or repairs.
9. Submits a season-ending report, which will include such areas as record, letter-winners, recommendations, and statistics.

10. Sees that the activity begins and ends on the dates specified by any governing bodies.
11. Submits to the AD and transportation director a complete list of recommended departure times for away contests at least two weeks prior to the initial contest.
12. Disciplines employee's activity members whenever they are under employee's jurisdiction.
13. Gives appropriate attention to sick or injured students in a professional manner, referring all seriously injured students to medical personnel.
14. Fills out and submits to the office medical injury reports on students requiring professional medical attention.
15. Maintains and utilizes all equipment in a proper manner.
16. Provides information to and cooperates with the local media.
17. Attends all conference meetings pertaining to employee's activity.
18. Develops a program that will enhance the skill levels and competitiveness of employee's activity members in a safe manner.
19. Informs and explains to members of employee's activity the following rules and regulations pertaining to participation and ability by their contents:
  - a. academic eligibility
  - b. physical, insurance and acknowledgement of risks forms
  - c. care and return of equipment
  - d. attendance at practice
  - e. lettering requirements
  - f. dress for contests
  - g. rules and regulations of the athletic handbook and additional rules
  - h. bus procedures
  - i. activity code of conduct
20. Teaches the skills and fundamentals associated with the activity.
21. Develops and requires execution of those fundamentals based on individual ability.
22. Encourages academic as well as activities excellence.
23. Supervises the activity members while on school premises.
24. Establishes criteria for lettering and submits the criteria to the activities director.
25. Awards letters in accordance with requirements.
26. Communicates after the first day of practice with the student, parent and the office the name and reason of any student who drops from an activity or is suspended.
27. Instills a sense of sportsmanship and fair play in the individual students.
28. Keeps informed of new trends and techniques.
29. Develops plans for each practice session that will lead to development of the students' skills and talents.
30. Obtains permission from the principal for early dismissal involving long trips.
31. Accompanies activity members to all home and away games.
32. Keeps daily attendance records.
33. Completes and returns any required forms to the AD.

34. Cooperates with directors of other activities in the school and supports others in an ethical manner, encouraging students to participate in activities.
35. Assists in hosting of district or state events.
36. Rates officials when requested.
37. Conducts self in an exemplary manner.
38. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
39. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised August 9, 1999



ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Assistant to the Concession Supervisor

QUALIFICATIONS

1. High school diploma.
2. Knowledge of basic bookkeeping principles.
3. Ability to work without constant supervision.
4. Ability to work well with staff, parents, and students.

REPORTS TO Activities Director

JOB GOAL Provide assistance to the concession supervisor with events as needed - HS and MS football and track; HS volleyball, basketball, wrestling, soccer, softball, and baseball.

PERFORMANCE RESPONSIBILITIES

1. Order/purchase supplies/food to operate concession stand as needed.
2. Turn in all receipts of purchases to the Activity Director.
3. Follow pre/set up of concession stand for events as needed.
  - a. stock all pop coolers
  - b. ice coolers if needed
  - c. set out all candy/inventory
  - d. set out food/inventory
  - e. popcorn/hot dogs/nachos/grill prep and clean up
  - f. condiments/supplies
4. Clean concession stand after events as needed.
5. Move supplies/inventory between concession stands at end of seasons.
6. Check that all coolers are functioning properly/keeping cold.
7. Check that all needed supplies are in the concession stand.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on June 13, 2011

Revised

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Assistant to the Business Manager

QUALIFICATIONS

1. High school diploma.
2. Exceptional people skills.
3. Strong computer skills and knowledge of office equipment.
4. Strong written and verbal communication skills.
5. Ability to maintain confidentiality.
6. Ability to work under the stresses of interruption and varying schedule.
7. Ability to work without constant supervision.
8. Ability to work well with staff, parents, students, and the public.

REPORTS TO Business Manager

JOB GOAL To assist and work cooperatively with the business manager to execute the normal business affairs of the district.

PERFORMANCE RESPONSIBILITIES

1. Performs the usual office routines and practices.
2. Welcomes visitors and arranges for their comfort.
3. Answers telephone and routes call or handles appropriately.
4. Schedules meetings as necessary.
5. Obtains, gathers and organizes pertinent data as needed and puts same into usable form (such as open enrollment and special education billings and E-RATE applications.)
6. Maintains a regular filing system as well as a set of locked confidential files.
7. Processes incoming and outgoing correspondence as necessary.
8. Performs bookkeeping tasks associated with back-up of accounts payable and payroll specialists.
9. Prepares contracts for district classified employees.
10. Works with AEA and district employees on Coop purchasing.
11. Maintains master student data base (financial module).
12. Maintains hazardous chemicals inventory.
13. Works with business manager in setting up registration details.
14. Maintains record of paid and unpaid registration fees.
15. Counts and deposits all weekly receipts.
16. Attends meetings as necessary.
17. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
18. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on June 9, 1997

Revised December 11, 2006

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Assistant to the Central Office Staff

QUALIFICATIONS

1. High school diploma.
2. Working knowledge of basic office procedures.
3. Strong written and verbal communication skills.
4. Ability to maintain confidentiality.
5. Ability to work under the stresses of interruption and varying schedule.
6. Ability to work without constant supervision.
7. Ability to work well with others

REPORTS TO Business Manager

JOB GOAL To assist in the efficient operation of the Central Office so that maximum benefit will be realized by the educational program.

PERFORMANCE RESPONSIBILITIES

1. Answers telephone and routes call or handles appropriately.
2. Sorts and distributes incoming mail.
3. Operates copy machine for central printing for school district.
4. Orders supplies and arranges for maintenance and repair of copy machine.
5. Maintains district-wide inventory.
6. Prepares district newsletter for mailing.
7. Performs bookkeeping tasks associated with back-up of accounts payable specialist.
8. Assists central office staff to complete assigned tasks.
9. Assists with student information system input.
10. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
11. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on January 9, 2012

Revised January 9, 2012

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Food Service Director Assistant/Computer Support

QUALIFICATIONS

1. High school diploma.
2. Advanced computer skills.
3. Familiar with school food service program requirements.
4. Good communication skills.
5. Ability to maintain confidentiality.

REPORTS TO Food Service Director

JOB GOAL To work with the food service director to maintain the necessary information needed to operate the school food service program.

PERFORMANCE RESPONSIBILITIES

1. Provides computer software support for the nutrition department.
2. Maintains inventory and depreciation records.
3. Completes end of the month financial report for district business manager.
4. Operates lunch computer scanning system at high school.
5. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
6. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on June 13, 2005

Revised October 13, 2014

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Assistant to the Superintendent

QUALIFICATIONS

1. High school diploma.
2. Exceptional people skills.
3. Strong computer skills and knowledge of office equipment.
4. Strong written and verbal communication skills.
5. Ability to maintain confidentiality.
6. Ability to work under the stresses of interruption and varying schedule.
7. Ability to work without constant supervision.
8. Previous secretarial experience.

REPORTS TO Superintendent

JOB GOAL To assist and relieve the superintendent of paperwork and daily routines.

PERFORMANCE RESPONSIBILITIES

1. Performs the usual office routines and practices.
2. Assists in welcoming visitors and arranging for their comfort.
3. Assists in answering telephone and routes call or handles appropriately.
4. Transcribes dictation of various types, including correspondence, reports, notices, and recommendations.
5. Schedules meetings as necessary.
6. Obtains, gathers and organizes pertinent data as needed and puts same into usable form (such as certified enrollment, BEDS, affirmative action).
7. Maintains a regular filing system as well as a set of locked confidential files.
8. Processes incoming and outgoing correspondence as necessary.
9. Performs any bookkeeping tasks associated with the specific position.
10. Prepares contracts for district certified employees.
11. Works with AEA and district employees on special education rosters, levels, etc.
12. Prepares board packets.
13. Prepares necessary rosters to include district committees, inclement weather phone trees, certified substitute list, etc.
14. Maintains master personnel database.
15. Maintains all open enrollment data.
16. Works with superintendent and business manager in preparing necessary state reports. Assists other district secretaries as necessary with office procedures.
17. Attends meetings as necessary.

18. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
19. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on January 1998

Revised December 11, 2006

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Transportation Administrative Assistant

QUALIFICATIONS

1. High school diploma.
2. CDL driver's license preferred.
3. Proficient computer and filing skills.
4. Working knowledge of basic office procedures and the operation of common office equipment and machines.
5. Good written and verbal communication skills.
6. Ability to maintain confidentiality.
7. Ability to work without constant supervision.
8. Ability to work under the stresses of interruption and varying schedule.
9. Ability to work well with staff, parents, and students.

REPORTS TO Transportation Director

JOB GOAL To assist in the administration of the Transportation Department.

PERFORMANCE RESPONSIBILITIES

1. Processes reports, notices, recommendations, and letters as directed by transportation director.
2. Obtains, gathers, and organizes pertinent data as needed and puts same into usable form.
3. Maintains a regular filing system and processes incoming correspondence as instructed.
4. Works with Director on transportation routing and bus assignments for all bus riders.
5. Receives and routes incoming telephone calls and takes messages for staff.
6. Maintains such student records as shall be required for transportation.
7. Maintains and assigns drivers to activity trips as they are received.
8. Operates in accordance with board policies and sees that all policies of the board pertaining to employees area of jurisdiction are implemented.
9. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on August 29, 2013

Revised



# ADM COMMUNITY SCHOOLS

## JOB DESCRIPTION

TITLE Athletics Head Strength Coach – High School

### QUALIFICATIONS

1. Certified Coaching Endorsement or Authorization
2. Demonstrate aptitude for performing tasks listed
3. Must exhibit high moral values and be able to serve as a favorable example to young people
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO Activities Director

SUPERVISES Interscholastic Strength and Conditioning Program 7-12

JOB GOALS To provide leadership, supervision and organization of student athletes and to carry out the objectives of the athletic program.

To promote a fundamentally sound strength & conditioning program with emphasis on physical fitness, ability and performance development and to encourage a strong work ethic and a positive attitude towards strength training and physical conditioning.

### PERFORMANCE RESPONSIBILITIES

1. Formulates weightlifting programming for the various lifting seasons, as they would pertain to in-season and off-season athletes.
2. Design (and have final review of) all extra curricular exercise related training programs.
3. Keep abreast of new programs, techniques and philosophies concerning strength and conditioning programs for student athletes.
4. Maintains inventory, selection and care for appropriate equipment.
5. Assumes supervisory role over coaches, supervisors and all student athletes in the field of strength and conditioning.
6. Organizes and schedules all sessions to maximize shared space and student athlete productivity.
7. Apply rules, regulations and appropriate discipline fairly and in a positive manner.
8. Supervises weight room facilities insuring appropriate care, clean up and security.
9. Recommends improvements to programming, facilities and equipment to Activities Director.
10. Maintains records of attendance, strength advancement, lifting records and other individual accomplishments of student athletes making information available to respective coaching staff.
11. Performs additional duties and responsibilities as assigned by the District.

TERMS OF EMPLOYMENT Salary and work year to be established by the Board.

EVALUATION Performance of this job will be evaluated by the district Activities Director in accordance with provisions of the Board's policy.

Approved by Board of Education on April 13, 2015

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Bookkeeper

QUALIFICATIONS

1. High school diploma.
2. Knowledge of basic bookkeeping principles.
3. Basic computer and office skills.
4. Good written and verbal communication skills.
5. Ability to maintain confidentiality.
6. Ability to work without constant supervision and under the stress of interruption and varying schedules.
7. Ability to work well with staff and students.

REPORTS TO Food Service Director

JOB GOAL To assist the director to administer the district's business affairs to provide the maximum services for the financial resources available.

PERFORMANCE RESPONSIBILITIES

1. Oversees, verifies and maintains free and reduced applications.
2. Completes required monthly and annual reports.
3. Computes and records cash receipt summaries.
4. Records daily participation information for each building.
5. Works closely and cooperatively with food service director.
6. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
7. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised June 13, 2005

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Bus Driver

QUALIFICATIONS

1. High school diploma.
2. Valid CDL license and bus driver's permit.
3. Ability to lift 50 lbs.

REPORTS TO Transportation Director

JOB GOAL To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES

1. Checks bus before each operation for mechanical defects.
2. Notifies the proper authority in case of mechanical failure or lateness.
3. Transports only authorized students.
4. Obeys all traffic laws.
5. Observes all mandatory safety regulations for school buses.
6. Maintains discipline when students are on bus.
7. Reports undisciplined students to the proper authority.
8. Enforces regulations against smoking and eating on the bus.
9. Keeps to assigned schedule.
10. Discharges students only at authorized stops.
11. Reports all accidents and completes required reports.
12. Completes all necessary paperwork.
13. Exercises responsible leadership when on out-of-district school trips.
14. Keeps assigned bus clean.
15. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
16. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on April 13, 1992

Revised May 10, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Bus Monitor

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent.
2. Physical ability to assist physical disabled students and handle their wheelchairs and other medical equipment.
3. Commitment to pursue training in first aid, school bus safety and special needs school bus procedures provided by the District

ADDITIONAL QUALIFICATIONS

1. Completion of a district provided training course for school bus attendants.
2. Physical ability to perform tasks that involve the ability to exert moderate, though not constant physical effort. Typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling. Also may involve some lifting, carrying, pushing and pulling objects and materials of varying weight.
3. Physical ability to carry small children (75 pounds or less) from the rear emergency exit to the ground from outside the bus.
4. Physical ability to drag passengers (125 pounds or less) to any emergency exit from any location in the bus.
5. Physical ability to move through the bus aisle from the front to the back of the bus very quickly.
6. Physical ability to maintain footing and balance when walking over uneven or slippery surfaces.
7. Physical ability to reach behind or under a wheelchair while kneeling on the bus floor and bending forward to secure the wheelchair into the bus.
8. Physical ability to fasten, unfasten and adjust lap belts, car seat straps, harness straps and wheelchair securement straps.

REPORTS TO Transportation Director

JOB GOAL The Bus Monitor assists in the safe and pleasant transportation of all children assigned to the bus.

PERFORMANCE RESPONSIBILITIES

1. Assists students in following the direction of the school bus operator.
2. Assist in the loading and unloading of the students at the bus stop and the school grounds.
3. Check all restraints and wheelchair securement on the bus and assist in securing students safely in place as needed.

4. Enforce safety rules and provide direction to the students.
5. Attend assigned in-service trainings.
6. Operate a two-way radio to call Transportation office in case of an emergency.
7. Checks safety equipment daily, prior to starting route, and ensure proper working condition of same.
8. Helps to keep bus clean and remove trash and debris daily.
9. Positions self on the bus in a location, which allows observation and assistance to students at all times.
10. Assists the bus operator with emergency evacuation of students from the bus and renders first aid if needed.
11. Be thoroughly familiar with all aspects of assigned route and assist substitute bus operators to follow route.
12. Follows job related instructions of the bus operator while on route.
13. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
14. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on February 9, 2015

Revised

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Business Manager/Board Secretary/Treasurer

QUALIFICATIONS

1. College degree and school business training preferred.
2. Supervisory experience.

REPORTS TO Superintendent and Board of Education

JOB GOAL To handle the paperwork of the board and to execute expeditiously the instructions of the board. To manage the normal business affairs of the district.

PERFORMANCE RESPONSIBILITIES

1. Maintains and preserves copies of all reports pertaining to the business of the district.
2. Publishes all legal notices concerning district business.
3. Gives public notice of all meetings of the board.
4. Attends all meetings of the board.
5. Keeps a complete record of all the proceedings of the meetings of the board and of all regular or special elections in the district.
6. Keeps an accurate account of all expenses incurred by the district and presents the same to the board for audit and payment.
7. Files each month with the Board of Education a complete statement of all receipts and disbursements from the various funds during the preceding month, including balances remaining on hand in all funds at the close of the month.
8. Handles all board correspondence.
9. Keeps a complete record of all negotiation meetings as record keeper for the board.
10. Demonstrates loyalty to the board and superintendent and conducts all business in a professional and confidential manner.
11. Receives and acts as custodian of all monies belonging to the district.
12. Deposits monies received in banks designated by the board and reconciles monthly all bank accounts maintained by the district.
13. Submits claims for tuition for non-resident students.
14. Keeps an accurate, separate account of all funds. Supervises the writing of checks and issuing receipts. Supervises receiving, verifying, and preparing invoices for payment.
15. Supervises the computation of all payrolls and deductions for income tax, retirement, annuities, insurance, and professional dues. Verifies all amounts before and after payroll checks are machine-processed.

16. Supervises the preparing of reports and checks for proper agencies covering all deductions.
17. Supervises the recording of staff leaves and absences.
18. Secures and accounts for postage spent.
19. Completes reports and surveys for the district, including the Local Education Agency Certified Annual Report.
20. Assists superintendent with preparation and monitoring of district budget.
21. Operates office when the superintendent is absent.
22. Supervises business office staff and classified department directors.
23. Monitors, makes district application, and keeps records for district compliance programs, i.e. COBRA, Right-to-Know Law, Bloodborne Pathogens, OSHA reports, inventory, environmental regulations, personnel regulations, and insurance regulations.
24. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
25. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised January 11, 2010

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Cashier

QUALIFICATIONS

1. High school diploma.
2. Basic computer skills.
3. Basic math skills.
4. Ability to make change quickly and accurately.
5. Ability to work well with staff and students.

REPORTS TO Food Service Director

JOB GOAL To receive payment for student or adult lunches by computer automated system or cash.

PERFORMANCE RESPONSIBILITIES

1. Operates computer automated system or accepts cash from students and adults.
2. Totals and balances all money daily.
3. Helps when needed with kitchen and cleanup duties.
4. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
5. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised June 13, 2005



ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Child Care Associate

QUALIFICATIONS

1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Ability to maintain confidentiality.
4. Ability to work well with staff, parents, and students.

REPORTS TO Child Care Program Director

JOB GOALS To provide a warm and caring environment for children with a variety of activities which includes recreation and games, arts and crafts, reading, music, time to finish school assignments, and "free time" for the children to pursue their favorite interests.

PERFORMANCE RESPONSIBILITIES

1. Provides a warm, caring environment for the supervision of children.
2. Demonstrates a strong sense of responsibility by being at the designated location approximately ten minutes before the children arrive each day.
3. Remains at the designated location until the last child is gone and the child care area is in order.
4. Keeps daily attendance records and reports to the office when a child who was present in school during the day does not report for supervision with 15 minutes after school is out.
6. Follows school procedures to safeguard the health and safety of the children in the program.
7. Maintains knowledge of the emergency file and emergency procedures.
8. Knows the tornado and fire alarm procedures for employee's area.
9. Maintains a responsible discipline policy and reports persistent behavior problems to the director.
10. Implements daily lesson plans.
11. Is present in the designated area with all the children at all times during supervision hours except in the case of an emergency.
12. Manages the distribution and collection of games or materials used in activities.
13. Periodically meets with the director and principal to discuss issues regarding the program.
14. Informs the director of the need for a substitute care giver at the earliest possible time. Failure to report for work or inform the director of one's inability to work will be grounds for termination of employment.
15. Attends orientation sessions prior to beginning employment and in service meetings during the year.
16. Holds a current first aid certificate, CPR certificate and completes required training.

17. Operates in accordance with Board policies and sees that all policies of the Board pertaining to employee's area of jurisdiction are implemented.
18. Performs such other tasks as may be assigned by the Board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the Board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on April 13, 1992

Revised September 8, 2014

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Child Care Program Director Assistant

QUALIFICATIONS

1. High school diploma.
2. Good written and verbal communication skills.
3. Ability to maintain confidentiality.
4. Ability to work well with staff, parents, and students.

REPORTS TO Child Care Program Director

JOB GOALS To assist and relieve the child care program director of paper work so that the child care director may devote maximum attention to the administration and supervision of the child care center.

PERFORMANCE RESPONSIBILITIES

1. Assist child care program director with both long and short-range lesson plans in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
2. Maintains open communication with parents.
3. Maintains a safe and healthy environment.
4. Inspects and replaces damaged or lost materials.
5. Assists with in service and staff meetings.
6. Assists with hiring and scheduling of staff.
7. Holds a current first aid certificate, CPR certificate, and completes required training.
8. Operates in accordance with Board policies and sees that all policies of the Board pertaining to employee's area of jurisdiction are implemented.
9. Performs such other tasks as may be assigned by the Board.

TERMS OF EMPLOYMENT Salary and work year to be established by the Board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on September 8, 2014

Revised

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Child Care Program Director

QUALIFICATIONS

1. Licensed Teacher
2. Good written and verbal communication skills.
3. Ability to maintain confidentiality
4. Ability to work well with staff, parents, and children.

REPORTS TO Business Manager

JOB GOALS To oversee the staff and the day-to-day operations of the day care program.

PERFORMANCE RESPONSIBILITIES

1. Develops both long and short-range lesson plans in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
2. Authorizes purchase of instructional materials and teaching aids, such as books, toys, and games designed to stimulate learning.
3. Interviews and recommends hiring and termination of staff.
4. Confers with parents regarding program activities, policies, and enrollment procedures.
5. Confers with staff regarding behavior or learning problems and recommends methods of modifying inappropriate behavior.
6. Reviews and evaluates program activities to ensure conformance to state and local regulations.
7. Leads in service and staff meetings.
8. Operates in accordance with Board policies and sees that all policies of the Board pertaining to employee's area of jurisdiction are implemented.
9. Performs such other tasks as may be assigned by the Board.

TERMS OF EMPLOYMENT Salary and work year to be established by the Board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on September 8, 2014

Revised

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Concession Supervisor

QUALIFICATIONS

1. High school diploma.
2. Knowledge of basic bookkeeping principles.
3. Ability to work without constant supervision.
4. Ability to work well with staff, parents, and students.

REPORTS TO Activities Director

JOB GOAL To assure that concessions are available for events as needed - HS and MS football and track; HS volleyball, basketball, wrestling, soccer, softball, and baseball.

PERFORMANCE RESPONSIBILITIES

1. Prepare, communicate, and mail concession work schedules to Athletic Director, sports representatives, coaches, parents, and students.
2. Order/purchase all supplies/food to operate concession stand.
3. Turn in all receipts of purchases to the Athletic Director.
4. Keep regular inventory/usage of all food and supplies.
5. Follow daily pre/set up of concession stand.
  - a. stock all pop coolers
  - b. ice coolers if needed
  - c. set out all candy/inventory
  - d. set out food/inventory
  - e. popcorn/hot dogs/nachos/grill prep and clean up
  - f. condiments/supplies
6. Clean concession stand daily after all events. Clean concession stand prior/ending of all seasons.
7. Move supplies/inventory between concession stands per event.
8. Set prices and post for public.
9. Check that all coolers are functioning properly/keeping cold.
10. Check that all needed supplies are in the concession stand.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised July 14, 2003

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Cook or Baker

QUALIFICATIONS

1. High school diploma
2. Familiar with school food service programs. Recommended completion of basic Food Service Short Courses.
3. Ability to stand or walk for prolonged periods of time.
4. Ability to work in warm conditions.
5. Manual dexterity to handle kitchen equipment.
6. Ability to lift 50 pounds.
7. Ability to work well with staff and students.

REPORTS TO Food Service Director or Kitchen Manager

JOB GOAL To prepare and serve the students attractive and nutritious meals in a harmonious atmosphere.

PERFORMANCE RESPONSIBILITIES

1. Prepares food in large quantities using established recipes, proper safety methods and proper sanitation methods.
2. Assumes responsibility for serving food in a timely, pleasant manner.
3. Assumes responsibility for the economical operation of the kitchen and avoidance of waste.
4. Assumes responsibility for proper cleaning and sanitation of kitchen and all kitchen equipment.
5. Assists with checking and verifying food shipments.
6. Assists with maintaining current inventory of food, paper products and chemicals.
7. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
8. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised June 13, 2005

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Custodial Associate

QUALIFICATIONS

1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Ability to read basic operating instructions and write reports.
4. Ability to lift 50 pounds.

REPORTS TO Building Principal and Maintenance Director

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

PERFORMANCE RESPONSIBILITIES

1. Keeps buildings and premises neat and clean at all times.
2. Assumes responsibility for the closing of the building and secures all doors and windows, turns off all lights and equipment, and sets security system (Minburn building only).
3. Prepares areas needed for evening activities scheduled in the building.
4. Performs work listed on the daily, weekly, and monthly schedules.
5. Makes minor building repairs.
6. Reports major repairs needed promptly to the maintenance director.
7. Launders towels, uniforms, rags, and etc. as needed.
8. Reports immediately to the day or night custodian any damage to school property.
9. Remains on school premises during work hours when the use of the building has been authorized and attendance is required.
10. Keeps an inventory of supplies and equipment on hand and requisitions needed replacements far enough in advance so they may be delivered in time as not to hinder job duties.
11. Moves furniture or equipment as required for various activities and as directed by the supervisor.
12. Complies with local laws and procedures for the disposal of trash, rubbish, hazardous chemicals, and waste.
13. Cleans up after individuals who have become ill and follows the procedures for blood borne pathogens as trained by the school.
14. Complies with AHERA asbestos program as trained by the school.
15. Helps supervise community service persons and summer helpers.
16. Participates in all aspects of cleaning, painting, and repair during the summer.

17. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
18. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on May 10, 1999

Revised June 14, 1999



ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Day Custodian

QUALIFICATIONS

1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Understanding of basic electricity and plumbing.
4. Ability to read basic operating instructions and write reports.
5. Ability to lift 50 pounds.
6. Ability to work from heights on ladders and scaffolds.

REPORTS TO Building Principal and Maintenance Director

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

PERFORMANCE RESPONSIBILITIES

1. Keeps buildings and premises, including sidewalks, driveways and play areas neat and clean at all times.
2. Regulates heat, ventilation and air conditioning systems to provide comfortable temperatures appropriate to the season.
3. Shovels, plows and sands walks, driveways, parking areas, and steps as appropriate.
4. Opens building daily and ensures that all exit doors are open and egress is clear during the hours of occupancy.
5. Raises the US flag before school each day and lowers after school.
6. Performs work listed on the daily, weekly, and monthly schedules.
7. Makes minor building repairs and changes light bulbs and ballasts as necessary.
8. Reports major repairs needed promptly to the maintenance director.
9. Performs yard-keeping chores such as grass cutting, tree trimming, weed control, etc. as necessary to maintain the grounds in safe and attractive condition.
10. Assumes responsibility for all floor preservation, such as waxing, carpet extracting burnishing, etc.
11. Maintains on a regular schedule the servicing of all motors, filters and other mechanical equipment.
12. Reports immediately to the maintenance director any damage to school property.
13. Remains on school premises during work hours when the use of the building has been authorized and attendance is required.

14. Keeps an inventory of supplies and equipment on hand and requisitions needed replacements far enough in advance so they may be delivered in time as not to hinder job duties.
15. Moves furniture or equipment as required for various activities and as directed by the supervisor.
16. Complies with local laws and procedures for the disposal of trash, rubbish, hazardous chemicals, and waste.
17. Cleans up after individuals who have become ill and follows the procedures for blood borne pathogens as trained by the school.
18. Complies with AHERA asbestos program as trained by the school.
19. Helps supervise community service persons and summer helpers.
20. Participates in all aspects of cleaning, painting, repair, and construction done during the summer.
21. Responds to security calls during off hours and weekends.
22. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
23. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised May 10, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Director of Buildings and Grounds

QUALIFICATIONS

1. High school diploma.
2. Demonstrates knowledge of HVAC systems, plumbing, electrical, carpentry, and construction methods.
3. Maintenance of a boiler license.
4. Maintenance of a license for turf chemicals preferred.
5. Experience as a school custodian.
6. Ability to lift 50 pounds.

REPORTS TO Superintendent

JOB GOAL To maintain the physical school facilities and grounds in a condition of operating excellence, cleanliness and safety, so that full educational use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES

1. Assists in the planning of all maintenance and repair work, maintaining a high standard of safety, cleanliness and efficiency.
2. Purchases, stores, maintains, and issues an inventory of supplies, tools and equipment for all buildings in the district.
3. Prepares and administers the custodial services budget and codes all bills and statements of materials, equipment and supplies purchased for building and grounds.
4. Strives constantly to promote the safety, health and comfort of the students and employees.
5. Answers security calls for all buildings.
6. Regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
7. Keeps the grounds free from rubbish.
8. Supervises such yard keeping chores as fertilization, weed control, watering, etc. as necessary to maintain the school grounds in a safe and attractive condition.
9. Makes such building repairs as capable.
10. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
11. Inspects and maintains security systems in all district facilities and responds to alarm calls when necessary.
12. Reports immediately to the principal any damage to school property.
13. Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his attendance is required by the principal.

14. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste. Also arranges for quality recycling practices at all buildings, including plastic and pop cans/bottles.
15. Conducts periodic inspections and tests of all electrical installations in the district to ensure their safe condition.
16. Oversees with Business Manager to oversee all environmental regulation programs.
17. Works with Activities Director to maintain all outdoor activity areas, including coordination of annual bleacher inspections.
18. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis to meet all requirements.
19. Keeps informed of the latest trends, developments and products available for maintenance, repair and upkeep.
20. Examines school buildings and grounds on a regular basis for needed repairs and maintenance and reports such to the superintendent.
21. Establishes and recommends priorities on repair projects.
22. Estimates cost of repair projects in terms of labor, material and overhead.
23. Develops a system for dealing with emergency repair problems.
24. Assigns and supervises crews of crafts people for maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, etc., and repairing fencing, asphalt, concrete, ceilings, etc.
25. Recruits, screens, recommends for hiring, and trains all crafts people necessary to the maintenance program.
26. Seeks and coordinates cost quotes and bids as needed following all Iowa regulations for facility improvements.
27. Advises on the hiring of contractors to perform certain maintenance or repair services.
28. Approves payment of all outside contractors.
29. Supervises building custodians regarding the establishment of regular preventive maintenance programs and painting schedules.
30. Reviews all custodial timecards, use of overtime, and leave of absence requests.
31. Arranges for custodial substitutes.
32. Supervises the work of all custodial staff and consults with building principals.
33. Recruits, screens and recommends for hiring and terminating custodial staff workers.
34. Calls meetings of the custodial staff when it is deemed necessary for purposes of training and directing work.
35. Schedules summer cleaning programs.
36. Inspects each building monthly and more often if necessary and confers with principals regarding custodial work.
37. Evaluates the performance of the custodial staff on a regular basis per Board policy.
38. Assists in the assignment, transfer, promotion, demotion, or dismissal of maintenance and custodial personnel.
39. Coordinates vacation schedules for department personnel.
40. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.

41. Implements an effective procedure for the submission, prioritization and assignment of work orders.
42. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on January 13, 1997

Revised May 13, 2013

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Elementary Assistant Principal

QUALIFICATIONS

1. Certified in educational administration and evaluator approval
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO Building Principal

JOB GOAL To help students learn at a high level and to assist in vesting a safe, orderly school environment that promotes learning

PERFORMANCE RESPONSIBILITIES

1. Collaborates with building principal to design & facilitate professional development to certified and classified staff members.
2. Collaborates with the book room team to ensure student resource needs are being met.
3. Conducts formative assessments (walk-throughs) of certified staff members.
4. Supervises the preschool program, including; evaluation of certified and classified staff members, design & facilitate professional development, design & facilitate transitions to school-age programming & communicates with area preschools in the ADM district.
5. Coordinates & facilitates the Watch DOG program at the elementary level.
6. Identifies at-risk and potential dropouts at elementary level and provides support to ensure their academic success.
7. Assists with student discipline issues at the elementary level.
8. Provides supervision of students to ensure safety, including crosswalk, hallways, lunchroom, and busy duty, as assigned.
9. Works collaboratively with building principal and the scheduling team on the master schedule and other student information system work. (Infinite Campus)
10. Works with the school staff to ensure the safety of all students and conducts building safety survey.
11. Designs and implements programs at the elementary level that reflect the changing needs of the student population (Open House, Kindergarten Parent Night, Kindergarten Screening, PACT meetings, book week celebrations, Love & Logic, etc.).
12. Serves on committees as assigned by the building principal.
13. Serves on the district administrative team.
14. Serves on district and building technology committee.

15. Supports building administrative assistant with grade reporting, attendance, and other record keeping functions related to the student information system.
16. Coordinates Intervention Team meetings with building principal.
17. Attends preschool-2<sup>nd</sup> grade IEP meetings as assigned by building administrator.
18. Assists building principal with 504 meetings and the development of written 504 plans.
19. Evaluates certified and classified staff as assigned by building principal.
20. Facilitates and/or serve on curriculum revision committees as assigned.
21. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
22. Performs such other tasks as may be assigned by the board.

#### TERMS OF EMPLOYMENT

Salary and work year to be established by the board.

#### EVALUATION

Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 14, 2014

Revised

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Food Server/Worker I

QUALIFICATIONS

1. High school diploma.
2. Aptitude for the work to be performed.
3. Ability to stand or walk for prolonged periods of time.
4. Ability to work in warm conditions.
5. Ability to lift 50 pounds.
6. Ability to work well with staff and students.

REPORTS TO Head Cook, Kitchen Manager, or Food Service Director

JOB GOAL To prepare the kitchen, dining and serving area and to serve the students attractive and nutritious meals in a harmonious atmosphere.

PERFORMANCE RESPONSIBILITIES

1. Assists in preparation, setting up and serving food in a timely, pleasant manner.
2. Assists with proper cleaning and sanitation of kitchen and all kitchen equipment and dishes.
3. Assumes responsibility for the economical operation of the kitchen and the avoidance of waste.
4. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
5. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 9, 2007

Revised April 9, 2007



ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Food Server/Worker II

QUALIFICATIONS

1. High school diploma.
2. Aptitude for the work to be performed.
3. Ability to stand or walk for prolonged periods of time.
4. Ability to work in warm conditions.
5. Ability to lift 50 pounds.
6. Ability to work well with staff and students.

REPORTS TO Head Cook, Kitchen Manager, or Food Service Director

JOB GOAL To prepare the kitchen, dining and serving area and to serve the students attractive and nutritious meals in a harmonious atmosphere.

PERFORMANCE RESPONSIBILITIES

1. Assists in preparation of food.
2. Assists in setting up and serving food in a timely, pleasant manner.
3. Assists with proper cleaning and sanitation of kitchen and all kitchen equipment and dishes.
4. Assumes responsibility for the economical operation of the kitchen and the avoidance of waste.
5. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
6. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 9, 2007

Revised April 9, 2007

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Food Services Director

QUALIFICATIONS

1. High school diploma.
2. Educational background in an area related to food and nutrition or completion of school food service management short courses.
3. Familiarity with school food service programs.
4. Aptitude for the work to be performed.
5. Ability to manage people.
6. Ability to work well with staff, parents, students, and the public.
7. Basic computer skills.

REPORTS TO Business Manager

JOB GOAL To manage the food service department and to provide each child with food that is attractive and nutritious in a harmonious atmosphere.

PERFORMANCE RESPONSIBILITIES

1. Interviews, screens and recommends appointment of all food services personnel, including substitutes.
2. Recommends employee termination after evaluating and making efforts to improve performance.
3. Administers policies and evaluates food services personnel.
4. Issues, signs and verifies all time cards.
5. Prepares and administers departmental budget with the help of the business office.
6. Prepares specifications and bid conditions for all items requiring such bids by law or board policy.
7. Supervises purchasing of all food, food service supplies and equipment.
8. Prepares bills for payment.
9. Oversees the maintenance of a correct storeroom and equipment inventory, including an annual inventory report and equipment depreciation report.
10. Makes application for government surplus commodity foods.
11. Receives correspondence from the school lunch division of the Department of Education and makes all necessary reports.
12. Oversees free and reduced-priced meal applications.
13. Oversees compiling of records and deposits of funds daily.

14. Visits all lunchrooms and cafeterias often, checking that high standards of sanitation and safety are maintained and observing possible improvements in operations.
15. Plans menus and supervises the preparation and serving of meals from menus.
16. Determines the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements in daily production records.
17. Supervises the planning and preparation of any special meals required for district sponsored events.
18. Recommends prices charged for lunch, breakfast, milk and ala carte items.
19. Coordinates changes and implementation of food service operation with building principal, food services staff, and business manager.
20. Assists principals and teachers in the educational portions of the lunchroom program and in the classroom instructional units pertaining to nutrition.
21. Maintains good public relations with students, parents, staff, and community.
22. Keeps the public informed of the services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school food services program.
23. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
24. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on October 1997

Revised July 11, 2005

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Guidance Administrative Assistant

QUALIFICATIONS

1. High school diploma.
2. Proficient typing and filing skills.
3. Working knowledge of basic office procedures and the operation of common office equipment and machines.
4. Good written and verbal communication skills.
5. Ability to maintain confidentiality.
6. Ability to work without constant supervision.
7. Ability to work under the stresses of interruption and varying schedule.
8. Ability to work well with staff, parents, and students.

REPORTS TO Guidance Counselors and Building Principal

JOB GOAL To assure the smooth and efficient operation of the guidance office so that the office's maximum positive impact on the students can be realized.

PERFORMANCE RESPONSIBILITIES

1. Receives and routes all incoming calls.
2. Greets students, parents, staff, and visitors who need assistance.
3. Maintains a neat and well-supplied office.
4. Processes daily correspondence and all mailings originating in the guidance department.
5. Types student letters of recommendation for staff members.
6. Substitutes for personnel in principal's office when called upon to do so.
7. Assists with scheduling process:
  - a. prepares code sheet master.
  - b. processes course information for distribution to students.
  - c. reviews completed code sheets for correct course requests and number of requests.
  - d. enters course requests through scanning process.
  - e. maintains course request data.
8. Maintains in-house grading program:
  - a. prepares materials for and carries out staff instruction.
  - b. gathers grade information.
  - c. prints and separates report cards.
  - d. places grades in cumulative folders and on permanent record cards.
  - e. processes class rank and grade point averages.
  - f. follows up on incomplete grades.
  - g. maintains course request data.

9. Maintains failing/incomplete records; prepares and distributes weekly failing/incomplete list.
10. Assists with ITED preparation and follow up:
  - a. sorts materials for testing centers.
  - b. prepares return mailing of test booklets and answer sheets.
  - c. distributes student information to offices of the principal, superintendent and counselors.
  - d. mails ITED information to parents.
11. Processes new student information:
  - a. enters student information into computer program.
  - b. prepares cumulative folder and permanent record card.
  - c. distributes student information to offices of the principal, superintendent and counselors.
12. Prepares permanent record card for each entering freshman student.
13. Maintains permanent record cards and cumulative folders for all students.
14. Prepares transcripts and maintains transcript mailing records.
15. Prepares cumulative folder for mailing at time of student transfer and maintains mailing records.
16. Assists in the scheduling of college representatives' visits.
17. Manages lockers:
  - a. assigns lockers.
  - b. sells padlocks.
  - c. maintains padlock accounting records.
18. Reviews and updates inventory annually.
19. Processes purchase orders for grading program and purchase orders initiated by the guidance counselors.
20. Processes driver education certificates.
21. Assists with National Honor Society preparation:
  - a. prepares ballots.
  - b. assists in tally of ballots.
  - c. prepares notification for students and parents.
  - d. processes program for induction ceremony.
22. Assists student with career information:
  - a. instructs students on use of the Choices, CollegeView, and Kuder Test.
  - b. scores Kuder test.
  - c. checks out career information materials for students.
23. Assists in student election process:
  - a. prepares petition form.
  - b. prepares ballots.
  - c. tallies ballots.
24. Maintains PE opt out records.
25. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
26. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT \_\_\_\_\_ Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised February 11, 2007

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Head Cook

QUALIFICATIONS

1. High school diploma.
2. Familiarity with school food service programs or completion of basic Food Service Short Courses.
3. Two years experience as a cook.
4. Ability to stand or walk for prolonged periods of time.
5. Ability to work in warm conditions.
6. Manual dexterity to handle kitchen equipment.
7. Ability to lift 50 pounds.
8. Ability to work well with staff and students.
9. Ability to manage people.
10. Basic computer skills.

REPORTS TO Food Services Director

JOB GOAL To work with the director to prepare and serve the students attractive and nutritious meals in a harmonious atmosphere.

PERFORMANCE RESPONSIBILITIES

1. Assumes authority for managing the kitchen.
2. Assumes responsibility for preparing food in large quantities using established recipes, proper safety methods and proper sanitation methods.
3. Assumes responsibility for serving food in a timely, pleasant manner.
4. Assumes responsibility for the economical operation of the kitchen and avoidance of waste.
5. Assumes responsibility for proper cleaning and sanitation of kitchen and all kitchen equipment.
6. Checks and verifies food shipments.
7. Maintains current inventory of food, paper products and chemicals.
8. Understands and completes production records each day.
9. Understands and uses school food service computer program.
10. Evaluates staff on job performance yearly.
11. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
12. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised June 13, 2005



ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE H.S. Cheer Coach Assistant

QUALIFICATIONS  
Proficiency in cheerleading and/or athletics

REPORTS TO Head Cheer Coach

POSITION GOAL To assist the head cheer coach in helping each student achieve a level of skill in cheerleading and acquire knowledge of the fundamentals.

PERFORMANCE RESPONSIBILITIES

1. Assists the head cheer coach in conducting the tryout process.
2. Assists the head cheer coach in giving students individual instruction in the skills and fundamentals of cheerleading.
3. Assists (as needed) with pep assemblies.
4. Attends rules meeting and keeps current with the Iowa High School Athletic Association.
5. Follows and enforces Iowa High School Athletic Association rules both in practice and game situation.
6. Attends games/meets as assigned by the head cheer coach and/or activities director.
7. Assists with collecting and keeping an inventory of cheer equipment and uniforms.

TERMS OF EMPLOYMENT Salary and work year to be established by the Board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the Board's policy.

Approved by Board of Education on December 9, 2003

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE High School Assistant Coach

QUALIFICATIONS

1. Coaching endorsement or coaching authorization as issued by state.
2. Demonstrated skill and knowledge in the sport.

REPORTS TO High School Head Coach

JOB GOAL To provide students specific instructions for the development of individual skills and abilities. To aid with the development of a winning attitude, a desire to excel, and a positive self-image.

PERFORMANCE RESPONSIBILITIES

1. Teaches the skills and fundamentals of the sport as directed by the head coach.
2. Provides assistance to the head coach on player utilization and game plans.
3. Aids in developing a physical conditioning program and supervises its implementation.
4. Maintains knowledge regarding the rules of the sport.
5. Aids in the supervision of the players.
6. Meets and confers with the head coach at times and places deemed appropriate by the head coach.
7. Aids in the recruitment of students for the sport.
8. Scouts opponents as deemed necessary by the head coach.
9. Assists in all pre-season and post-season activities and responsibilities.
10. Aids in the enforcement of the training rules and squad policies adopted for the team.
11. Maintains knowledge of and practices good techniques in the care and treatment of injuries.
12. Performs all duties assigned by the head coach and supports the coaching philosophy and system installed.
13. Conducts self and team in ethical manner during contests and practice.
14. Regularly attends all athletic contests and practice sessions.
15. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
16. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised August 9, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE H.S. Cheer Coach

QUALIFICATIONS  
Proficiency in cheerleading and/or athletics

REPORTS TO Activities Director and Administration

POSITION GOAL To help each participating student achieve a level of skill in cheerleading and acquire knowledge of the fundamentals.

PERFORMANCE RESPONSIBILITIES

1. Plans, schedules, and supervises a regular program of tryouts and practices for cheerleaders.
2. Gives individual students instruction in the skills and fundamentals necessary for achievement in cheerleading.
3. Works closely with the activities director in scheduling pep assemblies.
4. Provides each student an opportunity to practice and participate in tryouts.
5. Makes every effort to develop the talents of each participating student by utilizing personal attention and individualized instruction.
6. Attends rules meetings and keeps current with the Iowa High School Athletic Association.
7. Follows and enforces Iowa High School Athletic Association rules, both in practice and game situations.
8. Maintains an up-to-date inventory of all cheerleading equipment and uniforms.
9. Supervises the cleaning, storing, and safekeeping of all cheerleading equipment and uniforms.

TERMS OF EMPLOYMENT Salary and work year to be established by the Board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the Board's policy.

Approved by Board of Education on December 9, 2003

ADEL DESOTO MINBURN SCHOOL DISTRICT

JOB DESCRIPTION

TITLE High School Guidance Counselor

QUALIFICATIONS

1. Valid guidance counselor certificate.
2. Master's Degree representing course work in the principles and practices of educational guidance; educational testing and measurement; counseling; the organization and administration of guidance services; and the psychology of learning.

REPORTS TO Building Principal

JOB GOAL Work with students, parents, staff and administration in assisting students in the development of the knowledge, skills and habits necessary to become and successful and productive individuals.

PERFORMANCE RESPONSIBILITIES

1. Provides counseling services to high school students.
2. Aids students in course and subject selection.
3. Maintains and reviews transcripts and cumulative files for students.
4. Monitors student progress toward graduation.
5. Coordinates standardized testing.
6. Assists students in interpreting and applying the results of standardized tests.
7. Provides career counseling for students not planning on attending a college or other post-secondary education.
8. Assists students in selection of post-secondary education and the application process.
9. Assists students in applying for financial aid and scholarships.
10. Posts scholarship information on website.
11. Coordinates college visits.
12. Provides employment information to students.
13. Assists students who opt for early graduation.
14. Writes recommendations and letters of reference for students when requested.
15. Meets with students individually or in small groups to discuss issues that affect them personally, socially or academically.
16. Works with students and families to improve attendance or academic performance.
17. Registers new students and assists in their transition.
18. Assists high school students with registration and course selection.

19. Assists students and families in working with outside agencies for accessing services for students and families.
20. Refers students to alternative educational programs.
21. Assists parent and staff communication on student progress and grades.
22. Works with teachers on academic issues in the classroom.
23. Works with local agencies, the School Resource Officer and Juvenile Court Liaison on truancy and attendance issues.
24. Coordinates education information with alternative placement contacts.
25. Attends IEP and special education meetings.
26. Attends BAT meetings.
27. Coordinates 504 meetings and writes plans.
28. Promotes and coordinates school/community/business partnerships.
29. Participates in faculty committees, curriculum, and other developmental programs and sponsors students activities as necessary.
30. Coordinates peer helper program and orientation.
31. Trains and coordinates Resistance Skill Leader program and coordinates with middle school counselor.
32. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
33. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on July 9, 2007

Revised April 2010

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE High School Head Coach

QUALIFICATIONS

1. Coaching endorsement or coaching authorization as issued by state.
2. Demonstrated skill and knowledge in the sport.

REPORTS TO Activities Director and Administration

JOB GOAL To direct the varsity team and coordinate the total program in grades 7-12; this shall include development and preparation of a written philosophy and objectives for each level. To provide a program which will allow students to develop their interest and a desire to excel commensurate with their ability. To provide a program which is competitive within our immediate conference or class. To enforce disciplined and sportsmanlike behavior at all times and establish and oversee penalties for breach of such standards by individual students. To foster a sense of dedication to group goals and team effort.

PERFORMANCE RESPONSIBILITIES

1. Supervises and develops employee's overall program in grades 7-12.
2. Assigns duties and evaluates assistant coaches working in employee's sport.
3. Assures that the assistants know and abide by the rules and procedures of the district, conference and state handbooks, as well as rules of the sport.
4. Assures that each participating athlete has on file, prior to any form of participation (including practice), the following:
  - a. updated physical form
  - b. insurance waiver form
  - c. signed athletic handbook form
  - d. signed code of conduct form
  - e. assumption of risk form
5. Submits to activities director a complete list (roster) of eligible participants for that sport at least one week prior to the initial contest. This list shall include name, height, weight, position, and jersey number(s).
6. Assures that all athletes on the squads are eligible according to district, conference and state regulations working in cooperation with the activities director and guidance counselors.
7. Keeps a written record for all equipment checked out to athletes and turns in a complete inventory following the season.

8. Within the timeline stipulated, submits to the activities director a complete budget request for new equipment or repairs.
9. Submits a season-ending report which will include such areas as record, letter-winners, recommendations, and statistics.
10. Sees that the sport begins and ends on the dates specified by the IHSAA/IGHSAU.
11. Submits to the activities director and transportation director a complete list of recommended departure times for away contests at least two weeks prior to the initial contest.
12. Disciplines the team whenever they are under employee's jurisdiction.
13. Gives appropriate attention to sick or injured athletes in a professional manner, referring all seriously injured athletes to medical personnel.
14. Fills out and submits to the office medical injury reports on athletes requiring professional medical attention.
15. Makes sure medical kits are adequately supplied and available at all practices and contests.
16. Maintains and utilizes all equipment in a proper manner.
17. Provides information to and cooperates with the local media.
18. Attends all conference meetings pertaining to employee's sport.
19. Develops a program that will enhance the skill levels and competitiveness of employee's athletic squad in a safe manner.
20. Informs and explains to members of employee's squad the following rules and regulations pertaining to participation and ability by their contents:
  - a. academic eligibility
  - b. physical, insurance and acknowledgement of risks forms
  - c. care and return of equipment
  - d. attendance at practice
  - e. suiting-up policy
  - f. lettering requirements
  - g. dress for contests
  - h. rules and regulations of the athletic handbook and additional rules
  - i. bus procedures
  - j. activity code of conduct
21. Teaches the skills and fundamentals associated with the sport.
22. Develops and requires execution of those fundamentals based on individual ability.
23. Encourages academic as well as athletic excellence.
24. Supervises the players in the locker rooms both before and after practices and/or games until all students leave school premises.
25. Maintains locker and equipment rooms in a neat and orderly manner.
26. Establishes criteria for lettering and submits the criteria to the activities director.
27. Awards letters in accordance with requirements.



28. Communicates after the first day of practice with the student, parent and the office the name and reason of any student who drops from a squad or is suspended.
29. Instills a sense of sportsmanship and fair play in the individual athletes.
30. Keeps informed of new trends and techniques in employee's area.
31. Develops plans for each practice session that will lead to development of the students' skills and talents as well as conditioning.
32. Obtains permission from the principal for early dismissal involving long trips.
33. Accompanies varsity squads to all home and away games.
34. Recruits student athletic managers to perform specified duties.
35. Keeps daily attendance records.
36. Keeps statistics as part of school records.
37. Completes and returns any required forms to the activities director.
38. Cooperates with coaches of other sports in the school and supports others in an ethical manner, encouraging students to participate in activities.
39. Assists in hosting athletic tournaments.
40. Rates officials when requested.
41. Conducts self in an exemplary manner.
42. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
43. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised August 9, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Information Systems Technician

QUALIFICATIONS

1. Hardware/software/networking support experience (OSX, Windows, and iOS)
2. Experience with virtual servers, managed WLAN, Windows Server 2008, and Active Directory
3. Ability to troubleshoot technical problems
4. Strong written/verbal communication skills
5. Ability to work well with others
6. Ability to follow and optimize procedures
7. Ability to lift 50 pounds and to perform repetitive physical tasks
8. DESIRED: Familiarity with any or all of the following: VMWare, JAMF Casper, Infinite Campus, Moodle, Mimio, HP switch management, Avaya VoIP
9. DESIRED: Experience working in an educational setting
10. DESIRED: Ability to lead training sessions if necessary

REPORTS TO Technology and Communications Director

JOB GOAL To support the District's technology program, including hardware, software, and network troubleshooting, server and network administration, as well as user assistance and training.

PERFORMANCE RESPONSIBILITIES

1. Performs tasks as assigned by the Technology and Communications Director to meet the District's technology support needs
2. Responds to help desk tickets in a timely and organized manner
3. Provides one-on-one technical support for staff and administration
4. Responds to problems with network and server infrastructure, escalating problems and contacting support as necessary
5. Conducts basic management and configuration tasks relating to managed wireless, network switches, servers, and group policy
6. Maintains inventory of district-owned hardware
7. Participates in appropriate local, area, state, and national professional meetings related to technology education and advancement
8. Performs hardware repair, or submits hardware for external service as needed
9. Organizes and maintains technology work area
10. Participates in configuration, deployment, and removal of equipment and software

11. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented
12. Performs such other tasks as may be assigned by the board

#### PHYSICAL REQUIREMENTS

1. Mobility as needed to visit all district buildings and classrooms
2. Must be able to drive a personal vehicle or provide transportation suitable to accommodate responsibilities
3. Ability to occasionally lift equipment and supplies up to fifty pounds

#### WORKING CONDITIONS

1. Considerable in-district travel required
2. Occasional evening and Saturday work necessary

#### TERMS OF EMPLOYMENT

1. 12-month position
2. Salary and benefits to be established by the board

EVALUATION      Performance of this job will be evaluated in accordance with provisions of board policies

Approved by Board of Directors May 13, 2013

Revised February 10, 2014

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Kitchen Manager

QUALIFICATIONS

1. High school diploma.
2. Familiar with school food service programs. Recommended completion of basic food service short courses.
3. Two years experience as a cook.
4. Ability to stand or walk for prolonged periods of time.
5. Ability to work in warm conditions.
6. Manual dexterity to handle kitchen equipment.
7. Ability to lift 50 pounds.
8. Ability to work well with staff and students.
9. Ability to manage people.
10. Basic computer skills.

REPORTS TO Food Service Director

JOB GOAL To work with the director to prepare and serve the students attractive and nutritious meals in a harmonious atmosphere.

PERFORMANCE RESPONSIBILITIES

1. Assumes authority for managing the kitchen.
2. Assumes responsibility for preparing food in large quantities using established recipes, proper safety methods and proper sanitation methods.
3. Assumes responsibility for serving food in a timely, pleasant manner.
4. Assumes responsibility for the economical operation of the kitchen and avoidance of waste.
5. Assumes responsibility for proper cleaning and sanitation of kitchen and all kitchen equipment.
6. Checks and verifies food shipments.
7. Maintains current inventory of food, paper products and chemicals.
8. Understands and completes production records each day.
9. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
10. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised June 13, 2005

# ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

## JOB DESCRIPTION

TITLE Maintenance Technician

### QUALIFICATIONS

1. High school diploma.
2. Demonstrates aptitude and competence for assigned responsibilities.
3. Demonstrates expertise with electrical, plumbing, and carpentry repairs.
4. Maintains a boiler license.
5. Ability to work without constant supervision, taking initiative to complete tasks.
6. Ability to read operating instructions and write reports.
7. Ability to lift 50 pounds.
8. Ability to work from heights on ladders and scaffolds.

REPORTS TO Maintenance Director

JOB GOAL To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

### PERFORMANCE RESPONSIBILITIES

1. Assumes primary responsibility for the safe condition of flooring, door frames, doors, window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware, and similar structure elements in the facilities owned or operated by the district.
2. Assumes primary responsibility for the safe condition of pipes, drains, and plumbing fixtures in the facilities owned or operated by the district.
3. Assumes primary responsibility for the safe condition of lighting fixtures, electrical apparatus, fixtures, wiring, air conditioning and refrigeration units, and similar electric elements in the facilities owned or operated by the district.
4. Examines district-owned facilities on a regular basis for purposes of preventative maintenance.
5. Maintains, on a regular schedule, the servicing of all motors, filters, and other mechanical equipment requiring scheduled servicing.
6. Estimates costs of repair projects in terms of labor, material, and overhead.
7. Keeps an inventory of supplies and equipment on hand and requisitions needed replacements far enough in advance so they may be delivered in time as not to hinder job duties.
8. Reports immediately to the principal and maintenance director any damage to school property.
9. Complies with AHERA asbestos program as trained by the school.
10. Complies with local laws and procedures for the disposal of trash, rubbish, hazardous chemicals, and waste.
11. Substitutes for day or night custodians when needed.
12. Shovels, plows, and sands walks, driveways, parking areas, and steps as appropriate.

13. Keeps buildings and premises neat and clean at all times.
14. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
15. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on June 12, 2000

Revised July 11, 2005

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Bus Mechanic

QUALIFICATIONS

1. High school diploma.
2. Demonstrated aptitude for work to be performed.
3. Ability to read basic operating instructions and write reports.
4. Valid CDL license and bus driver's permit.
5. Ability to lift 50 lbs.

REPORTS TO Transportation Director

JOB GOAL To maintain and repair all school buses and other equipment in the school system with emphasis on safety.

PERFORMANCE RESPONSIBILITIES

1. Plans and schedules time to assure productive use of available working hours.
2. Repairs engines, brakes, electrical systems, transmissions, springs, etc.
3. Possesses complete set of mechanic hand tools.
4. Keeps shop and parts department clean and in efficient condition.
5. Assumes responsibility of garage.
6. Keeps transportation director informed as to condition of buses.
7. Maintains all district-owned equipment and develops plans for preventive maintenance.
8. Approves and forwards transportation service invoices to accounting department.
9. Keeps records of all expenses incurred through the maintenance and repair of all vehicles operated by the district (buses, pickup, driver ed car, tractors, mowers, etc.).
10. Files yearly with the transportation director a report on each bus as to all expenses per bus.
11. Submits all reports required by state authorities.
12. Attends instructional schools when called by the State Department of Education.
13. Informs office when leaving the school site for any length of time.
14. Serves as a substitute driver on an emergency basis only.
15. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
16. Performs such other tasks as may be assigned by the board.



TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised May 10, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Media Associate

QUALIFICATIONS

1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Works well with staff and students.

REPORTS TO Media Specialist and Building Principal

JOB GOALS To assist the media specialist in operating a well organized, smoothly functioning media center.

PERFORMANCE RESPONSIBILITIES

1. Operates the circulation system.
2. Schedules and presents all programming for the in-house video system.
3. Receives and processes books, equipment and material selected for purchase by the media specialist.
4. Processes reports, schedules, orders, catalog cards, etc.
5. Maintains files of catalog cards, vertical file material, publishers' catalogs, etc.
6. Readies materials for reserve upon teachers' requests.
7. Prepares current magazines for shelving and maintains the back number stacks.
8. Shelves incoming materials.
9. Helps students locate reference materials and other instructional materials.
10. Notifies students of overdue books and materials.
11. Reads to small groups of students.
12. Assists the media specialist in maintaining proper student discipline.
13. Maintains current inventory of supplies and suggests items for acquisition as needed.
14. Assists in the annual inventory of media center materials and the preparation of lists of missing materials and materials to be discarded.
15. Makes simple repairs on damaged books.
16. Oversees the general neatness and attractiveness of the media center.
17. Performs such other tasks as the media specialist may from time to time assign.
18. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
19. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on April 13, 1992

Revised May 10, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Media Specialist

QUALIFICATIONS

As set by state certification authorities.

REPORTS TO Building Principal

JOB GOAL To provide all students with an enriched media center environment containing a wide variety and range of materials that will invite intellectual growth; to aid all students in acquiring the skills needed to take full advantage of media center resources.

PERFORMANCE RESPONSIBILITIES

1. Operates and supervises the media center to which assigned.
2. Assists teachers by making media center materials available to supplement the instructional program.
3. Provides educational experiences for students in the area of media center resources.
4. Works with teachers in the selection and acquisition of appropriate books, periodicals and other resource material.
5. Informs teachers and other staff members concerning new materials the media center acquires.
6. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
7. Works with teachers in planning those assignment likely to lead to extended use library resources.
8. Promotes appropriate conduct of students using media center facilities.
9. Develops and supervises a student library program.
10. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
11. Presents and discusses materials with a class studying a particular topic.
12. Counsels with and gives reading guidance to students who have special reading problems of unusual intellectual interests.
13. Arranges frequently changing book related displays and exhibits likely to interest the media center patrons.
14. Supervises media center associates in the performance of their duties.
15. Maintains a catalog and checkout system for audiovisual equipment and computer software.
16. Performs simple repairs and projection lamp replacement.
17. Maintains an inventory of equipment, parts, and supplies.

18. Arranges for major repairs or replacement of AV equipment.
19. Performs or arranges for annual cleaning of equipment.
20. Is available to assist teachers with technology questions.
21. Maintains a circulation system.
22. Conducts an annual inventory of all library materials and equipment.
23. Withdraws out-of-date or worn materials and non-repairable equipment.
24. Prepares a year-end report when requested.
25. Participates in faculty committees, curriculum, and other developmental programs and sponsors student activities as necessary.
26. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
27. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors October 1997

Revised August 9, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Middle School Assistant Principal

QUALIFICATIONS

1. Certified in educational administration and/or counseling with evaluator approval
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO Building Principal

JOB GOAL To help students overcome problems that impede learning and to assist in vesting a safe, orderly school environment that promotes learning

PERFORMANCE RESPONSIBILITIES

1. Identifies at-risk and potential dropouts at middle school and provides support to ensure their academic success.
2. Assists with student discipline issues at middle school, including bus discipline.
3. Provides supervision of students to ensure safety, including crosswalk, hallways, lunchroom, and busy duty, as assigned.
4. Works collaboratively with building principal and counselor on the master schedule and other student information system work. (Infinite Campus)
5. Works with the school staff to ensure the safety of all students and conducts building safety survey.
6. Designs and implements programs at the middle school that reflect the changing needs of the student population (Homecoming TEAM game day, Read Across America, Veteran's Day Activities, Character Counts! Week).
7. Serves on committees as assigned by the building principal.
8. Serves on the district administrative team.
9. Serves on district and building technology committee.
10. Supports building administrative assistant with grade reporting, attendance, and other record keeping functions related to the student information system.
11. Assists the 6-8 building principal and activities director in the set up and supervision of students at selected co-curricular athletic and music functions at the middle school.
12. Coordinates 6-8 BAT meetings with building principal.
13. Assists superintendent and building administrators in coordinating 6-12 Iowa Assessment testing and data analysis throughout the district.
14. Attends 6-8 IEP meetings as requested by building administrator.

15. Is a member of building/district ILT.
16. Assists building principal with 504 meetings and the development of written 504 plans.
17. Evaluates certified and classified staff as assigned by building principal.
18. Assists Central Office staff with certified enrollment, BEDS, Project Easier, and other required data submissions as assigned.
19. Facilitates and/or serve on curriculum revision committees as assigned.
20. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
21. Performs such other tasks as may be assigned by the board.

#### TERMS OF EMPLOYMENT

Salary and work year to be established by the board.

#### EVALUATION

Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on May 10, 2010.

Revised April 14, 2014

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Middle School Cheerleading Coach

QUALIFICATIONS

1. Experience as a cheerleader and/or working with cheerleaders
2. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO Middle School Activities Director and Principal

JOB GOAL To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self esteem.

PERFORMANCE RESPONSIBILITIES

1. Conducts cheerleading tryouts annually.
2. Maintains a cheerleading constitution.
3. Organizes and conducts necessary practices.
4. Serves as liaison between the squad, coaches and administration.
5. Schedules and assists cheer squads in planning pep assemblies.
6. Keeps uniforms in good repair and in proper storage.
7. Assists in selection of uniforms and handles ordering of uniforms and equipment.
8. Supervises all cheerleading fund-raising activities.
9. Reports any injury as soon as possible to the principal and activities director. Gives aid and comfort to the cheerleader and sees that the injury gets immediate and proper care. Completes the necessary accident report forms for school records.
10. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
11. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised January 1998

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Middle School Coach

QUALIFICATIONS

1. Coaching endorsement or coaching authorization as issued by state.
2. Demonstrated skill and knowledge in the sport.

REPORTS TO Middle School Activities Director

JOB GOAL To provide students specific instructions for the development of individual skills and abilities. To aid with the development of a winning attitude, a desire to excel, and a positive self-image.

PERFORMANCE RESPONSIBILITIES

1. Teaches the skills and fundamentals of the sport.
2. Aids in developing a physical conditioning program and supervises its implementation.
3. Maintains knowledge regarding the rules of the sport.
4. Aids in the supervision of the players.
5. Meets and confers with the high school head coach at times and places deemed appropriate by the head coach to coordinate programs.
6. Aids in the recruitment of students for the sport.
7. Aids in the enforcement of the training rules and squad policies adopted for the team.
8. Maintains knowledge of and practices good techniques in the care and treatment of injuries.
9. Performs all duties assigned by the middle school activities director and supports the coaching philosophy and system installed.
10. Conducts self and team in ethical manner during contests and practice.
11. Regularly attends all athletic contests and practice sessions.
12. Prepares end-of-season report, inventory and requests for equipment needed for next year.
13. Checks equipment in and out to students and checks for safety of equipment on a weekly basis.
14. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
15. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.



EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised August 9, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Night Custodian

QUALIFICATIONS

1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Understanding of basic electricity and plumbing.
4. Ability to read basic operating instructions and write reports.
5. Ability to lift 50 pounds.
6. Ability to work from heights on ladders and scaffolds.

REPORTS TO Building Principal and Maintenance Director

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

PERFORMANCE RESPONSIBILITIES

1. Keeps buildings and premises, including sidewalks, driveways and play areas neat and clean at all times.
2. Regulates heat, ventilation and air conditioning systems to provide comfortable temperatures appropriate to the season.
3. Shovels, plows and sands walks, driveways, parking areas, and steps as appropriate.
4. Assumes responsibility for the closing of the building and secures all doors and windows, turns off all lights and equipment, and sets security system.
5. Prepares areas needed for evening activities scheduled in the building.
6. Performs work listed on the daily, weekly, and monthly schedules.
7. Makes minor building repairs and changes light bulbs as necessary.
8. Reports major repairs needed promptly to the maintenance director.
9. Responds to security calls during off hours and weekends.
10. Assumes responsibility for all floor preservation, such as waxing, carpet extracting, burnishing, etc.
11. Launders towels, uniforms, rags, and etc. as needed.
12. Reports immediately to the maintenance director any damage to school property.
13. Remains on school premises during work hours when the use of the building has been authorized and attendance is required.
14. Keeps an inventory of supplies and equipment on hand and requisitions needed replacements far enough in advance so they may be delivered in time as not to hinder job duties.

15. Moves furniture or equipment as required for various activities and as directed by the supervisor.
16. Complies with local laws and procedures for the disposal of trash, rubbish, hazardous chemicals, and waste.
17. Cleans up after individuals who have become ill and follows the procedures for blood borne pathogens as trained by the school.
18. Complies with AHERA asbestos program as trained by the school.
19. Helps supervise community service persons and summer helpers.
20. Participates in all aspects of cleaning, painting, repair, and construction done during the summer.
21. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
22. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised May 10, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Nurse's Assistant

QUALIFICATIONS

1. High school diploma.
2. CPR certification and first aid training.
3. Proficient computer skills.
4. Ability to follow verbal and written instructions.
5. Ability to maintain confidentiality.
6. Ability to work well with staff, parents, and students.

REPORTS TO School Nurse and Building Principals

JOB GOAL To function in an assistant's role to the registered professional nurse in the provision of student care activities as delegated by and under the supervision of the registered professional nurse.

PERFORMANCE RESPONSIBILITIES

1. Certifies and delivers medications.
2. Administers GU feedings, measures height and weight, screens for vision problems, administers first aid care, inspects for head lice, cares for the ill student, and documents student care and/or procedures as directed by nurse.
3. Maintains student records.
4. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
5. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised May 10, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Office Assistant

QUALIFICATIONS

1. High school diploma.
2. Proficient typing and filing skills.
3. Working knowledge of basic office procedures and the operation of common office equipment and machines.
4. Good written and verbal communication skills.
5. Ability to maintain confidentiality.
6. Ability to work without constant supervision.
7. Ability to work under the stresses of interruption and varying schedule.
8. Ability to work well with staff, parents, and students.

REPORTS TO Building Principal

JOB GOAL To assist and relieve the principal of paper work so that the principal may devote maximum attention to the central problems of education, educational administration, and supervision.

PERFORMANCE RESPONSIBILITIES

1. Processes reports, notices, recommendations, and letters as directed by principal's Assistant.
2. Obtains, gathers, and organizes pertinent data as needed and puts same into usable form.
3. Performs any bookkeeping tasks associated with the position.
4. Operates photocopy machine as requested by principal and faculty.
5. Receives and routes incoming telephone calls, takes messages for staff and students.
6. Utilizes office communications systems: building intercom, CB radio, E-Mail.
7. Welcomes visitors and arranges for their comfort and screens unexpected callers in accordance with predetermined policy.
8. Assists teachers in preparing instructional materials as requested.
9. Maintains such student records as shall be required.
10. Provides makeup slips and collects assignments from teachers for absent students as needed.
11. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
12. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised February 11, 2008

# ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

## JOB DESCRIPTION

TITLE Payroll Specialist

### QUALIFICATIONS

1. High school diploma.
2. Knowledge of basic bookkeeping principles.
3. Strong computer skills and knowledge of office equipment.
4. Working knowledge of basic office procedures and the operation of common office equipment and machines.
5. Strong written and verbal communication skills.
6. Ability to maintain confidentiality.
7. Ability to work under the stresses of interruption and varying schedule.
8. Ability to work without constant supervision.
9. Ability to work well with staff, parents, students, and the public.

REPORTS TO Business Manager

JOB GOAL To assist and work cooperatively with the business manager to execute the normal business affairs of the district.

### PERFORMANCE RESPONSIBILITIES

1. Receives and verifies time cards monthly.
2. Prepares and enters payroll on computer system.
3. Verifies payroll reports from system.
4. Stamps signatures on payroll checks.
5. Prepares payroll checks and payee checks for mailing or delivery.
6. Enrolls employees in district insurance plans.
7. Processes required district forms for employee tax sheltered annuities.
8. Tracks and monitors employee leave balances.
9. Assists in answering telephone, routes calls or handles appropriately.
10. Works closely and cooperatively with auditors.
11. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
12. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on December 20, 1996

Revised December 11, 2006

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Principal's Administrative Assistant

QUALIFICATIONS

1. High school diploma.
2. Proficient typing and filing skills.
3. Working knowledge of basic office procedures and the operation of common office equipment and machines.
4. Good written and verbal communication skills.
5. Ability to maintain confidentiality.
6. Ability to work without constant supervision.
7. Ability to work under the stresses of interruption and varying schedule.
8. Ability to work well with staff, parents, and students.

REPORTS TO Building Principal

JOB GOAL To assist and relieve the principal of paper work so that the principal may devote maximum attention to the central responsibilities of education, educational administration, and supervision.

PERFORMANCE RESPONSIBILITIES

1. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
2. Processes reports, notices, recommendations, and letters as directed by building principal.
3. Obtains, gathers, and organizes pertinent data as needed and puts same into usable form.
4. Maintains a regular filing system and processes incoming correspondence as instructed.
5. Orders and maintains supplies as needed.
6. Performs any bookkeeping tasks associated with the position.
7. Assigns duties to and supervises the work of clerical office personnel.
8. Operates photocopy machine as requested by principal and faculty.
9. Receives and routes incoming telephone calls, takes messages for staff and students.
10. Utilizes office communications systems: building intercom, CB radio, E-Mail.
11. Welcomes visitors and arranges for their comfort and screens unexpected callers in accordance with predetermined policy.
12. Assigns, processes, and distributes purchase orders for staff.
13. Assists teachers in preparing instructional materials as requested.



14. Provides individual attendance records to administrators, counselors and teachers when requested.
15. Collects parent-teacher conference sheets from faculty and makes time changes as requested by parents/teachers.
16. Maintains such student records as shall be required.
17. Provides makeup slips and collects assignments from teachers for absent students as needed.
18. Maintains student discipline files related to attendance (truancy, unexcused and excessive absences, and behavior).
19. Administers medicine and keeps records of it. Takes care of injured and/or ill students in absence of the nurse. Remains certified in first aid and CPR.
20. Takes mail to post office at the end of each workday.
21. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
22. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised February 11, 2007

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Principal

QUALIFICATIONS

As set by state certification authorities

REPORTS TO Superintendent

SUPERVISES Building personnel

JOB GOAL By use of leadership, supervisory, and administrative skills, to manage assigned building so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes, and directs implementation of all school activities.
3. Keeps the superintendent informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Prepares and submits the building's budgetary requests and monitors expenditures of funds.
6. Supervises the maintenance of all required building records and reports.
7. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the building administration.
8. Works with various members of the central administrative staff on school district problems, such as transportation, special services, etc.
9. Keeps sponsors informed of events and activities of an unusual nature as well as routine matters related to the sponsor's accountability.
10. Interprets and enforces district policies and administrative regulations.
11. Maintains positive relationships with students and parents.
12. Budgets school time to provide for the efficient conduct of school instruction and business.
13. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
14. Schedules classes within established guidelines to meet student needs.
15. Assists in the development, revision, and evaluation of the curriculum.
16. Supervises the guidance program to enhance individual student education and development.
17. Maintains high standards of student conduct and enforces discipline as necessary, affording due process rights to students.

18. Establishes guidelines for proper student conduct and maintaining student discipline.
19. Attends special events held to recognize student achievement and attends school sponsored activities, functions and athletic events.
20. Maintains and controls the various local funds generated by student activities.
21. Supervises the maintenance of accurate records on the progress and attendance of students.
22. Assumes responsibility for the attendance, conduct, and well being of students.
23. Assumes responsibility for personal professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings and through enrollment in advanced courses and seminars.
24. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
25. Supervises all professional, paraprofessional, administrative, and nonprofessional personnel attached to the school.
26. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
27. Supervises the school's teaching process.
28. Approves the master teaching schedule and any special assignments.
29. Orientates newly assigned staff members and assists in their development as appropriate.
30. Evaluates and counsels all staff members regarding their individual and group performance.
31. Conducts meetings of the staff as necessary for the proper functioning of the school.
32. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
33. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
34. Assumes responsibility for the safety and administration of the school plant.
35. Plans and supervises an emergency preparedness program.
36. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
37. Asserts leadership in times of civil disobedience in school in accordance with established board policy.
38. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
39. Supervises all activities and programs that are outgrowths of the school's curriculum.
40. Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.

41. Serves as an ex-officio member of all committees and councils within his/her building.
42. Cooperates with college and university officials regarding teacher training and preparation.
43. Responds to written and oral requests for information.
44. Organizes and administers the public relations program for employee's building.
45. Serves as member of such committees and attends such meetings as directed by the superintendent.
46. Delegates authority to responsible personnel to assume responsibility of the school in the absence of the principal.
47. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
48. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors October 1997

Revised August 9, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: School Nurse

QUALIFICATIONS:

1. Valid state license to practice as a registered nurse.
2. CPR/FIRST AID certified.

REPORTS TO: Superintendent and Building Principal

JOB GOAL: The school nurse supports student academic success by providing health care through clinical knowledge, assessment, intervention, and follow-up for all children within the school setting. Will also support staff's health care needs as they arise.

PERFORMANCE RESPONSIBILITIES

- 1) **School nurses facilitate normal development and positive student response to nursing interventions.**
  - a) Serves as the health care expert in the school to meet student and staff health needs.
- 2) **School nurses provide leadership in promoting health and safety, including a healthy environment.**
  - a) Staff education in accordance to HIPPA and FERPA.
  - b) Organization of CPR classes for staff.
  - c) Scheduling of Medicaid billing training for staff.
  - d) Scheduling Immunization Audit with Dallas County Public Health.
  - e) Monitor infectious and contagious diseases among student &/or staff population (authorize exclusion and readmission of students).
  - f) Organize and turn in Medicaid billing.
- 3) **School nurses provide quality health care and intervene with actual and potential health problems.**
  - a) Mediation administration (delegation of task where necessary and appropriate).
  - b) Development of Health Care Plans and/or Emergency Plans.
  - c) Assistance in writing IEP's and/or 504's.
  - d) Organizing Hearing Screens through AEA.
  - e) Conducting Vision Screenings in: 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grade and as deemed appropriate from classroom referrals.
  - f) Maintain up-to-date cumulative health records on all students.

- 4) **School nurses use clinical judgment in providing case management services.**
  - a) Professional development is necessary to provide best possible care for student population.
  
- 5) **School nurses actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy and learning.**
  - a) Coordinating between the medical, home, family and school.
  - b) Provide expertise for school educational teams, Committees on Special Education, the Individualized Educational Plan (IEP) team, and the Section 504 Team so that health-related barriers to learning can be reduced for each student.
  - c) Provide families with referral information along with available community resources to improve access to health care.
  - d) Assume authority, in the absence of a physician, for the care of a student or staff member who has suffered injury, emergency, and/or illness.
  
- 6) **Perform other tasks to meet district needs**
  - a) Ordering supplies.
  - b) Organization of Christmas families.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education January 13, 2014

Revised

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Secondary Assistant Principal

QUALIFICATIONS

1. Certified in educational administration and/or counseling with evaluator approval
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO Building Principal

JOB GOAL To help students overcome problems that impede learning and to assist in vesting a safe, orderly school environment that promotes learning. Provide instructional leadership that leads to increased student achievement and success.

PERFORMANCE RESPONSIBILITIES

1. Serves the building principal as an instructional leader, supervisor, Evaluator:
  - Supervises employees including serving as an instructional leader assigning and directing work, evaluating performance, disciplining and resolving issues.
  - Assists in monitoring and implementation of individual professional development plans.
  - Works with the building principal and staff to ensure the safety of all members of the educational community.
2. Creates partnerships with parents, community and industry.
3. Is an active member of building and district leadership committees and PLC groups.
4. Assists in the representing the district at special education meetings.
5. Is a member of the building and district committees, including PLC groups.
6. Assists in designing and implementing new programs that reflect the changing needs of the student population.
7. Responsible for developing and implementing grade level interventions focusing on attendance, academic and behavioral growth.
8. Resolve student issues by meeting with parents, teachers, and other school staff and designing a plan of action.
9. Identifies at-risk and potential dropouts at middle school and high school and provides support to ensure their academic success.
10. Assists with student discipline issues at middle school and high school, including bus discipline.

11. Provides supervision of students to ensure safety, including crosswalk, hallways, lunchroom, and busy duty, as assigned.
12. Works collaboratively with building principal and counselor on the master schedule and other student information system work. (Infinite Campus)
13. Works with the school staff to ensure the safety of all students and conducts building safety survey.
14. Assists superintendent and building administrators in coordinating 6-12 Iowa Assessment testing and data analysis throughout the district.
15. Assists Central Office staff with certified enrollment, BEDS, Project Easier, and other required data submissions as assigned.
16. Facilitates and/or serves on curriculum revision committees as assigned.
17. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
18. Performs such other tasks as may be assigned by the board.

#### TERMS OF EMPLOYMENT

Salary and work year to be established by the board.

#### EVALUATION

Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on June 9, 2014.

Revised



ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Student Information Coordinator

QUALIFICATIONS

1. Experience with student data information systems
2. Strong organizational and communication skills
3. Ability to train adults in a one-on-one setting and in large groups
4. Ability to work independently
5. Ability to work well with others

REPORTS TO Superintendent

JOB GOAL To maintain the integrity of student data in the District's Student Information System (currently Infinite Campus), develop the district's information reporting and management capabilities, support district operations by ensuring that staff are capable of using the SIS effectively, and ensure that state and district reporting are handled appropriately.

PERFORMANCE RESPONSIBILITIES

1. Manages and develops the student information system.
2. Maintains the district's SIS in a manner that ensures quality of service for related services, such as payments, nutrition, and emergency communications, while establishing privacy and security procedures that ensure compliance with related laws and board policies.
3. Develops and implements a training plan for staff, including development of supporting documentation and resources, with an awareness of methods for instruction of adults.
4. Leads large group and one-on-one trainings.
5. Engages in problem solving as it relates to the SIS and reporting requirements, and maintains communication with support channels and other district staff, as necessary, to solve problems efficiently.
6. Stays up-to-date on the latest developments and updates relating to student information systems and state reporting requirements.
7. Enhances the District's ability to use data in an efficient manner through creation of custom reports and content.
8. Attends training sessions – as necessary – to develop skills and receive updates relating to management of the student information system, data reporting, and database design and function.

9. Develops and implements resources to support parent and student access to the SIS.
10. Maintains user accounts and user security within the student information system (includes staff, parents, and students).
11. Serves as one of the district's primary contact with the student information system's support company (currently Computer Information Concepts)
12. Facilitates the district's data collection for Student Reporting in Iowa (SRI), attends related trainings, shares information with staff, and submits data in accordance with deadlines.
13. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
14. Maintains a professional presence in the state and regional student data reporting communities through attendance at conferences and informational sessions.
15. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors April 14, 2008

Revised February 10, 2014

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Student Specific Associate

QUALIFICATIONS

1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Ability to establish rapport with assigned student(s).
4. Ability to maintain confidentiality.
5. Ability to work well with staff, parents, and students.

REPORTS TO Teacher and Building Principal

JOB GOAL To assist the teacher in achieving teaching objectives by working with individual student(s) to help them achieve appropriate skill levels.

PERFORMANCE RESPONSIBILITIES

1. Works with individual student(s) to reinforce learning of material or skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Helps student(s) master instructional materials assigned by the teacher.
4. Guides independent study, enrichment work and remedial work set up and assigned by the teacher.
5. Reads to student(s), listens to student(s) read and participates in other forms of oral communication with the student(s).
6. Distributes and collects workbooks, papers and other materials for instruction.
7. Checks notebooks, corrects papers and supervises testing and make up work as assigned by the teacher.
8. Administers, scores and records such achievement and diagnostic tests as the teacher recommends for individual student(s).
9. Maintains the same high level of ethical behavior and confidentiality of information regarding students as is expected of fully licensed teachers.
10. Alerts the regular teacher to any problem or special information regarding an individual student.
11. Establishes as fully as possible a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement.
12. Guides each student(s) toward making appropriate choices and accepting responsibility for their own behavior.
13. Assists assigned student(s) in developing appropriate social skills.

14. Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned.
15. Assists with the supervision of students during emergency drills, assemblies, lunch, play periods, and field trips.
16. Assists the student(s) to whom assigned in such physical tasks as putting on and taking off of outerwear, moving from room to room, assisting with physical therapy programs for individual student(s), etc.
17. Supervises students outside, before and after school.
18. Supervises students during all recesses. Is able to lift child weighing 50 lbs.
19. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
20. Participates in in-service training programs as assigned.
21. Obtains specialized training to meet the needs of assigned student(s).
22. Operates in accordance with Board policies and sees that all policies of the Board pertaining to employee's area of jurisdiction are implemented.
23. Performs such other tasks as may be assigned by the Board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised May 10, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Sub Caller

QUALIFICATIONS

1. High school diploma.
2. Good verbal communication skills.
3. Good organizational skills.
4. Ability to work without constant supervision.
5. Ability to work well with staff.

REPORTS TO Building Principals

JOB GOAL To relieve principals of arranging for substitute teachers.

PERFORMANCE RESPONSIBILITIES

1. Arranges for substitute teachers for teachers or teacher associates on leave.
2. Works closely with superintendent's secretary to maintain a current list of qualified subs available.
3. Notifies principals' secretaries of substitutes scheduled for the day.
4. Keeps records of daily sub assignments for the school year.
5. Maintains district's answering machine.
6. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
7. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on May 10, 1999

Revised

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Substitute Teacher

QUALIFICATIONS  
As set by state certification authorities.

REPORTS TO Building Principal

JOB GOAL To enable each child to pursue the child's education as smoothly and completely as possible in the absence of the regular teacher.

PERFORMANCE RESPONSIBILITIES

1. Reports to the building principal or school secretary upon arrival at the school building.
2. Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which the substitute teacher is assigned.
4. Teaches the lesson outlined and described in the Substitute Teacher's Folder as prepared by the absent teacher.
5. Consults as appropriate with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the Substitute Teacher's Folder.
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
7. Reports in writing on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
10. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors October 1997

Revised August 9, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Summer Technology Assistant

QUALIFICATIONS

1. Must be able to work as part of a team.
2. Must be reliable, able to take direction.
3. Must have a high school diploma prior to the starting date.
4. DESIRED: Experience with cabling and hardware installations
5. DESIRED: Experience with computer deployments (OS X, Windows, iOS, Chrome OS)
6. Such alternatives to the above qualifications as the District may find appropriate and acceptable.

REPORTS TO Director of Technology and Information Systems Technician

JOB GOAL To support the District's technology program, including hardware installations and deployments, network cabling and infrastructure deployments, and software deployments.

PERFORMANCE RESPONSIBILITIES

1. Hourly summer work, including installation of network and audiovisual cable, installation of network and audiovisual hardware, unboxing, cleaning, moving, and configuration of laptop computers, desktop computers, and tablets, and cleaning projectors.
2. Performs other duties as assigned

PHYSICAL REQUIREMENTS

1. Mobility as needed to visit all district buildings and classrooms
2. Must be able to drive a personal vehicle or provide transportation suitable to accommodate responsibilities
3. Ability to occasionally lift equipment and supplies up to thirty pounds (or more with assistance) up/down stairs
4. Ability to climb ladders

WORKING CONDITIONS

1. Considerable in-district travel required

TERMS OF EMPLOYMENT

1. Temporary position; minimum of 200 hours
2. Compensation: \$10/hour
3. Flexible scheduling

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Superintendent of Schools

QUALIFICATIONS

1. Experience in teaching and school administration totaling at least 8 years.
2. Completion of one year of graduate work beyond the Master's Degree with a major in Educational Administration.
3. Proper certification and approval from the Department of Education as a school superintendent.
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO Board of Education

SUPERVISES Directly or indirectly every district employee

JOB GOAL To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES

1. Administers as chief school executive the development and maintenance of a positive educational program designed to meet the needs of the students and community and to carry out the policies of the board.
2. Attends and participates in all meetings of the board and its committees except when own employment or salary is under consideration.
3. Advises the board on the need for new and/or revised policies and sees that all policies of the board are implemented.
4. Prepares the annual operating budget recommendations and implements the board-approved budget.
5. Nominates for appointment, assigns and defines the duties of all personnel subject to the approval of the board.
6. Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records as are required by law and by board policy.
7. Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement board policy.
8. Reports to the board the case of an employee whose service is unsatisfactory and recommends appropriate action.
9. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.



10. Makes recommendations to the board concerning the transportation of pupils in accordance with the law and the requirements of safety.
11. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
12. Represents the school before the public and maintains, through cooperative leadership, both within and without the school, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the school.
13. Communicates directly or through delegation all actions of the board relating to personnel matters to all employees and receives from employees all communications to be made to the board.
14. Represents the District in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
15. Directs negotiations with professional and non-professional personnel.
16. Directs studies and planning related to school organization, attendance area boundaries and school plant requirements.
17. Files, or causes to be filed, all reports required by the state and the school code.
18. In order to assist the board in reading sound judgments, establishing policies and approving those matters which the law requires the board to approve, be responsible for placing before the board necessary and helpful facts, comparisons, investigations, information and reports, and for making available at the proper time the personal advice on special or technical matters of those persons who, in the superintendent's opinion or that of the board or the president, are particularly qualified to furnish it.
19. Attends such conventions and conferences as necessary to keep abreast of the latest educational trends.
20. Is responsible, or delegates such responsibility, for scheduling the use of buildings and grounds by all groups and/or organizations.
21. Acts as purchasing agent for the board and establishes procedures for the purchase of books, materials and supplies.
22. Approves vacation schedules for all salaried district employees.
23. Buildings and grounds maintenance and modifications shall be under the superintendent's supervision and superintendent shall make recommendations to the board concerning desired improvements.
24. Administers the student transportation program through the transportation director.
25. Administers the school lunch program through the food services director.
26. Manages or delegates such responsibility for the district's insurance program.
27. Supervises plant alterations and construction programs.
28. Makes decision on school closing during inclement weather or for other emergency reasons.
29. Operates in accordance with board policies and sees that all policies of the board pertaining to the superintendent's area of jurisdiction are implemented.
30. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on      April 13, 1992

Revised January 14, 2008

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE                      Teacher Associate

QUALIFICATIONS

1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Ability to maintain confidentiality.
4. Ability to work well with staff, parents, and students.

REPORTS TO              Teacher and Building Principal

JOB GOAL                To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve appropriate skill levels.

PERFORMANCE RESPONSIBILITIES

1. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Helps students master instructional materials assigned by the teacher.
4. Guides independent study, enrichment work and remedial work set up and assigned by the teacher.
5. Assists with such large group activities as drill work, reading aloud and story telling.
6. Reads to students, listens to students read and participates in other forms of oral communication with the students.
7. Distributes and collects workbooks, papers and other materials for instruction.
8. Checks notebooks, corrects papers and supervises testing and make up work as assigned by the teacher.
9. Administers, scores and records such achievement and diagnostic tests as the teacher recommends for individual students.
10. Keeps bulletin board and other classroom learning displays up to date.
11. Maintains the same high level of ethical behavior and confidentiality of information regarding students as is expected of fully licensed teachers.
12. Alerts the regular teacher to any problem or special information regarding an individual student.
13. Establishes as fully as possible a supportive and sympathetic relationship with the students without fostering or encouraging intense emotional involvement.

14. Guides each student toward making appropriate choices and accepting responsibility for their own behavior.
15. Assists assigned students in developing appropriate social skills.
16. Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about any of the students.
17. Assists with the supervision of students during emergency drills, assemblies, lunch, play periods, and field trips.
18. Assists the students in such physical tasks as putting on and taking off of outerwear, moving from room to room, assisting with physical therapy programs for students, etc.
19. Supervises students outside, before and after school.
20. Supervises students during all recesses. Is able to lift child weighing 50 lbs.
21. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
22. Participates in in-service training programs as assigned.
23. Operates in accordance with Board policies and sees that all policies of the Board pertaining to employee's area of jurisdiction are implemented.
24. Performs such other tasks as may be assigned by the Board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised May 10, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE                      Teacher

QUALIFICATIONS

As set by state certification authorities.

REPORTS TO              Building Principal

JOB GOAL                To enable all students to master the skills, acquire the knowledge, and develop the social skills necessary for them to reach their full potential as citizens who can successfully meet the challenges of society.

PERFORMANCE RESPONSIBILITIES

1. Teaches knowledge and skills, utilizing course of study adopted by the Board of Education and appropriate curriculum publications as guidelines in teaching individual course content.
2. Instruct pupils in citizenship and basic subject matter specified in state law, district outcomes, administrative regulations, and procedures of the school district.
3. Develops lesson plans and instructional activities, which stress complex thinking and mastery of student outcomes.
4. Provides opportunities for students to develop skills as collaborative workers and to become effective communicators.
5. Encourages pupils to think independently, express original ideas, and work well on their own.
6. Designs learning activities that will relate course content to the physical world and allow students to transfer what they learn to real-life applications.
7. Adapts activities to provide individual, small group, or remedial instruction to meet the needs of the individual pupil.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
9. Provides for all students a variety of creative projects, problems, etc. that encourage problem-solving and higher-order thinking skills.
10. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
11. Maintains an auditable record of pupil attendance and makes daily reports of pupils absent each period.
12. Assesses each pupil's achievement and progress.
13. Communicates with students, parents, and school counselors on pupil achievement and progress.

14. Prepares and reviews all curriculum materials to ensure their appropriateness and relevance.
15. Participates in curriculum and other developmental programs within the school of assignment or on a district level.
16. Selects and requisitions books and instructional aids appropriate to the interest and maturity level of pupils; maintains required inventory records.
17. Administers or monitors group tests.
18. Maintains professional competence through in-service education activities provided by the district and in self-selected professional growth opportunities.
  
19. Shares in supervision of student activities as normally assigned, such as class sponsor, and participates in faculty committees.
20. Supervises pupils in out-of-classroom activities during the assigned workday.
21. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
22. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors October 1997

Revised August 9, 1999

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Technology and Communications Director

QUALIFICATIONS

1. Strong communication, organization, creative, strategic, and leadership skills
2. Expertise with administrative and instructional technology, including knowledge of network design and security, hardware/software evaluation and management, server administration, and productivity technology
3. Experience with development and leadership of training/professional development for adult learners
4. Strong supervision and evaluation skills
5. Knowledge of effective communications practices and marketing strategies
6. Expertise with budget and policy planning
7. Ability to work well with others
8. Knowledge of technology-related Department of Education policies
9. Experience with technology leadership
10. Familiarity with school concepts, practices, and procedures
11. Teaching experience preferred
12. Bachelor's degree required
13. Advanced degree/certification preferred

REPORTS TO Superintendent

SUPERVISES Technology Support Staff, Technology Integration Specialist

JOB GOAL To provide leadership and vision to the instructional program and the design and implementation of administrative and instructional technology, as well as to the district's communications and marketing efforts, both internal and external

PERFORMANCE RESPONSIBILITIES

1. Develops and implements short and long-range plans for the purchase and utilization of technology in an educational setting on the basis of identified needs
2. Develops and implements short and long-range plans relating to district communication and marketing efforts
3. Designs and implements needs assessment tools for measuring the utilization and effectiveness of district technology and communications programs
4. Coordinates technology aspects of district construction/facilities projects
5. Chairs the Instructional Technology Advisory Committee
6. Chairs the Communications Advisory Committee

7. Coordinates the development and maintenance of public messages and tools needed for sustained positive public relations, including the district website, newsletters, brochures, news releases, campaign material, and special event notifications
8. Coordinates license agreements for software purchases
9. Responsible for editorial direction, design, production, and distribution of all district publications
10. Coordinate community and media interest in the district and ensure regular contact with target media and appropriate response to media requests
11. Provide liaison with community groups and business interested in the schools and assist them in working on school projects
12. Maintains current knowledge of developments in the areas of administrative and instructional technology and school public relations
13. Assists in the training of certified and classified staff on the various operations of technology and communications
14. Assists in locating funding for hardware and software
15. Maintains active involvement with the educational technology community and policy development at the regional, state, and national levels
16. Actively participates in the school public relations and marketing community
17. Evaluates assigned staff in accordance with board policies and administrative guidelines; conducts appropriate follow-up with notations to personnel files
18. Participates in decisions to hire, promote, demote, transfer, suspend, or discharge per board policies and administrative guidelines; makes specific recommendations regarding positions and/or personnel for which directly responsible
19. Assists in the development and management of the budget related to areas of responsibility
20. Attends board meetings as requested and assists with presentation of information and/or recommendations
21. Works cooperatively with building principles in the development and implementation of curriculum and technology
22. Maintains editorial and graphics standards for school public information
23. Assists the Superintendent with legislative relations
24. May act as the agency's representative with the media or at public events and functions, as directed by the board or Superintendent
25. Demonstrates cultural competence and behaviors consistent with the core values, vision, and mission of the district
26. Provides information to the Superintendent on all matters of relevance
27. Develops, documents, and maintains district-level strategic plans and policies at the direction of the Superintendent
28. Serves as a contributing member of the Administrative Team and other committees as assigned
29. Maintains professional growth through graduate work, professional organizations, seminars, and/or related professional literature



30. Performs other related duties as assigned

PHYSICAL REQUIREMENTS

1. Mobility as needed to visit all district buildings and classrooms
2. Must be able to drive a personal vehicle or provide transportation suitable to accommodate responsibilities
3. Ability to occasionally lift equipment and supplies up to fifty pounds

WORKING CONDITIONS

1. Considerable in-district travel required
2. Frequent evening and Saturday work necessary

TERMS OF EMPLOYMENT

1. 12-month position
2. Salary and benefits to be established by the board

EVALUATION      Performance evaluated per board policies regarding administrator evaluation

Approved by Board of Directors April 14, 2008

Revised February 10, 2014

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Transportation Director

QUALIFICATIONS

1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Valid CDL license and bus driver's permit.
4. Ability to lift 50 pounds.

REPORTS TO Business Manager

JOB GOAL To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district.

PERFORMANCE RESPONSIBILITIES

1. Conforms with all state laws and regulations regarding school transportation.
2. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
3. Develops recommendations for future transportation needs.
4. Prepares district bus routes.
5. Rides (or follows) each bus route at least once per semester.
6. Prepares and updates district bus schedules.
7. Assigns buses for activity trips.
8. Cooperates with school principals and others responsible for planning special school trips and assigns drivers for activity trips.
9. Takes an active role in solving discipline problems occurring on school buses.
10. Acts as liaison with parents for complaints and special requests.
11. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
12. Maintains monthly reports on each bus recording the number of miles traveled.
13. Solicits school bus bids and makes recommendation.
14. Prepares transportation budget.
15. Authorizes purchases in accordance with budgetary limitations and district rules.
16. Develops recommendations for future equipment and personnel needs.
17. Monitors road hazards and assists superintendent with school closing decisions during inclement weather.
18. Monitors bus radio during inclement weather conditions.
19. Attends appropriate committee and staff meetings.
20. Recruits, trains and supervises all transportation personnel and makes recommendations on their employment, transfer, promotion, and release.
21. Checks for accuracy and approves timecards for employees.

22. Requires all drivers to perform daily inspection check list as prescribed by the federal and state government.
23. Requires bus drivers to remain with their buses at all times when children are aboard.
24. Assists the drivers with emergency drills on evacuation of students twice a year as required by federal regulation.
25. Sees that all drivers keep buses washed and cleaned.
26. Sees that bus monitor cameras are constantly in operation.
27. Encourages bus drivers to attend schools of instruction at the county or regional level.
28. Serves as a substitute driver.
29. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
30. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 10, 2000

Revised April 10, 2000

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Van Driver

QUALIFICATIONS

1. High school diploma.
2. Aptitude for the work to be performed.
3. Good driving ability and record.
4. Ability to lift up to 50 pounds.
5. Ability to work well with staff and students.

REPORTS TO Food Service Director

JOB GOAL To load, deliver and unload food and supplies to each kitchen site in a safe and efficient manner.

PERFORMANCE RESPONSIBILITIES

1. Picks up truck at bus garage and fills with gas if necessary and returns at end of the day.
2. Loads food carts and supplies at the high school and delivers same to appropriate kitchen sites in a safe and efficient manner.
3. Assists with final preparation, portioning and serving of food.
4. Loads, returns and unloads food carts from various kitchens back to the high school.
5. Transports mail between various buildings.
6. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
7. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised June 13, 2005