



Job Description Manual

September 2012

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Northwestern Consolidated School District of Shelby County
“A Professional Learning Community”

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Superintendent

QUALIFICATIONS: Educational Specialist or Doctoral Degree and the appropriate Indiana Certification

TERMS OF EMPLOYMENT:

1. 12 Month- 260 Days/year
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed

REPORTS TO: Board of School Trustees

SUPERVISES: As the Chief Executive Officer for the board, the superintendent is the administrative head of all departments and functions of the school system. The superintendent may delegate authority, but is responsible to the board for results produced and for the efficiency of the entire school system.

DUTIES:

1. The recruitment and appointment of staff personnel, including instructional, administrative and non-teaching personnel. All employees shall be recommended by the superintendent and appointed by the board of education. The board may reject the superintendent's recommendation and ask that others be submitted. Promotion from within the ranks when fully qualified shall be considered a basic factor in filling vacancies and making appointments. The superintendent's office shall post in each building a notice of all vacancies prior to the filling of such position.
2. The assignment of all personnel, teaching and non-teaching, employed by the board
3. The delegation of authority and duties to staff members, and the supervision of those to whom such responsibilities and duties are delegated.

4. The evaluation of the work of all personnel, including the administrative personnel under the supervision of the superintendent.
 - a. At least two months before the close of school term, the superintendent shall report to the board on the efficiency of instructional, supervisory, and administrative personnel with recommendation pertaining to continuance of contract and salary adjustment.
5. The preparation of a carefully planned budget and the expenditure of school funds, in accordance with the provisions of the budget and laws of the State of Indiana.
6. The supervision and administration of the instructional program
7. The study and evaluation of the school's curriculum and the submitting of recommendations to the board concerning changes and developments in curriculum
8. The recommendation of purchase of instructional equipment and supplies for the educational program, as governed by the adopted budget and the laws of the State of Indiana.
9. The care and management of all school buildings, the maintenance of buildings and facilities and recommendations for additional facilities or alterations of present plans, to provide adequately for enrollment needs.
10. The recommendation to the board of new policies or revisions of policies to meet changing conditions.
11. The superintendent is expected to be present at all meetings of the board unless excused by the board.
12. To prepare in writing before the regular board meeting an agenda for the board. Such agenda shall include items which require board action, including recommendations of the superintendent or any items which he/she wishes to discuss with the board. Items for discussion should be accompanied by available data. Such agenda will be reviewed by the board president prior to publication.
13. The superintendent shall appoint someone other than the chief negotiator to head a discussable team for each school year.

**NORTHWESTERN CONSOLIDATED SCHOOL DISTRICT OF
SHELBY COUNTY**

4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Administrative Assistant to the Superintendent

QUALIFICATIONS: High School Diploma

TERMS OF EMPLOYMENT:

1. 12 Month Contract
2. Hourly Employee

REPORTS TO: Superintendent

SPECIFIC RESPONSIBILITIES:

A. for the Superintendent:

1. Schedule appointments and keep daily calendar current for superintendent
2. Handle all telephone and receptionist duties
3. Fax/scan/e-mail material for superintendent
4. Maintain files for superintendent and Administration office
5. Prepare minutes for various superintendent meetings from notes written or audio

B. for the School District:

1. Electronic Access – Schedule doors to be locked/unlocked in school buildings, maintain staff access levels
2. Facility Rental – maintain forms and file for community use of campus buildings/property
3. Public records retention
4. Professional Development – maintain log of professional staff development
5. Student Accident Reports – receive and process with insurance company
6. Personnel Job Postings – prepare and post

7. Coordinate food needed for various meetings at the administration office
8. Prepare a District directory

C. for the School Board:

1. Advertise public and executive Board meetings
2. Assemble Board Meeting information and distribute to Board Members under the direction of the Superintendent
3. Attend school board meetings, take minutes, compile and maintain board meeting records and tapes

D. for the Administration Office:

1. Maintain confidentiality at all times
2. Handle all telephone and receptionist duties
3. Receive and distribute employment applications
4. Daily Sorting and distribution of incoming and interoffice mail
5. Maintain inventory of office supplies, compile and place orders when needed
6. Office machine maintenance and supplies
7. Assist with other office duties as needed such as:
 - Human Resources, applications, resumes, payroll forms, etc.
 - Limited and Level III Background Checks
 - Substitute Applications

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Director of Athletics/Facilities

QUALIFICATIONS:

1. Master's Degree in School Administration, Business Administration, or related field.
2. Valid Teaching License (Administrative License Preferred)
3. Head Varsity Coaching Experience

TERMS OF EMPLOYMENT:

1. 12 Month- 240 Days/year
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed

REPORTS TO: Superintendent/High School Principal

SUPERVISES: Director of Transportation, Athletic Secretary and Interscholastic Coaches/Sponsors

JOB GOAL:

1. Promote Triton Central Student-Athletes to the community and greater community.
2. Foster a student first attitude with coaches, athletes, and all key stakeholders.
3. Implement a study table program to assist student-athletes with academic achievement.

SPECIFIC RESPONSIBILITIES:

1. Supervise and direct all interscholastic athletic programs.
2. Direct supervision of the middle school athletic programs.
3. Recommend candidates for all coaching positions
4. Assist in the promotion of good athletic relationships in the community.
5. Help supervise crowd control at athletic events.
6. Coordinate the supervision of all home athletic events.
7. Coordinate the travel arrangements for all away events.
8. Evaluate all athletic coaches and cheerleader sponsors.

9. Be responsible for the scheduling of all contests.
10. Secure and designate workers for all home athletic events.
11. Schedule and contract all officials for home athletic events.
12. Maintain a record of all awards earned by each individual athlete throughout their career.
13. Conduct an annual coaches meeting.
14. Conduct parent nights for each sport season.
15. Conduct awards nights for each sport season.
16. Coordinate the ordering of all athletic supplies and equipment.
17. Organize and maintain uniform storage rooms.
18. Organize and oversee the scheduling of all practices for interscholastic athletic programs
19. Maintain the school weight room.
20. Prepare IHSAA entry lists and provide rosters as needed.
21. Organize and maintain a file of athletic physicals in compliance with IHSAA requirements.
22. Check and monitor students' eligibility before/during season (physicals, emergency forms, academics).
23. Prepare all purchase orders connected with the athletic department.
24. Attend School Board meetings when attendance is requested.
25. File and manage student drug consent forms.
26. Prepare short and long term needs for maintenance and upkeep of the athletic facilities.
27. Prepare and maintain a monthly athletic ledger.
28. Prepare a season and year ending athletic department financial reports.
29. Direct and coordinate all activities of the Department of Athletics.
30. Oversee all ticket sales and the handling of ticket revenue.
31. Secure a team physician for attendance at football and basketball games and arrange for ambulance service at football games.
32. Arrange for the transportation of all District athletic teams.
33. Present the Athletic Council with complete information relative to changes in schedules.

NEW DISTRICT LEVEL RESPONSIBILITIES:

34. *Acts as the advisor to the Superintendent, on all matters, relating to the assigned areas of responsibility, for the purpose of providing information to meet district goals and objectives.*
35. *Attends district board meetings, and/or ensures participation by public relations designee, for the purpose of staying informed on board-member specific perspectives.*
36. *Assists in the production of multimedia presentations.*
37. *Coordinates the Superintendent's response to all public information requests for the purpose of ensuring effective communication practices to meet district strategic goals and objectives and to provide excellent customer service.*
38. *Develops, plans, and/or coordinates various system-wide district activities (e.g. community outreach, media/public relations functions, etc.) for the purpose of enhancing district/community relationships, improving customer services/programs, and promoting a positive public image.*
39. *Manages program evaluation, including design and implementation, and solicitation of feedback from key stakeholders (e.g. Administrative Team, Superintendent, Board of Trustees, building administrators, educators, students, parents, patrons, and the general public, etc.) for the purpose of improving services and programs provided and forecasting future needs of the district and community.*
40. *Assists the Superintendent with Management of program(s) and/or departmental responsibilities (e.g. design of innovative programs/services, including website, marketing materials, public relations image, data management, fiscal responsibility, district forecasting, etc.) for the purpose of providing support for and achieving district mission and organizational objectives, and ensuring accuracy, professionalism, and a high quality product in compliance with legal and financial requirements.*
41. *Participates in a variety of activities (e.g. attending workshops, conferences, seminars; reading; researching, etc.) for the purpose of keeping abreast of emerging developments related to areas of responsibility.*
42. *Recommends a variety of communication mechanisms for district leadership (e.g. Superintendent, administrative team, Board of Trustees, etc.) for the purpose of*

providing a creative and innovative venue to clearly and accurately convey district activity in alignment with district vision, goals, and objectives.

43. Plan and coordinate utilization and scheduling of campus space, serving as the primary scheduling agent and initial approval authority.

**NORTHWESTERN CONSOLIDATED SCHOOL DISTRICT OF
SHELBY COUNTY**

4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Director of Food Services

TERMS OF EMPLOYMENT:

1. 12 Month Contract
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed

REPORTS TO: Superintendent

JOB GOALS: The cafeteria coordinator will supervise the cafeteria operation of the school district and will work under the direction of the superintendent of schools.

SPECIFIC RESPONSIBILITIES:

1. Keep superintendent advised in regards to school cafeteria operations.
2. Purchase office supplies & materials for all cafeterias.
3. Supervise cafeteria operations, including food preparation, menu-planning, weekly ordering, staffing and financial accounting. (Process monthly claims for payments from vendors).
4. Balance lunch records and file monthly for state reimbursement.
5. Keep records of expenditures and income.
6. Hiring & training of staff with changing state regulations and proper procedure.
7. Train new head cooks. (Takes almost a year) Keep employee records.
8. Maintain cash registers with proper input.
9. Set pricing of ala-carte.
10. Prepare report for the board on recommendations of pricing of lunch and breakfast for upcoming year.

11. Handle complaints and disputes from school employees, students, parents and cafeteria employees.
12. Submit quote sheets to main vendors for everyday purchases. Prepare & process milk and bread quotes for following year.
13. Inspect paper work monthly on daily balance and reimbursable lunches.
14. Keep attuned to price changes.
15. Order and process government commodities.
16. Keep state website updated with proper information.
17. Communicate with vendors on product availability.
18. Prepare commodity bids, and send proper information to vendors and state.
19. Complete written local and state reports.
20. Keep updated on state laws concerning preparation and nutrition guidelines.
21. Meet with state officials to assist in required audits.
22. Prepare year-end financial report for the state.
23. Coordinate cafeteria operations with building principals in a cooperative manner.
24. Free & Reduced applications
25. Mail out free & reduced forms in July.
26. Match up automatically pre approved applications through direct certification and prepare letters to be mailed in "return to school" packets.
27. Process from each school (checking for accuracy) free & reduced forms and file.
28. Verify Free & Reduced forms sending out requests for income verification and finalizing paperwork with audit results.
29. File verification paper work with the state.
30. Continual updating with files and head cook's lunch lists.
31. Maintain ledgers on free & reduced applications.
32. Be available for registration to answer free & reduced questions
33. Meet with building principals, treasurers to train on the new free & reduced forms for the upcoming registration.
34. Attend food shows and training sessions.
35. Schedule use of Kitchens for outside usage.
36. Event planning setting pricing, ordering and finalizing event.

37. Coordinate extra-curricular events with kitchen use and purchasing.
38. Coordinate extra events for athletics and principal special activities.
39. Prepare certification paper work for reimbursement for labor and food usage.
40. Maintain and file all records needed for yearly state requirements.
41. Attend monthly meetings with superintendent, and quarterly safety committee meetings.
42. Supervise equipment repairs and updates.
43. Shelby County Youth Council: Transport students and supervise their programs.

**NORTHWESTERN CONSOLIDATED SCHOOL
DISTRICT OF
SHELBY COUNTY**

4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Director of Operations and Finance

QUALIFICATIONS:

1. Master's Degree in School Administration, Business Administration, or related field.
2. Strong analytical and computer skills required to support data base management.
3. Experience in maintaining and monitoring energy control systems.
4. Experience in School Finance and Budgeting
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

TERMS OF EMPLOYMENT:

1. The assignment is a twelve (12) month position
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed

REPORTS TO: The Superintendent of Schools

SUPERVISES: Director of Maintenance, Director of Food Services, and Corporation of Treasurer

SPECIFIC RESPONSIBILITIES:

1. Efficient and effective management of business affairs.
2. Administrative supervision of the maintenance and food services department.

3. Maintain a purchasing system that makes optimum use of School District resources and updates the purchase order system with current encumbrances.
4. Assist with the negotiation of teacher collective bargaining agreements and assist with the implementation of the agreement.
5. Develop District financial reporting, including but not limited to monthly financial reports for the School Board and administrators/directors, as well as annual financial reports as required by the Indiana Department of Education.
6. Monitors the monthly budgets.
7. Plans bus fleet replacement with the Director of Transportation, based on the approved budget.
8. Prepares reports for the Superintendent, as requested, and attends specified committee meetings.
9. Assists in system-wide strategic and long range planning.
10. Attends conferences and meetings related to current school business and personnel practices; represents the Superintendent at local/and or state meetings when requested.
11. Oversee procurement and inventory. Manage procurement and purchasing, including supplies, furniture, and equipment. Maintain inventory and manage fixed assets tracking.
12. In collaboration with the Superintendent and corporation treasurer, develop, implement, and oversee of the annual school district budget.
13. Responsible for the examination and management of the buildings and grounds. This includes establishment of procedures and development of controls to ensure these assets are protected and available.
14. Responsible for the operation of the energy controls system, creating quarterly financial reports identifying usage trends.

15. Analyze facility operations to identify inefficiencies and areas/services at risk to unexpected interruption due to operational vulnerabilities. Develops countermeasures for mitigation, and if approved, manages their implementation.
16. Develops budgets for facility operations and for minor construction improvements, modifications, or improvements to facility systems or structures.
17. Tracks the operations of key facility systems to develop cost basis for monitoring their efficiency and for assigning cost share to various business lines of effort.
18. Supervises preparation of accounts payable and payrolls.
19. Supervises the directors and monitors activity in the transportation and food service programs; oversees state and federal regulations.
20. Provides support to Principals and other administrators as they carry out their business management and operations responsibilities, as well as physical security and building management.
21. Other duties as assigned by the Superintendent.

EVALUATION: Job performance will be evaluated by the Superintendent.

NORTHWESTERN CONSOLIDATED SCHOOL DISTRICT OF SHELBY COUNTY

4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Director of Student Support Services

QUALIFICATIONS:

1. Master's Degree in education, administration, or other related field
2. Minimum of 10-15 years of progressive experience in education
3. Indiana Teachers License with an endorsement in Administration or related training
4. Knowledge of master schedule development
5. Skill in oral and written communication
6. Ability to supervise

TERMS OF EMPLOYMENT:

1. The assignment is a twelve (12) month position
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed

REPORTS TO: *Directly:* The Superintendent of Schools

JOB GOAL: To serve as the educational consultant to the Superintendent, Building Administration, and teachers, assisting with improving student achievement at Northwestern Consolidated Schools.

SPECIFIC RESPONSIBILITIES:

- Supervises school media programs and assistants.
- Serves on the school technology team.
- Assists with Public Relations Activities in an effort to promote NWCS D students
- Assists the Superintendent and Building Principals in compiling student data and disseminating this information to the Key Stakeholders of the corporation.
- Collaborates with the technology team and school staff to establish goals and priorities for technology solutions to meet short and long term needs including the development, implementation, and maintenance of technology policies and procedures.

- Initiates, develops, and conducts faculty and staff in-service sessions to further technology usage in the school.
- Helps Maintain user access and security profiles.
- Maintains and monitors all Student Data entered into PowerSchool and completes data validation and consistency checks for student and staff data fields. Will also stay current on feature enhancements and complete data exports, imports as necessary for other software and state applications. Position is also responsible for creating custom fields, pages and administering proper user access for teachers and staff.
- Coordinates the filing of the various building level and corporation reports as required by the Indiana Department of Education via the STN Center. See Attachment A.
- Maintains an awareness of new technology, products, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.
- Coordinates district level testing in collaboration with the Technology Director – Acuity, ECA, Core 40, ISTEP, LEP, and NWEA.
- Stays informed, by attending workshops/conferences, and disseminate information on best practices in the classroom.
- Possess effective leadership, managerial, communication, and organizational skills.
- All other duties as assigned by Superintendent.

Data Collection and Reporting Attachment A

<u>Collection</u>	<u>Collection Window</u>
Additional Student Information	May 9, 2011 - June 17, 2011 Collection/Signoff Period
Attendance	April 12 - May 31 Trial Collection Period June 1 - July 11 Collection Period July 12 - Sep 20 Cleanup Period Oct 1 - 15 Signoff Period
Certified Employee	October 4 - October 29 Collection Period Nov 1 - Nov 19 Cleanup/Signoff Period
Certified Employee	December 30 - June 30 Collection Period 2
Certified Positions	December 30 - February 4 Collection Period 1 Feb 4 - 11 Cleanup/Signoff
Certified Positions	May 1 - June 16 Collection Period 2
Course Completion	December 30 - February 18 Collection Period 1 February 18 - 25 Signoff Period
Course Completion	May 16 - June 30 Period 2 Collection/Signoff
Direct Certification	July 6 - June 30 Collection Period
Direct Verification	October 1 - December 31 Collection Period
Dropout and Mobility	October 8 - November 19 Collection Period November 22 - 26 Signoff Only Period
Evaluation	December 1 - July 1 Collection Period
Expulsions and Suspensions	July 1 - September 3 Collection/Signoff Period
GQE Bar Code Retest	February 1 - February 11 Collection Period (Spring)
Graduate Report	October 8 - November 19 Collection Period November 22 - November 26 Signoff Only Period
Homebound/Hospitalized	December 2 - December 1 Collection Period
LEP/ISTEP+	April 26 - May 7 Collection Period
LM: English Language Learners and Immigrant Students	October 19 - November 14 Collection/Signoff Period
Membership	September 17 - September 28 Collection Period Sep 29 - 30 Cleanup/Restricted Oct 1 - 4 Signoff Only with Signature
Not Tested	September 13 - September 30 Collection Period
Real Time Data	August 19 - June 30 Weekly Collection Period
STN Lookup	15th of each month Aug 15 - Sep 30 Initial Collection Period
School Personnel Number	August 1 - August 31 Collection Period Sep 1-17 Cleanup Period

Data Collection and Reporting Attachment A

<u>Collection</u>	<u>Collection Window</u>
Special Education	April 1 - April 19 Collection Period 2 April 19-26 Signoff Period with Signature
Special Education	December 1 - December 14 Collection Period 1 Dec 14 - 21 Signoff Period with Signature
Testing Online and Barcode Labels - ECA (Early Winter)	October 8 - October 18 Collection Period
Testing Online and Barcode Labels - ECA (Fall)	September 3 - September 13 Collection Period
Testing Online and Barcode Labels - ECA (Late Winter)	December 10 - December 20 Collection Period
Testing Online and Barcode Labels - ECA (Spring)	February 11 - February 22 Collection Period
Testing Online and Barcode Labels - ECA (Summer)	May 13 - May 23 Collection Period
Testing Online and Barcode Labels - ISTEP (Spring Period 1)	January 3 - January 10 Collection Period
Testing Online and Barcode Labels - ISTEP (Spring Period 2)	January 24 - January 31 Collection Period
Testing Online and Barcode Labels - ISTEP (Spring Period 3)	February 28 - March 10 Collection Period
Testing Online and Barcode Labels - Las Links	October 25 - November 5 Collection Period
Textbook Reimbursement	October 1 - October 31
Title I	July 6 - September 19 Collection/Signoff Period
Transition	December 1 - July 1 Collection Period

NORTHWESTERN CONSOLIDATED SCHOOL DISTRICT OF SHELBY COUNTY

4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Director of Technology

QUALIFICATIONS: Degree or certifications in computer information technology preferred with expertise in all current network platforms used by Northwestern Consolidated School District of Shelby County.

TERMS OF EMPLOYMENT:

1. 12 Month Contract
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed

REPORTS TO: Superintendent

JOB GOALS: Under the direction of the Superintendent, the Director of Technology manages and oversees all aspects of the administrative and educational technology planning. The Director of Technology provides IT oversight in the areas of office automation, finance, and personnel systems. Supervises the operation of the LAN/WAN, corporation web page, telecommunications, and technology training. The Director of Technology serves as the Technology Committee Chair to collaborate in determine long range planning and strategies.

SPECIFIC RESPONSIBILITIES:

1. Supervises monitors and coordinates projects with the building level Technology Assistants.
2. Develops and administers, with the assistance of the school technology team, the school system's three year technology plan as required by the Indiana Department of Education
3. Develops and administers, with the assistance of the school technology team, the school system's annual technology budget and grants.
4. Serves on the school technology team.
5. Collaborates with the technology team and school staff to establish goals and priorities for technology solutions to meet short and long term needs including the development, implementation, and maintenance of technology policies and procedures.

6. Coordinates system wide data including the school interoperability framework (SIF) initiative as it relates to the school management software system along with software packages used by the library, food services, and transportation departments.
7. Coordinates the day to day operations of technology equipment used by administrative office staff including each school library and cafeteria along with maintenance/custodial staff technology initiatives.
8. Implements, monitors, plans, prioritize, and supervise the installation, upgrade, and maintenance of the network operations center including servers, network software, end user software, and the overall network infrastructure.
9. Secures and supervises outside technical support if needed.
10. Maintains user access and security profiles, and reviews and approves all systems hardware and software modifications.
11. Maintains an awareness of new technology, products, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.
12. Coordinates long range planning, facilities design, school construction, and budgeting regarding technology systems in cooperation with Building Coordinators, Superintendent, and the School Board.
13. Coordinates VOIP telephone system, mobile communications, corporation website and school/community wide communication systems.
14. All other duties as assigned by Superintendent.

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Director of Transportation

QUALIFICATIONS: High School Diploma, CDL, and other requirements deemed appropriate

TERMS OF EMPLOYMENT:

1. 12 Month- 260 Days/year
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed

REPORTS TO: Superintendent

SUPERVISES: Bus Drivers, Mechanic

DUTIES:

1. Ensure that the safety of our students is our top priority.
2. Ensure compliance with school corporation's transportation policies and guidelines, Department of Transportation regulations and drug testing policies, and the School Safety Plan.
3. Collaborate with the Superintendent and Treasurer on transportation budget and bus replacement schedule; approve and monitor expenditures; conduct bidding process for bus and fuel purchases.
4. Supervise transportation personnel and provide on-going support and training; prepare annual performance evaluations for bus drivers and bus aides; make recommendations concerning employment status.
5. Interview prospective employees and make hiring recommendations to the superintendent.
6. Serve as initial point of contact for bus conduct issues and employee grievances or complaints.

7. Develop and maintain bus routes; schedule drivers for daily routes as well as extra-curricular activities and field trips.
8. Monitor daily road conditions. Collaborate with Superintendent and Director of Maintenance regarding possible delays or school cancellations.
9. Establish routine servicing schedules for transportation equipment and maintain records for same. Ensure that buses meet state safety inspection requirements.
10. Supervise routine maintenance on all corporation vehicles.

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Guidance Counselor

QUALIFICATIONS: Must meet State Licensing Requirements

TERMS OF EMPLOYMENT:

1. 12 Month- 210 Days/year
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed

REPORTS TO: Principal or Assistant Principal

SPECIFIC RESPONSIBILITIES:

1. Responsible for overall function of Guidance Department
2. Organizes guidance department and makes student assignments in the best interest of the student body, staff and administration.
3. Responsible for updating the Guidance Resource Center.
4. Organizes meetings for career education and attends career education conferences.
5. Gathers and organizes information regarding vocational and career education.
6. Responsible for dissemination of information pertaining to forms of financial aid.
7. Organizes meetings with college representatives to talk to students.
8. Responsible for student records, privacy, and confidentiality. Forwards student information in accordance with current laws and regulations, to colleges, post-secondary educational institutions and others.
9. Seeks auxiliary services when need arises.
10. Organizes parents' night to discuss financial aids and proper procedure for application.
11. Organizes Awards Assembly for distribution of Scholarship and Honor Awards.
12. Responsible for high school testing program and interpretation of test results.

13. Sets up orientation night for both parents and students and orientation days for all incoming 9th grade students.
14. Provides counseling for adults for completion of High School diploma or GED
15. Organizes and produces Curriculum Handbook.
16. Provides research and evaluation for the improvement of guidance services and school environment.
17. Interprets guidance services and adequately disseminates this information to school staff, students, parents and the community.
18. Familiarizes self with classroom students' academic and environmental backgrounds when academic and/or behavioral difficulties are suspected.
19. Attends professional meetings pertinent to job responsibilities.
20. Provides assistance to students who are coping with problems which create a barrier to their educational success.
21. Assists in truancy reduction by initiating immediate family contact upon notification problem by teacher or administrator, prior to contact made by the asst. principal.
22. Serves as an outreach resource to the home and community on behalf of the student.
23. Provides a friendly setting at the child's functioning level to promote an atmosphere of caring and friendship.
24. Presents alternatives to children exhibiting unacceptable behaviors on the school premises or in the community that affects the performance during school.
25. Provides information on all available resource material and consultation to the teachers and administrators as requested.
26. Provides information on community resources as needed to family and students.
27. Works with special programs, instructors, families, students, and coordinators within the program to provide assistance as requested.
28. Provides students an opportunity to discuss personal and social concerns with confidentiality.
29. Processes referrals of child abuse and neglect and follows-up up referral at Child Protection Department of Public Welfare.
30. Provide programs, activities, etc. which promote positive self-esteem, coping and social skills, problem solving.

31. Works with the corporation nurse to aid in identifying and helping serious health problems and emotional problems.
32. Become resource person for staff in areas of guidance, counseling, and special needs.
33. Attends all curriculum meetings and other meetings as assigned by administration
34. Is a resource for all emergencies.
35. Works with the Building Principal on creation of the master schedule and scheduling of students.
36. Provides crisis intervention resources and any follow up.
37. Monitor(s) testing, including coordinating ISTEP materials and testing.
38. Work with college representatives and develop Parent Nights for Orientation for students in grade 8 coming to grade 9, Senior Scholarship night, etc.
39. Work with graduation committee and diploma committee.
40. Assists with college applications and personal counsel for academic success.
41. Coordinate with outside agencies.

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Cafeteria Employee

Qualifications: High School graduate preferred and experience in school lunch work.

REPORTS TO:

1. Cafeteria Supervisor
2. Building Principal
3. Food Service Director

TERMS OF EMPLOYMENT: TBD by the Superintendent and Director of Food Service

SPECIFIC RESPONSIBILITIES:

1. To prepare main dish daily according to the menu.
2. To make sure sufficient food is available for the week according to the menu.
3. To help serve during lunch hour.
4. To attend workshops and training sessions as required.
5. To make sure all food items are prepared in a timely manner.
6. To perform other duties assigned by the Cafeteria Supervisor.
7. To prepare weekly menu items if pre-preparation is needed a day in advance.
8. Other duties as assigned by the Director of Food Service.

To get items out of storage freezer, refrigerator, and/or storage area daily according to the menu.

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Building Principal

QUALIFICATIONS: Indiana certification for level of assignment

REPORTS TO: Superintendent of Schools

TERMS OF EMPLOYMENT:

1. 12 Month- 210 Days/year
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed

SUPERVISES: The principal serves as head of their assigned school within the school corporation. They supervise all part-time and full-time employees and students within jurisdiction of the assigned building.

JOB GOAL: To lead and manage an educationally sound and continuously improving educational program that is focused on student achievement and aligned with state standards and the mission and guiding principles of the school corporation.

GENERAL DUTIES AND RESPONSIBILITIES: Each principal is subject to the rules and regulations of the Board, is responsible to the superintendent and subject to the instructions issued by the superintendent. The Principal shall be delegated the following responsibilities:

1. *Serve as leader of their assigned building and member of the corporation leadership team:*
 - a. Lead with a clear vision that is consistent with the Corporation's Mission and Guiding Principles and shared by the school community and shapes the educational program, plans and actions.
 - b. Provide all stakeholders with opportunities to participate in conversations that result in a shared vision that leads to program coherence.
 - c. Build capacity to support and achieve shared vision

- d. Celebrate the contributions of stakeholders to the realization of the vision.
- e. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and other publications; discussing problems of mutual interest with others in the field and participating in study groups

2. *Student Achievement:*

- a. Using multiple measures, monitor individual and collective student growth, use data to drive instruction and evaluate programming.
- b. Provide students with engaging, rigorous, quality work.
- c. Group students in ways that lead to increased student achievement based on sound research.
- d. Create, communicate, and generate wide-scale buy-in of vision for integration of technology in curriculum and other applications in the school's operation.
- e. Review and analyze student work to determine whether students are mastering grade level standards
- f. Hire and retain high-quality teachers and hold them responsible for student learning.

3. *Culture:*

- a. Ensure that school culture is based upon mutual respect and caring.
- b. Through continuous personal and collaborative reflection based upon data, create a shared responsibility for the mission and vision of the school and the corporation that drives professional practice.
- c. Support students and staff in ways that encourage them to see the connection between what they do and the goals they are working to achieve.
- d. Demonstrate ongoing commitment to continuous improvement.
- e. Ensure that there is a culture of high expectations for self, student and staff performance.
- f. Create and maintain a climate that is consistently focused on customer service.
- g. Work with corporation safety officer to provide staff and students with a safe school environment. Plan and supervise safety programs and drills.
- h. Maintain high standards of student conduct and enforce discipline as necessary, according to due process and the rights of students.

4. Management

- a. In collaboration with corporation level staff, ensure that the facility is well maintained.
- b. Working cooperatively with corporation and building staff, target building resources effectively and efficiently.
- c. Ensure all school operations and educational programming meet all local, state and federal requirements.
- d. Establish and maintain an effective learning climate
- e. Develop and administer the master schedule.

5. Community

- a. Communicate effectively with parents, individually and in groups.
- b. Work with the PTO to develop mutual support for the benefit of children
- c. Promote the school's program to the community and enlist the participation of the community in the operation of the school.
- d. Active participant in school and community programs

6. Personal

- a. Provide consistent, ethical and effective leadership based on honesty, integrity, fairness, dignity, respect and devotion to others.
- b. Serve as a role model for others.
- c. Ensure that students are our primary customers.
- d. Provide moral and intellectual leadership for your building.
- e. Maintain the work ethic required for high levels of personal and organizational performance.
- f. Consistently demonstrate a commitment to lifelong learning.
- g. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.

**NORTHWESTERN CONSOLIDATED SCHOOL DISTRICT
OF SHELBY COUNTY**

Job Description

TITLE: Bus Driver

QUALIFICATIONS: High School Diploma or GED desirable, CDL

TERMS OF EMPLOYMENT:

1. 10 month, 184 days according to school calendar. School Bus Driver pay scale

REPORTS TO:

1. Director of Transportation

SPECIFIC RESPONSIBILITIES:

1. Follow safety rules as student's board and exit buses or cross streets near bus stops.
2. Comply with traffic regulations to operate vehicles in a safe and courteous manner.
3. Check the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order.
4. Maintain order among pupils during trips to ensure safety.
5. Pick up and drop off students at regularly scheduled locations, following strict time schedules.
6. Report any bus malfunctions or needed repairs.
7. Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport students between neighborhoods, schools, and school activities.
8. Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage or fuel consumption.
9. Maintain knowledge of first-aid procedures.
10. Keep bus interiors clean for passengers.

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Bus Mechanic

QUALIFICATIONS:

1. Must possess the knowledge and skills to effectively keep and maintain buses in mechanical condition at all times.
2. Mechanical knowledge and skills can be acquired through attendance at training schools or through practical experience in dealing with gasoline or diesel powered engines.

TERMS OF EMPLOYMENT:

1. 12 Month Contract
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed

REPORTS TO:

1. Director of Transportation

SPECIFIC RESPONSIBILITIES:

1. The corporation bus mechanic shall provide consultation services through recommendation to the Superintendent, or Director of Transportation on the following items:
 - a. Corporation specifications for the purchase of new or replacement buses.
 - b. Evaluation of bids for buses.
 - c. Presently owned buses to be replaced.
 - d. Work under the direction of the Transportation Director, making sure to follow the chain of command.

2. Assist in supervising to see that the bus drivers maintain exterior and interior cleanliness of their bus.
3. Develop and maintain a preventative maintenance schedule for all buses and
Maintain a log on each bus.
4. Repair and maintain all mechanical and electrical school bus problems.
5. Report all acts of vandalism to the buses.
6. To perform any other duties as assigned by the Superintendent.

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Child Care Coordinator

QUALIFICATIONS: Works well with children and maintaining group behavior. Uses discretion with confidential information, while relating well to the public. Keeps financial records for the program.

TERMS OF EMPLOYMENT:

1. 10 month, 184 days according to the school calendar
2. Child Care Coordinator salary pay scale

REPORTS TO: Building Principal

SUPERVISES: Child Care Assistants.

SPECIFIC RESPONSIBILITIES:

1. Supervises the child care aides.
2. Orders the necessary supplies, snacks, phone cards, and cleaning supplies.
3. Provides parents with statements for past due accounts bi-weekly and past due and credits on a monthly basis. Collects unpaid balances. The program is designed and expected to be totally self-supported by participation fees.
4. Evaluates the program and personnel in conjunction with the director and advisory committee.
5. Prepares and provides each parent with a handbook and registration form.
6. Makes daily plans, including duties for each assistant.
7. Provides parents with information needed for tax purposes for reimbursements from their employers.
8. Works continually with assistants to improve and provide a safe, friendly, and healthy place to stay both before and after school.
9. Finds substitutes or occasionally fills in as needed.

**NORTHWESTERN CONSOLIDATED SCHOOL DISTRICT
OF SHELBY COUNTY**

Job Description

POSITION: Classroom Teacher

QUALIFICATIONS: As set by state certification standards

**TERMS OF
EMPLOYMENT:** Contracts, compensations and expectations will be consistent with state statute, Board policy, administrative regulations and negotiated agreement

REPORTS TO: Building Principal Principal

JOB GOALS: Teachers are responsible for delivering effective, high quality instruction that includes rigor and relevance in their content areas in an effort to produce measurable results of student achievement.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Meet and instruct assigned classes in the locations and at times designated.
2. Develop and maintain a classroom environment conducive to effective learning within the limits of the available resources.
3. Encourage students to set and maintain standards of classroom behavior.
4. Employ a variety of instructional techniques and instructional media consistent with the available resources.
5. Take reasonable precautions to protect students, equipment, materials and facilities.
6. Evaluate student progress.
7. Assist in upholding and enforcing school rules, administrative regulations and Board policy.
8. Assist in selection of books, equipment and other instructional materials.
9. Work to establish and maintain open lines of communication with students and their parents concerning student academic and behavioral progress.

10. Utilize best practices as defined by the school district.
11. Maintain confidentiality.
12. Remain free of any alcohol or non-prescribed controlled substance in the workplace for the duration of employment in the District.

PERSONAL AND PROFESSIONAL RESPONSIBILITIES:

1. Nurture a positive relationship with super-ordinates, subordinates and peers.
2. Demonstrate respect for super-ordinates, subordinates and peers.
3. Support district decisions and direction relative to matters of policy and administrative directives. Work as a team player.
4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
5. Address concerns and offer suggestions in an appropriate and confidential manner.

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Corporation Nurse

REPORTS TO: Superintendent

QUALIFICATIONS: Registered Nurse

JOB TITLE AND CLASSIFICATION: The school nurse is employed by the Northwestern Consolidated School District. The school nurse serves Triton Central Elementary, Triton Central Middle, and Triton Central High School. The school nurse is responsible for planning, implementing, coordinating, and evaluating school health services within the context of the Coordinated School Health Program Model. The school nurse serves in the roles of program manager/coordinator, case manager, direct care provider, collaborator/advocate, and counselor

DUTIES, RESPONSIBILITIES, AND ESSENTIAL JOB FUNCTIONS

Direct Medical Care:

- Administers medication and treatment prescribed by physicians
- Conducts vision screening for all new students, any requests, kindergarten, first, third, fifth, and eighth grade students, and initiates referrals as needed
- Consults with physicians regarding health needs of individual students
- Administers first aid as needed
- Monitors exclusion and readmission of students in connection with infectious and contagious diseases
- Assists school personnel in maintaining sanitary standards in all schools
- Provides and directs prescribed care for students with special needs (i.e. catheters, mouth care, colostomies)
- Coordinates and administers random drug testing for TCMS and TCHS students

Education and Training:

- CPR/First Aid Instructor (i.e. certifies secretaries, administrators, coaches, teachers, assistants, transportation, substitute teachers, parents, etc.)
- Trains and equips staff in proper health procedures
- Instructs/coordinates/evaluates health care provided by assistive personnel
- Provides health information to parents/guardians
- Supervises health room assistants
- Supervises administration of medication and treatment prescribed by physicians
- Educates, implements, and monitor safety procedures in clinic regarding first aid, administering and storing medication, and care of diabetic students
- Attends parent conferences and maintains liaison between physicians, parents/guardians, and staff
- Provides health education and counseling for students, staff, and families
- Serves as a resource to faculty for health related questions and in-class instruction
- Attends annual school nurse conference and various other continuing education seminars
- Provides annual Universal Precautions Training to all Northwestern Consolidated employees
- Provides growth and development education for grades 4-6

Community Services:

- Attends out of district community meetings (i.e. Child Protection Meetings, Drug Free Coalition, Girls Inc.)
- Initiates and coordinates community agency involvement for students, staff, and families
- Serves as school representative in community organizations

Program Coordination:

- Coordinates with other directors in the corporation in facilitating staff training
- Coordinates and facilitates out-sources for health related programs for students and staff (i.e. Dental, vision programs)
- Develops emergency action plans for students at risk of medical crises at school or during a school function

- Develops and monitors individual health care plans (IHPs) for students who need invasive procedures performed during the school day, as well as for students who may require adaptation of the health related learning environment or classroom schedule
- Coordinates Healthy Smiles dentist visits 2x/year for TCE and TCM students

Record Keeping/Documentation:

- Maintains health files on all students
- Maintains up-to-date cumulative health records on all students requiring nursing intervention
- Provides required documentation to Department of Education and Indiana State Department of Health (ISDH)
- Obtains and monitors all immunizations and reports according to ISDH
- Performs monthly checks on all defibrillators (AED) and order repairs as needed
- Collects and records data for OSHA report (injuries) and displays annually

Miscellaneous:

- Performs annual skin fold and hydration testing for wrestlers
- Coordinates and administers flu shots annually for staff
- Coordinates school wide blood drive 3x/year
- Orders health room supplies and equipment for the corporation
- Participates annually in sports physicals at TCHS/blood pressure screening
- Promotes and maintains positive working relationships with all school personnel, community agencies, and service organizations
- Certification in Skin Fold testing

Committees:

- Shelby Co. Child Protection Team
- Shelby Co. Drug Free Coalition
- Girl's Inc. Advisory Board/Teen Health Girl's Summit
- Major Hospital Board of Directors
- Safety/Aids Advisory Committee
- School Health Committee

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Corporation Treasurer

QUALIFICATIONS:

1. Minimum requirements are a high school graduate with a major in business including at least two years of accounting, typing and computer experience or training.
2. Additional training and/or schooling in a school of business or accredited college would be helpful.
3. Possess an interest in working with numbers, records and forms.
4. Possess a pleasant disposition and the ability to deal effectively with the public.

REPORTS TO: Superintendent as well as the Director of Operations and Finance

DUTIES AND RESPONSIBILITIES:

1. Serve as bookkeeper and treasurer of the School Corporation for the school board.
2. Responsible for completing all financial records and forms as necessary and required per State Board of Accounts procedures.
3. Responsible for typing forms, letters and any communication deemed necessary.
4. Attends in-service meetings pertinent to the duties and of the position.
5. Assists in promoting and maintaining good public relations between the school and community.
6. Responsible for sending all approved purchase orders and payments of invoices for the School Corporation.
7. Is directly responsible to the Superintendent and the School Board of Education.
8. Responsible for payroll of the corporation.
9. Responsible for maintaining personnel files.
10. Responsible for maintaining employee ledger.
11. Responsible for monthly, quarterly, fiscally and yearly run payroll reports.

12. Responsible for preparing Federal tax deposits.
13. Responsible for administrating employee insurance plans and act as liaison between employee and insurance company.
14. Responsible for preparing contracts for all Corporation employees.
15. Handle retirement paperwork for retiring and retired employees.
16. Administration of Cafeteria 125 Plan for employees.
17. Processing W-2's at the end of the year.
18. Maintain employee census file and seniority lists.
19. Attends in-service meetings pertinent to the duties and responsibilities of the position.
20. Assist Treasurer and fill in the absence of the Treasurer.
21. Responsible for maintaining complete and accurate records on the free and reduced lunch textbooks and lunch applications for the corporation throughout the school year.
22. Responsible for preparing records and forms necessary to collect textbook rental and fees remaining due at the end of the school year.
23. Figure total receipts and disbursements each month for School Board report.
24. Responsible for other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT

1. Employed on a twelve (12) month contract.
2. Salary and work year to be determined by the Board.

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Full Time Custodian

QUALIFICATIONS:

1. High School Diploma or GED desirable

TERMS OF EMPLOYMENT:

1. Hourly

REPORTS TO:

1. Director Buildings and Grounds
2. Building Principals

Working hours and assignments of the custodians shall be established by the principal and maintenance director under the supervision of the superintendent. Custodians will be responsible to the maintenance director for their work assignments when school is not in session. This would include summer, vacations and temporary shut-downs. Custodians are responsible to their assigned building principals when schools are in session.

The corporation will provide five (5) sets of uniforms following the probationary period of ninety (90) days for new employees. Each year thereafter each employee will be provided up to three (3) new sets of uniforms prior to the start of the school year, if approved by the maintenance director. Each employee is responsible for the care and laundering of these uniforms.

Custodian responsibilities include the following major areas:

1. To open and care for the school building during activities scheduled in the evening as required by the building principal;

2. To assume the responsibility for the general welfare of the school building, and shall conduct themselves in a manner that will contribute to the good name and reputation of the school;
3. While student discipline is not a responsibility of the custodians, they are expected to report student misconduct to the building principal;
4. To notify the principal or maintenance director of needed supplies and equipment necessary for the smooth functioning and maintenance of the building;
5. To be courteous, cooperative, clean, and neat at all times, and to refrain from the use of alcoholic beverages, tobacco (in the presence of students), and abusive language while on duty;
6. To establish and maintain good relations with the maintenance director, principal, teachers, support staff, students, and parents;
7. All uniforms and keys must be turned in at the end of employment before the last paycheck is issued.

Custodian positions are employed on a twelve (12) month basis. The work year is determined as of July 1 of each year pertaining to salary and fringe benefits. A new employee is on a ninety (90) day probationary period.

Full-time custodian work shall be based on an hourly wage with full-time employees being forty (40) hours per week. Administration shall make assignments as needed. The week is established from Sunday through Saturday. An employee will have worked six (6) months or more in succession to be granted a year's experience. A year, as defined, must be worked before counted as a year's experience on the salary schedule. The work year is determined as of July 1 of each year pertaining to increment, vacations, accumulation of sick days, personal business days, and other items determined on a yearly basis.

Building Rental:

When custodians are on duty during rental periods, they shall be paid at their custodial or overtime rate, with social security and PERF percentages applicable. All such time shall be duly recorded on their time cards for payment by the district.

**NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY
COUNTY**

4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Custodian (Maintenance)

QUALIFICATIONS:

1. Must possess the knowledge and skills to effectively keep and maintain buses in mechanical condition at all times.
2. Mechanical knowledge and skills can be acquired through attendance at training schools or through practical experience in dealing with gasoline or diesel powered engines.

TERMS OF EMPLOYMENT:

1. 12 Month Contract
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed

REPORTS TO:

1. Director of Operations and Finance
2. Director of Athletics and Facilities
3. Director Buildings and Grounds
4. Building Principals

SPECIFIC RESPONSIBILITIES: Under the supervision of the Director of Buildings and Ground performs a variety of maintenance and repair work relating to the operation and maintenance of buildings and structures. Performs administrative work pertaining to the maintenance program and is expected to exercise good judgment in completing work assignments.

1) *Outdoor Maintenance-*

- a) All landscaping and maintenance needs as directed by the Director of Buildings and Grounds.
- b) Special projects when assigned.
- c) Event preparation and set-up.

2) *Indoor Maintenance-*

- a) Performs a wide variety of repair and maintenance tasks assigned which involves work in all trades
- b) Makes repairs to put equipment back into operation such as replacing fuses, belts, bare wire, or opening and closing valves and reset buttons
- c) Has an understanding of the preventative maintenance system and performs preventative maintenance in accordance with supervisor's instructions.
- d) Understands proper use and care of basic hand tools and portable tools,
- e) Has an understanding of safety requirements and procedures
- f) Makes repairs to a variety of light fixtures
- g) Understands, the service, operation and maintenance of air handling units and exhausts systems
- h) Will, in the normal performance of duties, observe equipment that is in operation to read gauges and meters and ensure proper function.

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: High School Assistant Principal- The Assistant Principal will assume responsibility for building leadership in the absence of the principal. Specific responsibilities include the following:

QUALIFICATIONS: Indiana certification for level of assignment

REPORTS TO: Building Principal

SUPERVISES: Certified and Classified staff, as designated by the Principal

TERMS OF EMPLOYMENT: 215-Day Contract

GENERAL DUTIES AND RESPONSIBILITIES: The Assistant Principal will assume responsibility for building leadership in the absence of the principal. Specific responsibilities include the following:

1. Provide positive leadership for good school/community relations.
2. Promote positive administrative/teacher/student/home relationships.
3. Serve as the administrator of the Freshmen Team Concept.
4. Assist in the selection of classified and certified candidates.
5. Supervise Learning Lab and after-school tutoring.
6. Supervise students, discipline, attendance and academic credits.
7. Provide reports, information and programs as directed by the building principal.
8. Assist the building principal with curriculum and staff development and staff evaluation.
9. Assist principal in coordinating new teacher orientation.
10. Supervise textbook and student fees budgets, teacher 611 supply budget and non-technology-related instructional equipment.
11. Direct the supervision and coordination of the summer school program.

12. Facilitate the development of the master schedule, lunch schedule and supervision assignments.
13. Compile and disaggregate student achievement data.
14. Supervise student teachers.
15. Serve as building safety coordinator.
16. Serve as chairperson and/or member of community and school committees as appropriate.
17. Coordinate with the director of guidance the administration of ISTEP/GQE I the fall and spring.
18. Oversee buildings and grounds supervision along with athletic director and activities director.
19. Coordinate and update student handbook.
20. Coordinate safety and security with district safety officer, and facilitate emergency drills and preparedness procedures.
21. Key distribution - all building staff.
22. Supervise and evaluate all building maintenance and custodial staff.
23. Direct new student enrollment.
24. Direct the supervision and coordination of out-of-school suspensions.
25. Direct and coordinate the Emergency Response Team.
26. Coordinate the publication and distribution of the Faculty Handbook.
27. Supervise lunch room and halls between classes.
28. Serve on Faculty Cabinet.
29. Perform all other duties as assigned by the building principal.

**NORTHWESTERN CONSOLIDATED SCHOOL DISTRICT
OF SHELBY COUNTY**

Job Description

TITLE: Registrar

QUALIFICATIONS:

1. Minimum requirements are a high school graduate with a major in business, including at least two years of accounting, typing, and computer experience.
2. Additional training and/or schooling in a school of business or accredited college would be helpful.
3. Possess an interest in working with numbers, records and forms.
4. Possess a cheerful and pleasant disposition and the ability to deal effectively with school personnel and the general public.

REPORTS TO: Building Principal

SPECIFIC RESPONSIBILITIES:

1. Enroll new students - Meet with new student(s) and their parent(s)/guardian(s) and help them complete the enrollment packet. Give the student a tour of the building.
2. Call prior school for suspension & expulsion information.
3. Input transfer student's prior courses and grades into computer, compute GPA, credits, and class rank. Print out new transcript for file.
4. Withdraw current students - Meet with student and parents when a student is withdrawing from school.
5. Complete the paperwork and fax records to their new school.
6. Copy and mail current student transcript requests.
7. Print & distribute all class lists before the beginning of each quarter.
8. Organize college applications and college yearbooks.
9. Open and sort the daily mail.
10. Prepare and copy the National Honor Society initiation programs.

11. Type and send Military permission letters to parents of Sophomores, Juniors & Seniors. Give the lists to the military representatives when requested.
12. Create student data file for school photographer for pictures in MMS.
13. Call parents of Freshmen to schedule an appointment with their counselor each Fall.
14. Input High School SAT, ACT, ISTEP, NWEA scores in MMS, file reports in student's files and file report in notebooks.
15. Update & keep current the Student Test Data in Access for High School.
16. Complete, mail, and file the Disability Determination Bureau forms.
17. Type, copy, and fold the Eighth Grade Orientation programs.
18. Check next year's student schedules in MMS, print, & distribute schedules.
19. Calculate, research and send the following reports to the Indiana Department of Education:
20. Work with Guidance Department student assistants and coordinate their daily tasks, and track their attendance.
21. Enter ISTEP scores into PowerSchool, file in student's perm files and send results to parents.
22. Make schedule changes and give students a copy.
23. Calculate credits, GPA, and Class Rank standing for all Jr. High and High School students. Print transcripts and file for each student.
24. Coordinate College Fair each Fall.
25. Print and distribute class lists to teachers.
26. Type and copy Academic Planning Guide for each student grades 8-11 each year.
27. Answer the telephone and take messages
28. Prepare Work Permits through the State of Indiana electronically, print & file.

Senior Class Responsibilities:

29. Complete, attach transcript and current student schedule to college applications and scholarship applications and mail.
30. Organize, coordinate, and set up for Senior Award Night.
31. Collect scholarship information from donors

32. Type and print scholarship certificates.
33. Display senior bulletin board.
34. Mail out final transcript and letter to seniors after they graduate.
35. Prepare scholarship award winner list for graduation program.
36. Order new plaques & plaque updates from Botkin Trophies.
37. Send award list to area newspapers.
38. Calculate and complete yearend class statistics reports.
39. Copy transcripts and immunizations onto a CD at East Central Indiana Service Center.

Grade Reporting:

40. Print, copy, file and distribute Mid-Term grade cards every quarter.
41. Print, copy, file and distribute grade reports every quarter.
42. Compute list of "Incomplete" grades. Input grades into PowerSchool and print.
After every 9 week report cards, contact teachers to fill in the proper grades by due date.
43. Calculate Honor Roll every nine weeks, type names and submit them to two area newspapers.

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Middle School Assistant Principal/Athletic Director- This unique Assistant Principal position will provide our middle school with leadership in the areas of curriculum, instruction, and assessment. This instructional leader will also model a positive approach to discipline. The Athletic Director half of this position will effectively lead all athletic programs for grades 5th-8th.

QUALIFICATIONS: Valid Teaching License, Head Varsity Coaching Experience, Administrative License Required

TERMS OF EMPLOYMENT:

1. 12 Month- 210 Days/year
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed

REPORTS TO: Middle School Principal/District Athletic Director

SUPERVISES: Coaches, Teachers, and classified staff

DUTIES:

1. Discipline- enforces policies on tardiness, attendance, discipline, bullying and deal with day-to-day student discipline issues.
2. Manages student supervision and enforce school behavior expectations; including attendance.
3. Counsels students and parents about school and district policies.
4. Assists in the planning, developing and implementing individual student behavior plans.
5. Maintains high standards of student conduct and works to ensure discipline codes are followed for all students, according due process to the rights of students.
6. Serves as a resource to staff in dealing with classroom management issues.

7. Assists in developing programs to promote positive student behavior as well as intervention strategies.
8. Assumes responsibility for all attendance, conduct, and all related records related.
9. Coordinates with Director of Maintenance, all daily facility needs and repairs.
10. Coordinates transportation requests with the transportation department and the district office in the required timeline.
11. Coordinates facility use requests with the district office in the required timeline.
12. Completes a monthly walk-through with the lead custodian and keeps accurate records of the walk-through in order to ensure proper care and maintenance of the physical plant.
13. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
14. Safety Officer- develops, implement and oversee Crisis Management Plan and team.
15. Plans and supervises fire drills and other drills as mandated by the board and state.
16. Assists in the implementation and observance of all Board policies and regulations by the school's staff and students.
17. Assists in yearly evaluations of staff, under the guidance of MS/HS Principal.
18. Athletics Director- Coordinates athletics at TCMS.
19. Coordinates and participates in athletic program assessment.
20. Recruits, coordinates and evaluates all coaches and sponsors.
21. Coordinates all areas of activity/athletic program including budget, officials, transportation, league meetings, equipment, student eligibility, eligibility handbook, ticket selling, inventory under the guidance of the District Athletic Director.
22. Participates with the administrative team in developing yearly, monthly and weekly calendars of events.
23. Keeps the principal informed of activities and problems.
24. Keeps abreast of changes and developments in IHSAA rules and regulations.
25. Assists in the orientation and development of new coaches and sponsors.
26. Assists in preparation of the school budget related to activities and athletics.
27. Supervises and evaluates the school's extracurricular activities.
28. Job duties may include other duties as assigned by the Middle School Principal.

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: PC/Network Maintenance Technician

QUALIFICATIONS: Associates Degree or certifications in computer information technology with expertise in all current network platforms used by the Northwestern Consolidated School District of Shelby County.

TERMS OF EMPLOYMENT:

1. 12 Month- 210 Days/year
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed

REPORTS TO: Director of Technology

Job Goal: Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems. Supports and maintains user account information including rights, security and systems groups. This position requires familiarity with standard concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Individual will perform a variety of tasks, working under general supervision and reporting to the Technology Director. Multiple IT Certifications including A+; Network +, CCNA, MCSA, Zenworks and other Industry Standard Certifications.

SPECIFIC RESPONSIBILITIES:

1. Assists teachers and staff with technology applications and / or training.
2. Assists teachers and staff with technology troubleshooting as necessary during the school day.
3. Helps train users on correct use of network equipment to prevent abuse or damage.
4. Responsible for logging and monitoring problems related to upkeep and maintenance of network equipment.
5. Performs diagnostics and repairs on network hardware and software.
6. Cleans regularly network hardware and software.
7. Insures annual summer repairs and preventative maintenance is completed on networks

8. Perform various other tasks as may be assigned by building principals and / or the Director of Technology.
9. Abides by all policies, procedures, and administrative directives of the Monroe Central School Corporation.
10. Adheres to all legal statutes.
11. Will assist teachers and staff with technology applications and / or training.
12. Will be available for troubleshooting as necessary during the school day.
13. Will assist with maintaining computer networks and complete diagnostic repairs.
14. Duties will not include student instruction.

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Prime-Time Teacher Aide

QUALIFICATIONS:

1. Minimum of a high school diploma.
2. Any additional education considered to be desirable.
3. Must have a sincere interest in helping children.
4. Must possess an enthusiastic, positive attitude.
5. Average to above clerical skills.

REPORTS TO: Principal, Classroom Teacher

SPECIFIC RESPONSIBILITIES:

1. Preparation of instructional materials as assigned by the classroom teacher.
2. Performs clerical tasks as designated by the classroom teacher or principal
3. Assists with supervision of students as assigned
4. Performs instructional tasks, with students under the direct supervision of the classroom teacher. This is to account for approximately 75% of the time.
5. Assists with preparation and arrangement of bulletin board displays.
6. Duties may include small group, large group or one to one student assistance as determined by classroom teacher.
7. Assists the classroom teacher in meeting the personal and physical needs characteristic of students of this age group.
8. May be asked to read stories to students as assigned.
9. Must approach tasks in a pleasant, cooperative and positive manner.
10. To perform any other duties as may be considered necessary by the classroom teacher or building principal, which fall under the Prime Time Aide guidelines.
11. Possess patience under trying conditions with students.
12. Keep school matters confidential.

NORTHWESTERN CONSOLIDATED SCHOOLS OF SHELBY COUNTY
4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: R.I.S.E. Teacher Evaluation Program Coordinator

QUALIFICATIONS: Master's Degree or higher in education or related field. Indiana certification in K-12 School Administration.

JOB SUMMARY : Under limited supervision, responsible for the coordination, analysis and program management of District Teacher evaluation and development program based upon best practice and current reform models.

SPECIFIC RESPONSIBILITIES:

1. Conduct or participate in workshops, committees, and conferences designed to promote the intellectual, social, and physical welfare of students.
2. Plan and conduct teacher training programs and conferences dealing with new classroom procedures, instructional materials and equipment, and teaching aids.
3. Advise teaching and administrative staff in curriculum development, use of materials and equipment, and implementation of state and federal programs and procedures.
4. Develop classroom-based and distance learning training courses, using needs assessments and skill level analyses. Designs and/or supports the design of a curriculum of learning experiences and accompanying tools.
5. Coordinates the implementation of training to equip employees with necessary knowledge, skills and mindsets as outlined in curriculum.
6. Determines professional development and support needs aligned to the NWCS D by working collaboratively with District constituencies and providing materials and resources as needed.
7. Supports the development and implementation of long-term technology solution(s).
8. Evaluates the impact of professional development approaches to fuel continuous improvement.

9. Coordinates with District staff and committees for the purpose of serving as a liaison and resource.
10. Develops standards for selection of cooperating sites and teachers in conjunction with academic staff.
11. Develop collaborative and professional working relationships with colleagues, administrators and faculty.
12. Analyze data from various sources to obtain insight into participant gains in knowledge and satisfaction levels and to determine learning/development needs.
13. Makes presentation to small and large groups to inform and educate.
14. Researches and stays current on trends and research for the purpose of developing new programs that meet District and staff needs.
15. Composes and prepares documents and materials for dissemination to appropriate parties.
16. Develops processes for tracking and monitoring results within the District.
17. Maintains files and records of activities as required.
18. Demonstrates courteous and cooperative behavior when interacting with students, clients, visitors, and NWCSO staff; acts in a manner that promotes a harmonious and effective workplace environment
19. Enthusiastically promotes the Superintendent's goals and priorities in compliance with all policies and procedures.
20. Maintains absolute confidentiality of work-related issues, records and MPS information.
21. Other duties or tasks may be assigned on an as-needed basis
22. At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.
23. Other duties as assigned by the Superintendent.

ADDITIONAL REQUIREMENTS:

Knowledge of:

1. Principles and practices of constructing and administering complex systems and processes.
2. Principles and practices of project management.
3. Techniques and practices for efficient and cost effective management of resources.

4. Software applications appropriate to duties assigned.
5. State and Federal laws, statutes, rules, codes and regulations governing activities.
6. Organizational and functional responsibilities of academic work groups.
7. Principles of confidential records and file management.

Skill in:

1. Leading and coordinating NWCS D teacher experience programs.
2. Analyzing problems and recommending effective solutions.
3. Understanding and applying appropriate Federal and state rules and regulations, and MPS policies and procedures.
4. Researching, collecting, analyzing, and preparing data and generating reports.
5. Developing and administering program plans, policies, and procedures.
6. Assessing and prioritizing multiple tasks, projects and demands.
7. Providing effective customer service.
8. Reviewing documents and extracting relevant information.
9. Establishing and maintaining effective working relationships with co-workers and clients.
10. Using initiative and independent judgment within established procedural guidelines.
11. Operating a personal computer using standard and specialized software.
12. Communicating effectively verbally and in writing.

**NORTHWESTERN CONSOLIDATED SCHOOL DISTRICT
OF SHELBY COUNTY**

Job Description

TITLE: School Treasurer

QUALIFICATIONS: High School Graduate – business major encouraged

TERMS OF EMPLOYMENT: TBD By the Superintendent

REPORTS TO: Principal

SPECIFIC RESPONSIBILITIES:

Treasurer

1. Set up and keep books in conjunction with the requirements and accepted procedures of the State Board of Accounts.
2. To receipt money and deposit daily. When money is received to deposit in an extra-curricular account (1) Write a deposit ticket in the amount of the money (2) Write who is depositing the money and to what account.
3. Give receipt to those who turn in money for extra-curricular accounts.
4. Pay all bills promptly and to keep posting to various accounts up-to-date so as to furnish a balance in each account at any time.
5. Prepare reports and financial reports as required by law and in the area served.
6. When checks are written from the extra-curricular accounts:
 - a. A request from an organization sponsor or the treasurer of the organization.
 - b. Purchase order is made.
 - c. A check is written in the amount requested and the Purchase Order is signed by the sponsor.
 - d. Entry is made in the Control Account and extra-curricular account.

7. Purchase Order and receipts are filed for future use in accordance with state board of accounts accepted procedures.
8. Makes a report to the Board of Education when requested and maintain a double entry ledger book.
9. Make an end of the year report regarding extra-curricular account.
10. Handles all applications for free & reduced lunch. Send letters after applications are figured.
11. Sends fee statements at beginning of school and one each quarter.
12. Provides the Building Principal with a balance of all accounts each month after Bank reconciliation.

Secretary

1. Performs secretarial functions as associated with the area to which assigned.
2. Represents the school in a highly professional and ethical manner.
3. Assists other personnel in whatever areas needed.
4. Adheres to the rules and regulations set forth by the corporation handbook.
5. Performs other duties as assigned by the building principal or central office.
6. Maintains and submits a substitute certification list each pay period.
7. Troubleshoots when questions or problems arise with PowerSchool program.

**NORTHWESTERN CONSOLIDATED SCHOOL DISTRICT OF
SHELBY COUNTY**

4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Special Education Paraprofessional

QUALIFICATIONS (may vary according to the program assigned)

1. Possess a high school diploma or its equivalent.
2. Exhibits effective communication skills
3. Has a history of responsible behavior
4. Respects confidentiality.
5. Is patient.
6. Shows empathy and respect toward children with developmental disabilities.
7. Is sensitive to children of different ability levels.
8. Displays punctuality.
9. Can take, understand, and follow directions
10. Accepts constructive criticism with a positive attitude.
11. Displays a positive attitude.
12. Has previous experience working with children.
13. Possesses good reading and storytelling skills.
14. Possesses knowledge of health related issues.

REPORTS TO:

1. Building principal.
2. Classroom teacher

SPECIFIC RESPONSIBILITIES: (varies according to the program assigned)

1. Provide one-to-one or small group instruction as determined and directed by teacher.
2. Assist in the implementation of behavior modification plans.
3. Direct children in personal management skills.
4. Direct children in personal hygiene skills.

5. Assist students when integrated into general education classrooms.
6. Assist students when involved in community outings and/or classroom field trips.
7. Supervise students and maintain the routine of the classroom while the teacher is out of the room.
8. Assist with the utilization of alternate forms of communication.
9. Assist with class record-keeping and school reporting forms.
10. Prepare materials as requested by the classroom teacher.
11. Assist in preparing learning center materials.
12. Collect funds as necessary within the classroom.
13. Prepare student work folders.
14. Assist with arrangements for school outings.
15. Prepare and arrange bulletin board displays.
16. Monitor confidentiality with regard to each student, his or her individual education program, and his or her progress.
17. Monitor student progress through communication with appropriate teacher(s) and /or administrator.
18. Communicate classroom information with parents/guardians as determined appropriate by the supervising teacher(s) and /or administrator; Parental concerns regarding a child's classroom performance is to be directed to the teacher(s) of the class(es) being discussed; The paraprofessional is responsible for informing the supervising teacher(s) and/or administrator of any communication with parents/guardians.
19. Attend in-service training as determined by the Hancock-Madison-Shelby- Special Education Interlocal.

**NORTHWESTERN CONSOLIDATED SCHOOL DISTRICT
OF SHELBY COUNTY**

4920 W. 600 N. • Fairland, IN 46126 • 317-835-7461

Job Description

TITLE: Title I Technology Paraprofessional

QUALIFICATIONS

1. Possess an Associate's Degree or equivalent, training and experience will be considered
2. Strong background in Technology
3. Exhibits effective communication skills
4. Has a history of responsible behavior
5. Respects confidentiality.
6. Is patient.
7. Shows empathy and respect toward children with developmental disabilities.
8. Is sensitive to children of different ability levels.
9. Displays punctuality.
10. Can take, understand, and follow directions
11. Accepts constructive criticism with a positive attitude.
12. Displays a positive attitude.
13. Has previous experience working with children.
14. Possesses good reading and storytelling skills.
15. Possesses knowledge of health related issues.

REPORTS TO:

1. Director of Title I
2. Building Principal
3. Classroom teacher
4. Director of Technology

SPECIFIC RESPONSIBILITIES:

1. Utilizes available technology to assist students in improving reading and comprehension skills.
2. Provide one-to-one or small group instruction as determined and directed by teacher.
3. Direct children in personal management skills.
4. Supervise students and maintain the routine of the classroom.
5. Maintains school record-keeping and school reporting forms.
6. Prepare materials as requested by the Director of Title I
7. Assist in preparing learning center materials.
8. Prepare student work folders.
9. Assist with arrangements for school outings.
10. Prepare and arrange bulletin board displays.
11. Monitor confidentiality with regard to each student, his or her individual education program, and his or her progress.
12. Monitor student progress through communication with appropriate teacher(s) and /or administrator.
13. Communicate classroom information with parents/guardians as determined appropriate by the supervising teacher(s) and /or administrator;
14. Parental concerns regarding a child's classroom performance is to be directed to the teacher(s) of the class(es) The paraprofessional is responsible for informing the supervising teacher(s) and/or administrator of any communication with parents/guardians.
15. Attend in-service training as determined by the Northwestern Consolidated School District of Shelby County