

USD 303  
Job  
Description  
Handbook

USD 303  
**JOB DESCRIPTION**

**TITLE:** ACTIVITY SPONSOR (non-athletic)

**QUALIFICATIONS:**

1. Qualifications as the Board may find appropriate and acceptable.
2. Understanding of the district mission statement.
3. Knowledge of the group or organization's purpose, rules and regulations.
4. Understanding of the activity's relation to the school's total activity and academic program.

**SUPERVISES:** Students

**REPORTS TO:** Principal

**JOB GOAL:** To provide the organization and leadership necessary for the activity sponsored to be a vital part of the overall school district.

**EVALUATION:** Evaluated once per year by the building principal.

**TERMS OF EMPLOYMENT:** Salary established within the agreement between the USD303 Board of Education and the Teachers Association.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates all group activities with the appropriate administrator in charge.
2. Schedules all activities to be sponsored by the group with the activity director and building administrator.
3. Supervises all activities sponsored by the group throughout the year.
4. Has approval from the appropriate administrator for all fund raising events both in and out of school.
5. Organizes all fund raising events and maintains a proper accounting of all activity funds.
6. Insures that all areas utilized by the group for activities are properly cleaned and all equipment properly stored.
7. Organizes all group meetings in collaboration with the organization's officer in charge.
8. Conducts yearly election of officers as per building policies.
9. Supervises all students and volunteers during all group activities.
10. Adheres to all local, state and national rules, regulations and procedures.
11. Adheres to the Kansas State High School Activities Association (KSHSAA) policies.
12. Prepares a yearly report of activities for the superintendent of school at the conclusion of the activity.

**USD 303  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>ATHLETIC/ACTIVITY DIRECTOR</b>
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. Qualifications as the Board may find appropriate and acceptable.</li><li>2. Understanding of the district mission statement.</li><li>3. Knowledge of the purpose of the athletic/activity program.</li><li>4. Adheres to the local, state and national policies regulating each athletic/activity event sponsored.</li><li>5. Understanding of the athletic/activity program's relation to the school's total activity and academic program.</li><li>6. Holds a valid teaching certificate with at least three year's experience as a sponsor of a school-sponsored activity.</li></ol>
<b>SUPERVISES:</b>	Officials and others as authorized by principal
<b>REPORTS TO:</b>	Building Principal and Superintendent
<b>JOB GOAL:</b>	To provide the organization and leadership necessary for the athletic/activity program sponsored to be a vital part of the overall school district.
<b>EVALUATION:</b>	Evaluated once per year by the building principal.
<b>TERMS OF EMPLOYMENT:</b>	Salary established within the agreement between the USD 303 Board of Education and the Teachers Association.

**PERFORMANCE RESPONSIBILITIES:**

1. Works directly with the principal and booster club on matters relating to awards and awards banquets.
2. Gives general supervision to the coaching staff and the entire athletic/activity program.
3. Develops and recommends the athletic budget to the building principal.
4. Is responsible to recommend purchase and write requisitions for approved items.
5. Arranges athletic/activity schedules in consultation with coaches/sponsors and the building principal.
6. Prepares and receives proper signatures for all athletic contracts.
7. Maintains good relations with the various school publics and actively promotes athletics/activities as a valuable part of the school program.
8. Arranges team travel in coordination with all coaches/sponsors, the principal and the transportation director.
9. Arranges and supervises game administration:
  - a. Prepares officials contracts.
  - b. Contacts officials for all hosted events that require officials.
  - c. Assigns district personnel to extra duty as it relates to the administration of the athletic events.
  - d. Prepares locker rooms and security for all home events.
  - e. Hosts the officials for the contest.
  - f. Recommends maintenance of the facilities to the district maintenance director.
  - g. Checks on clean up of facilities after events.
  - h. Attends Kansas State High School Activities Association (KSHSAA) meetings.

10. Coordinates with the principal a schedule for insuring an administrator in charge at all varsity athletic events.
11. Is responsible for maintaining letter records and statistics of records.
12. Maintains inventory records in the athletic office.
13. Fills out and mails necessary forms in compliance with KSHSAA and league regulations.
14. Performs other related duties as assigned.

**USD 303  
JOB DESCRIPTION**

**TITLE:** **ATHLETIC COACH (Head and Assistant)**

**QUALIFICATIONS:**

1. Qualifications as the Board may find appropriate and acceptable.
2. Understanding of the district mission statement.
3. Knowledge of the purpose of the athletic program.
4. Adheres to the local, state and national policies regulating the athletic event sponsored.
5. Understanding of the athletic program's relation to the school's total activity and academic program.
6. Holds a valid teaching certificate or alternate certification from the KSHSAA with at least three year's experience as a coach.

**SUPERVISES:** Student athletes and other students under his/her supervision.

**REPORTS TO:** Athletic director and building principal.

**JOB GOAL:** To provide the team with the leadership necessary for the athletic team coached to be a vital part of the overall school district.

**EVALUATION:** Evaluated once per year by the building principal.

**TERMS OF EMPLOYMENT:** Salary established within the agreement between the USD 303 Board of Education and the Teachers Association.

**PERFORMANCE RESPONSIBILITIES (Head Coach):**

1. Organizes and supervises practice sessions and schedules.
2. Works with the athletic director on travel requirements for the team.
3. Recommends and requests equipment purchase through the athletic director.
4. Grows professionally through attendance at coaching clinics and rules meetings.
5. Delegates responsibility to assistant(s).
6. Works with the athletic director on schedule development.
7. Recommends athletes for awards.
8. Works with student athletes and parents in gaining scholarship offers.
9. Furnishes team lists to the athletic director for compliance with KSHSAA and league regulations.
10. Is responsible for the conduct of student athletes under his/her coaching supervision at home or away.
11. Organizes and controls storage of equipment in his/her coaching area and the security thereof.
12. Maintains accurate inventories, a system of assigning equipment and a system of checking equipment in.
13. Provides an end of season report that shall include the season record to the athletic director and board of education.

14. Supervises student managers.
15. Is responsible to designate a person to provide game results promptly to local and regional news media immediately following each home contest.

**PERFORMANCE RESPONSIBILITIES (Assistant Coach)**

1. Is responsible to the head coach of the sport or activity in which he/she is working.
2. Attends all practice sessions and meetings when requested to do so by the head coach.
3. Performs the duties assigned by the head coach.
4. Grows professionally through attendance at coaching clinics and rules meetings.
5. Is involved, along with head coach, in the selection of athletes who are to receive letters and or personal awards of achievement.

**USD 303  
JOB DESCRIPTION**

**TITLE:** **BUILDING PRINCIPAL**

**QUALIFICATIONS:**

1. A valid building-level license issued by the Kansas State Board of Education.
2. Ability to work cooperatively and constructively with others, including the ability to communicate effectively with broad and diverse audiences.
3. Ability to successfully communicate with board, staff, parents and patrons.
4. Ability to handle a fast-paced, intense work environment.
5. Ability in curriculum development and the use of technology.
6. Ability to manage job responsibilities and meet the established building outcomes.
7. An understanding of the rules and regulations of the KSHSAA.

**SUPERVISES:** All building certified teaching staff and classified staff as assigned.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To provide the district with the building level leadership necessary to fulfill the mission of USD 303. The degree of freedom to act is significant, as many decisions will be made using administrative discretion with district policy serving only as a guide.

**EVALUATION:** Performance will be evaluated by the superintendent of schools in accordance with the provisions of KSA 72-9004 and the Board's policy on evaluation.

**TERMS OF EMPLOYMENT:** Eleven-month contract with salary and years to be established by the Board of Education.

**PERFORMANCE RESPONSIBILITIES:**

1. Oversees safe and orderly schools by:
  - Implementing effective procedures for ensuring a safe and orderly learning environment.
  - Taking appropriate action when students exhibit emotionally/physically distressed behaviors.
  - Complying with, or monitoring compliance with, all state and federal laws.
  - Implementing board policies, rules and regulations.
2. Ensures student achievement for all student groups by:
  - Collecting and reporting data on academic achievement by all student groups.
  - Monitoring assessment of all students in basic skills areas.
  - Evaluating effectiveness of teaching materials, activities and approaches, and providing assistance when necessary.
3. Builds positive school/community relations by:
  - Supporting the school and district mission.
  - Promoting positive relationships between all persons in the school community.
  - Facilitating effective site councils.
4. Leads the schools in developing constructive student/adult relations by:
  - Helping students develop responsibility for their conduct.
  - Cultivating staff behaviors that promote respect of authority, tolerance of diversity, and appreciation of each student's potential.

5. Oversees effective and efficient staff performance by:
  - Working with staff to develop and recommend standards for student learning.
  - Planning in-service activities based on student and staff needs and ensures they are effectively implemented.
  - Recruiting, supervising and evaluating instructional staff in accordance with district policy and law.
  - Interacting effectively with building/district personnel.
  
6. Practices responsible fiscal, facility, and resource management by:
  - Organizing effective budget planning procedures.
  - Ensuring building expenditures do not exceed the limits set forth by the board approved budget.
  - Maintaining building records and property.
  
7. Models positive professional attributes by:
  - Engaging in professional growth activities.
  - Using written and spoken language well.
  - Making all necessary administrative decisions in a timely fashion.
  - Delegating supervision when appropriate.
  - Maintaining office hours as determined by the superintendent.
  - Performing other duties as assigned by the superintendent and in accordance with the provisions of the USD 303 Board of Education.

**USD 303  
JOB DESCRIPTION**

- TITLE:** **BUILDING SECRETARY**
- QUALIFICATIONS:**
1. A reasonable degree of proficiency in typing, basic accounting, and computer skills.
  2. Working knowledge of basic office procedures and the operation of common office equipment and machines.
  3. Two years' experience as a secretary or alternatives to the above qualifications that may be appropriate and acceptable.
- REPORTS TO:** Principal
- SUPERVISES:** Student office aides
- JOB GOAL:** To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.
- EVALUATION:** Evaluated once per year by the building principal.
- TERMS OF EMPLOYMENT:** As per job offering.
- PERFORMANCE RESPONSIBILITIES:**
1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
  2. Maintains such student records as shall be required.
  3. Receives and routes all incoming calls.
  4. Maintains a daily teacher attendance log, and all substitute teacher records.
  5. Assists teachers in preparing instructional materials as requested.
  6. Processes all changes and adjustments in student schedules as needed.
  7. Maintains a log of visitors to the school.
  8. Maintains activity accounts as appropriate.
  9. Takes care of minor first aid in the absence of the school nurse.
  10. Keeps track of and orders office supplies for the building as needed.
  11. Prepares materials and assists with school events (i.e. weekly/daily bulletins, enrollment, Parent Teacher Conferences, Open House, awards assemblies, programs, class/sports rosters, etc.).
  12. Demonstrates the ability to work with others in a positive, productive way.
  13. Is prompt and thorough in completing assignments and attending to details accurately and efficiently.
  14. Performs other such duties as required by law or assigned by the Board of Education, superintendent or principal.
  15. Represents the school district favorably.

**USD 303  
JOB DESCRIPTION**

**TITLE:**

**BUS DRIVER**

**QUALIFICATIONS:**

1. Valid license to drive a school bus, CDL, First Aid, Defensive Driving
2. Additional requirements as the Board may require.
3. Be able to pass initial and random tests for alcohol and controlled substances.
4. Ability to spend multiple evenings away from home including weekends.
5. Ability to maintain discipline while students are on the bus.
6. Ability to work cooperatively and constructively with others.
7. Ability to know, understand and implement all mandatory safety regulations and laws.

**REPORTS TO:**

Superintendent

**JOB GOAL:**

To provide safe and efficient transportation.

**EVALUATION:**

Evaluated once per year by the superintendent.

**TERMS OF EMPLOYMENT:**

As per job offering.

**PERFORMANCE RESPONSIBILITIES:**

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Reports undisciplined students to the proper authority.
5. Keeps assigned bus clean.
6. Keeps to assigned schedule.
7. Checks bus before each operation for mechanical defects.
8. Notifies the proper authority in case of mechanical failure or lateness.
9. Discharges students only at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Enforces board regulations related to tobacco use and eating on the bus.
14. Represents the school district favorably.

**USD 303  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>CENTRAL OFFICE SECRETARY/RECEPTIONIST</b>
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. Qualifications as the Board may find appropriate and acceptable.</li><li>2. General understanding of education and educational administration.</li><li>3. Ability and understanding necessary to maintain records and reports to the superintendent.</li><li>4. Working knowledge of modern office procedures and the operation of office equipment and machines.</li><li>5. Proficiency in computer skills</li></ol>
<b>REPORTS TO:</b>	Superintendent
<b>JOB GOAL:</b>	To assist the superintendent in supervising an efficient, legal and organized school system.
<b>EVALUATION:</b>	Evaluated once per year by the superintendent.
<b>TERMS OF EMPLOYMENT:</b>	As per job offering.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ol style="list-style-type: none"><li>1. Answers the telephone.</li><li>2. Greets the public.</li><li>3. Opens and distributes the mail.</li><li>4. Prepares correspondence requested by the superintendent.</li><li>5. Gathers news articles, publishes and distributes the district newsletter.</li><li>6. Maintains district student data base.</li><li>7. Updates and distributes policy and procedural handbooks and the negotiated agreement annually.</li><li>8. Creates and issues contracts and classified letters of employment.</li><li>9. Gathers data for, and prepares, various reports required by federal and state agencies.</li><li>10. Reviews all free and reduced lunch applications.</li><li>11. Contacts households and school offices pertaining to free and reduced meal eligibility.</li><li>12. Maintains an accurate and updated record of all free and reduced meal eligible households.</li><li>13. Completes the state meal verification process for free and reduced meal applications.</li><li>14. Prepares bus routes.</li><li>15. Maintains vehicle inspection/maintenance records.</li><li>16. Assigns drivers and vehicles for trips.</li><li>17. Assists the superintendent with other transportation duties.</li></ol>

18. Demonstrates ability to work with others in a positive, productive way.
19. Is aware of and supportive of guidelines pertaining to assignment in board policies and administrative regulations.
20. Represents the school district favorably.
21. Demonstrates through goal setting a clear-cut sense of direction of purpose in daily activities.
22. Is prompt and thorough in completing assignments and attending to details accurately and efficiently.
23. Other duties as assigned.

**USD 303  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>CHEER SPONSOR / COACH</b>
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. Qualifications as the Board may find appropriate and acceptable.</li><li>2. Understanding of the district mission statement.</li><li>3. Knowledge of the team/squad purpose, rules and regulations.</li><li>4. Understanding of the squad's relation to the school's total activity and academic program.</li></ol>
<b>SUPERVISES:</b>	Cheer Squad
<b>REPORTS TO:</b>	Athletic Director / Building Principal
<b>JOB GOAL:</b>	To provide the cheer squad with organization and leadership to be a vital part of the overall school district.
<b>EVALUATION:</b>	Evaluated once per year by the building principal.
<b>TERMS OF EMPLOYMENT:</b>	Salary established within the agreement between the USD303 Board of Education and the Teachers Association.

**PERFORMANCE RESPONSIBILITIES:**

1. Communicates with the student body as to the goals and purposes of the cheerleading squad and encourages participation on the team.
2. Organizes and conducts tryouts for the squad; communicates the results of the tryouts to the athletic director and principal and all other appropriate audiences.
3. Works closely with the athletic director in scheduling practices as appropriate; conducts practices throughout the year.
4. Coaches individual participants, small groups and team, as appropriate, in the skills necessary for achievement in the sport.
5. Provides input to the principal concerning the safety conditions of the facility or area in which the practice or performance is conducted.
6. Selects student members for letter awards and presents letter awards at appropriate recognition ceremonies.
7. Arranges and insures that all cheerleaders travel on assigned transportation to and from activity.
8. Orders supplies, equipment and uniforms needed for the program in accordance with established district procedures.
9. Accounts for the program funds including, but not limited to, the income and outgo of monies from fund raising efforts.
10. Provides supervision of all members of the cheerleading squad during all times of involvement and administers discipline for violation of standards stipulated by Board policy, school procedures and cheer regulations.
11. Maintains necessary eligibility records and other paperwork as required by the athletic director.
12. Participates in all workshops as required by the KSHSAA.
13. Arranges transportation and supervises participation in summer camps.
14. Provides direction and support for assistant sponsors/coaches.

**USD 303  
JOB DESCRIPTION**

- TITLE:** **CLERK TO THE BOARD OF EDUCATION**
- QUALIFICATIONS:**
1. Qualifications as the Board may find appropriate and acceptable.
  2. General understanding of education and educational administration.
  3. Ability and understanding necessary to maintain records and reports to the board.
  4. Working knowledge of modern office procedures and the operation of office equipment and machines.
  5. Proficiency in computer skills
- REPORTS TO:** President, Board of Education and the superintendent
- JOB GOAL:** To assist the board of education in supervising an efficient, legal and organized school system.
- EVALUATION:** Evaluated once per year by the superintendent.
- TERMS OF EMPLOYMENT:** As per job offering.
- PERFORMANCE RESPONSIBILITIES:**
1. Makes preparations for school board meetings, posts required notices and records minutes of school board meetings.
  2. Maintains all official and unofficial board records as required by statute and/or board policy and acts as the official custodian of the records of the board.
  3. Assists the superintendent and board president with the development of meeting agendas.
  4. Maintains all personnel records for certified and classified employees.
  5. Maintains employee absence records.
  6. Works with the superintendent to complete the annual budget process.
  7. Manages budget allocations, records expenditures, maintains balance for each account, and checks monthly budget summary.
  8. Gathers data for various reports required by federal and state agencies.
  9. Demonstrates ability to work with others in a positive, productive way.
  10. Is aware of and supportive of guidelines pertaining to assignment in board policies and administrative regulations.
  11. Represents the school district favorably.
  12. Demonstrates through goal setting a clear-cut sense of direction of purpose in daily activities.
  13. Is prompt and thorough in completing assignments and attending to details accurately and efficiently.
  14. Other duties as assigned.

15. Cooperates and shares with other members of the staff.
16. Strives to establish cooperative relations and makes reasonable efforts to communicate with parents and guardians of squad members.
17. Promotes awareness of the cheerleading team by providing information to the athletic director and principal and other relevant audiences about the team activities.
18. Performs other appropriate tasks and assumes such other duties in the connection with the sponsorship as designated by the athletic director and or principal, including pep rallies and other spirit activities throughout the school year.

**USD 303  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>FOOD SERVICE</b>
<b>QUALIFICATIONS:</b>	Demonstrated aptitude for successful performance of the tasks listed.
<b>REPORTS TO:</b>	Building Principal.
<b>SUPERVISES:</b>	All staff members assigned to food service.
<b>JOB GOAL:</b>	To serve the students and staff attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.
<b>EVALUATION:</b>	Evaluated once per year by the building principal.
<b>TERMS OF EMPLOYMENT:</b>	As per job offering.

**PERFORMANCE RESPONSIBILITIES (Head Cook):**

1. Plans breakfast and lunch menus for the school.
2. Attends all necessary meetings as required by the Food Service Agreement or State regulations.
3. Supervises and instructs kitchen personnel in the safe, proper and efficient use of all kitchen equipment.
4. Maintains the highest standards of safety and cleanliness in the kitchen.
5. Checks food shipments into the school, signing invoices only after each order has been verified.
6. Determines the quantities of each food to be prepared daily for breakfast and lunch.
7. Determines the size of serving to meet the necessary age requirements.
8. Prepares food according to a planned menu and tested, uniform recipes and determines if the finished product is of best quality both in flavor and appearance before it is served.
9. Records all food requisitions from the storeroom, and records all meals served with milk and amounts used.
10. Oversees the locking of the storeroom.
11. Orders on a weekly basis all necessary food supplies.
12. Reports immediately to the principal any problem or accident occurring in the kitchen or the cafeteria premises.
13. Confers with the principal regarding any personnel problems.
14. Reports to the principal any faulty or inferior food which is received.
15. Supervises and performs the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware and utensils.
16. Is responsible for the inventory and accounting of all kitchen inventory.
17. Maintains proper food service records.
18. Represents the school district favorably.

**PERFORMANCE RESPONSIBILITIES (Cook):**

1. Maintains the highest standards of safety and cleanliness in the kitchen and cafeteria area.
2. Prepares food according to the planned menu.
3. Assists with the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware and utensils.
4. Represents the school district favorably.

**USD 303  
JOB DESCRIPTION**

**TITLE:** MAINTENANCE/CUSTODIAL STAFF

**QUALIFICATIONS:**

1. Any health, literacy, citizenship or such requirements.
2. Any specific skill mastery required.
3. Ability to read basic operating instructions.
4. Demonstrated aptitude or competence for assigned responsibilities.
5. Physical ability to perform all job related responsibilities.
6. Alternatives to the above qualifications the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent and building principal.

**JOB GOAL:** To maintain the physical school plant in a condition to provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop at all times.

**EVALUATION:** Evaluated once per year by the superintendent and building principal.

**TERMS OF EMPLOYMENT:** As per job offering.

**PERFORMANCE RESPONSIBILITIES (Maintenance Director):**

1. Examines school buildings on a regular basis for needed repairs and maintenance.
2. Cleans and maintains all boilers, air conditioning units and other major equipment.
3. Supervises and participates in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas.
4. Establishes and recommends priorities on repair projects.
5. Lays out and inspects work, and assists crew members.
6. Develops a system for dealing with emergency repair problems with efficiency.
7. Prepares reports on costs of work done, materials used, labor expended.
8. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
9. Consults with building principals regarding the establishment of regular preventive maintenance programs.
10. In conjunction with the administration, recommends and trains people hired for the maintenance program.
11. Advises on the hiring on contractors to perform certain maintenance or repair services.
12. Assumes responsibility for the general safety (fire, tornado, asbestos, etc.) of the building.
13. Represents the school district favorably.

**PERFORMANCE RESPONSIBILITIES (Custodian):**

1. Performs general cleaning and maintenance of the school building.
2. Assists in remodeling and renovation work.

3. Generally supervises and maintains the school grounds.
4. Assists in snow removal.
5. Requisitions and receives supplies and equipments, and maintains necessary inventories.
6. Assumes responsibility for the general security of the building.
7. Performs emergency repair as necessary.
8. Other duties as assigned.
9. Represents the school district favorably.

**PERFORMANCE RESPONSIBILITIES (Activity Custodian):**

1. Opens and prepares the facility as necessary.
2. Attends to the physical needs of the facilities during the activity.
3. Cleans and secures the facility following the activity.
4. Represents the school district favorably.

**USD 303  
JOB DESCRIPTION**

- TITLE:** **PARA EDUCATOR**
- QUALIFICATIONS:**
1. Certificate, license, or other legal credential required
  2. Degree(s) required and area of major study.
  3. Kind and amount of prior job experience required.
  4. Alternatives to the above qualifications as the Board may find appropriate and acceptable.
- REPORTS TO:** Building Principal and Classroom Teacher
- SUPERVISES:** Students
- JOB GOAL:** To work with students on a regular basis in an effort to provide them with the assistance and emotional support necessary to gain full benefits from the district's education program.
- EVALUATION:** Evaluated once per year by the building principal and classroom teacher.
- TERMS OF EMPLOYMENT:** As per job offering.
- PERFORMANCE RESPONSIBILITIES (Classroom Aide):**
1. Assists the student(s) in physical tasks as necessary, such as moving from room to room, using the lavatory, etc.
  2. Hears the student(s) in recitation, reading and other curricular tasks, guiding and helping them but not teaching them.
  3. Under the supervision of the classroom teacher, works with small groups of students to reinforce material initially introduced by the teacher.
  4. Accompanies the student(s) outside the classroom or to other school areas as necessary.
  5. Establishes a supportive relationship with the student(s) without fostering or encouraging intense emotional involvement.
  6. Follows all board of education policies, rules, and regulations as applicable.
  7. Assists with playground supervision as assigned.
  8. Assists with cafeteria supervision as assigned.
  7. Represents the school district favorably.
  8. Other duties as assigned.
- PERFORMANCE RESPONSIBILITIES (Library):**
1. Assists teachers in securing necessary supplementary classroom materials.
  2. Assists students locate appropriate materials.
  3. Processes all magazines and newspapers.

4. Processes new books into the automated system.
5. Assists students check-in and out books, media equipment, etc. as needed.
6. Supervises students in the library.
7. Operates all media equipment.
8. Assists with cafeteria supervision as assigned.
9. Represents the school district favorably.
10. Other duties as assigned.

**USD 303  
JOB DESCRIPTION**

**TITLE:** SUPERINTENDENT OF SCHOOLS

**QUALIFICATIONS:**

1. A valid district-level certificate issued by the Kansas State Board of Education.
2. Ability to work cooperatively and constructively with others, including the ability to communicate effectively with broad and diverse audiences.
3. Ability to handle a fast-paced, intense work environment.
4. Ability to manage job responsibilities and meet the established district outcomes.
5. Ability to hold valid Kansas driver's license, drive at night, and travel on short notice.
6. Ability to sit for long periods of time.
7. Ability to work 60+ hours weekly.

**SUPERVISES:** All Personnel as Assigned (see organizational chart)

**REPORTS TO:** The Board of Education

**JOB GOAL:** To provide leadership in developing and maintaining the best possible educational programs and services. The degree of freedom to act, within the limits of statute and policy, is broad.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the USD 303 Board of Education's policy on Evaluation of Professional Personnel and this job description.

**TERMS OF EMPLOYMENT:** Twelve-month contract with salary and years to be determined by the Board of Education.

**PERFORMANCE RESPONSIBILITIES:**

1. The superintendent oversees safe and orderly schools by:
  - Maintaining programs for health and safety of students.
  - Monitoring the student transportation system.
  - Formulating and recommending board policies, rules and regulations.
2. The superintendent ensures student achievement for all student groups by:
  - Assuming responsibility for planning and evaluating curriculum, instruction and school improvement.
  - Ensuring the development of short- and long-range instructional goals that promote student achievement.
  - Monitoring student progress on each board-approved student outcome.
  - Providing accurate reports to the board on student achievement.
3. The superintendent builds positive school/community relations by:
  - Communicating the district vision/mission to the school/community.
  - Promoting and maintaining school/community relations, school/business partnerships, and related public service activities.
  - Formulating plans to coordinate social, health, and other community agencies.
  - Involving the site council(s) in planning and problem solving for the schools.

4. The superintendent leads the board in developing constructive board/superintendent relations by:
  - Implementing all school board policies, rules and regulations of the Kansas State Board of Education, and state and federal laws.
  - Carrying out board directions effectively and accurately.
  - Reporting to the school board about the status of instructional programs and current trends in education.
  - Making recommendations, and as necessary suggesting alternatives, to the board on board meeting agenda items.
  - Helping the board conduct effective meetings.
  
5. The superintendent oversees effective and efficient staff performance by:
  - Supervising and evaluating all central office personnel and building principals.
  - Acting as a liaison between the school board and school personnel.
  - Organizing recruitment and recommending assignment of personnel.
  - Ensuring administration of all personnel policies and programs.
  - Implementing personnel evaluation systems.
  - Maintaining up-to-date job descriptions for all personnel.
  - Planning and promoting instructional improvement through effective staff development programs and other appropriate strategies.
  - Interacting effectively with all district personnel.
  
6. The superintendent practices responsible fiscal, facility, and resource management by:
  - Preparing long and short-term facility and site plans for the board.
  - Ensuring the maintenance of district property.
  - Monitoring construction, renovation, or acquisition/disposal of school facilities.
  - Preparing the budget according to board-established priorities.
  - Ensuring expenditures are within state guidelines approved by the board.
  - Reporting to the board on the district's financial condition.
  - Establishing and monitoring procedures for procurement of equipment and supplies.
  
7. The superintendent models positive professional attributes by:
  - Participating in professional activities to enhance knowledge and skills.
  - Using written and spoken language well.
  - Making all necessary administrative decisions.
  - Delegating authority when appropriate.
  - Maintaining office hours as directed by the board.
  - Performing other duties as assigned and in accordance with the provisions of the USD 303 Board of Education.

**USD 303  
JOB DESCRIPTION**

**TITLE:**

**TEACHER**

**QUALIFICATIONS:**

1. A valid building/level/subject area license issued by the Kansas State Board of Education.
2. Ability to work cooperatively and constructively with others, including the ability to communicate effectively with broad and diverse audiences.
3. Ability to manage job responsibilities and meet the established district outcomes.
4. Ability to use district-identified computer hardware and software, and other district-provided technology as needed.
5. Ability to physically adapt to the compressed time schedule of a school day and year.
6. Other duties as outlined in the Board of Education Policy Handbook.
7. Other duties as assigned.

**SUPERVISES:**

Students, teacher aides, and volunteers as assigned.

**REPORTS TO:**

Building Principal

**JOB GOAL:**

To help students: master subject area specified by the district's curriculum guides; demonstrate mastery on local, state and national assessments that are the foundational elements of the school accreditation process; and develop into mature, able and responsible citizens. As many of the duties of a teacher will be supervising groups of children without the benefit of additional help or administrative supervision, the job requires significant self-discipline, internal motivation and sound judgment.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of KSA 72-9004, the Board's policy on evaluation and the district's Negotiated Agreement.

**TERMS OF EMPLOYMENT:**

Number of days and salary as outlined in the district's Negotiated Agreement.

**PERFORMANCE RESPONSIBILITIES:**

1. The teacher will oversee safe and orderly classrooms by:
  - Creating a safe and orderly environment that facilitates positive behavior and learning for all students.
  - Taking appropriate action when students exhibit emotionally/physically distressed behaviors.
  - Supervising students as assigned.
2. Ensures student achievement for all student groups by:
  - Monitoring the progress of individual students and student groups through the use of appropriate testing techniques and with the assistance of technology when appropriate.
3. Builds positive school/community relations by:
  - Supporting the school and district mission.
  - Facilitating cooperation between all persons in the school community.
4. Leads the students in developing constructive peer and student/teacher relations by:
  - Assisting students in the development of appropriate communication skills.
  - Assisting students in the development of thinking skills.
  - Following all district policies, handbooks, and regulations.

5. Oversees effective and efficient staff performance by:
  - Setting high expectations for learning for all students based on their individual needs.
  - Using a variety of instructional materials, activities and approaches appropriate to the needs of individual learners.
  - Developing and monitoring plans of improvement for students who are not meeting academic goals.
  
6. Practices responsible fiscal, facility, and resource management by:
  - Procuring classroom supplies and equipment following building budget guidelines.
  - Establishing behavior guidelines that ensure the care and maintenance of district facilities and equipment.
  
7. Models positive professional attributes by:
  - Participating in professional activities to enhance knowledge and skills.
  - Using written and spoken language well.
  - Maintaining parental contact.
  - Handling student work in a timely, confidential and effective manner.
  - Maintaining classroom hours sufficient to meet job expectations.
  - Performing other duties as assigned by the supervisor and in accordance with the provisions of the USD 303 Board of Education.