

**USD 235
UNIONTOWN
PUBLIC SCHOOLS**

Job Descriptions



Board Approved: November 11, 2019

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SUPERINTENDENT OF SCHOOLS

Purpose: The Superintendent of Schools provides leadership to coordinate and supervise the effective operation of the school district. To accomplish these tasks, the Superintendent works closely with the community, staff, administration, and Board of Education of Uniontown Public Schools.

Responsible To: Board of Education

Compensation: As negotiated with Board of Education

Employment: 12-month contract

Updated: November 2019

Qualifications:

1. Master's degree from an accredited college/university.
2. Licensed experience in education.
3. Current Kansas State Teaching License with District Leadership Endorsement.
4. Desire to continue career improvement.
5. Necessary leadership and management skills to provide direction to all facets of district operations.

Essential Functions:

1. Provide professional leadership in organizing, administering, supervising, and evaluating the effective operation of the school district.
2. Establish an optimum learning environment within the district.
3. Ensure that all school programs and activities conform to federal, state, and district guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Support the philosophy and vision of USD 235.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasional stooping, bending, and reaching.
3. Requires some travel.
4. Must work indoors and outdoors year-round.
5. Must be able to work long and irregular hours.
6. Must have the ability to handle both emotional and physical stress.
7. Must work in noisy and crowded environments.
8. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Oversee the general operation of the school district.
2. Administer the policies, rules and regulations of the Board of Education.
3. Provide leadership, information and recommendations to assist the Board of Education in making prudent decisions regarding the operation and management of the schools.
4. Supervise the development and administration of the annual school district budget.
5. Recommend the use of funds for emergency purposes that have not been specifically identified in the budget.
6. Develop a functioning educational philosophy consistent with the values of the community, teachers, school administration and Board of Education.
7. Communicate openly and effectively with students, community, staff and administration.
8. Promote an informed, working relationship between the school district and its patrons.
9. Develop an atmosphere of respect, interest and enthusiasm within the school district.
10. Perform such responsibilities as the board requires and in the absence of specific rules and advice of the board, he/she shall assume any authority or perform any duty which any particular situation, unforeseen and suddenly arising, may demand, subject to later ratification and action by the board.
11. Establish rules and regulations regarding routine matters which have not been specifically provided for in the rules and regulations of the board.
12. Recognize and encourage outstanding performance by persons within the school district.
13. Conduct the annual evaluations of all directors who report directly to the superintendent and all building principals.
14. Authorize all final employee recommendations to the Board of Education.
15. Provide leadership in planning and organizing staff development activities designed to promote more effective leadership, improve communication and upgrade instruction.
16. Develop a comprehensive curriculum and program of services in cooperation with staff and administration.
17. Establish a comprehensive program for the evaluation and improvement of the operations of the school district.
18. Comply with legal and regulatory requirements of the various governmental agencies.
19. Keep abreast of new information, innovative ideas and techniques.
20. Adhere to all district health and safety policies.
21. Perform all duties required by state and federal statutes and by Board of Education policy and action.
22. Perform other duties as assigned by the Board of Education.

CLERK OF THE BOARD

Purpose: The Clerk of the Board provides care and custody of the records, books, and documents of the Board of Education to ensure efficient and lawful operation of the school district. To accomplish these tasks the Clerk of the Board must work closely with the Board of Education, Superintendent, staff, and administration of Uniontown Public Schools.

Responsible To: Superintendent

Compensation: As negotiated with the Superintendent

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Exemplary communication skills.
3. Possess organizational and technology skills.
4. Desire to continue career improvement.
5. Necessary leadership and management skills to provide direction to all facets of board operations.

Essential Functions:

1. Provide care and custody of the records, books and documents of the Board of Education to ensure efficient and lawful operation of the school district.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with all members of the Board of Education, Superintendent, all members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Ensure confidentiality relating to all functions of the position.
6. Support the value of education.
7. Support the philosophy and mission of Uniontown Public Schools.
8. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasionally requires stooping, bending and reaching.
4. Must be able to work in noisy and crowded environments.
5. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Attend all meetings of the Board of Education and keep an accurate record of proceedings.
2. Provide care and custody of the records, books and documents of the Board of Education.
3. Notify Board of Education members of upcoming meetings, activities and school functions.
4. Post agenda, approved minutes and meeting information as appropriate.
5. Obtain, gather and organize pertinent data as needed.
6. Compose, type, and copy correspondence, records and other material.
7. Maintain the Board of Education Policy handbook and notify administrators of any change in board policy.
8. As per state statute, certify to the county election office a list of all school offices to be voted upon at each school election. Furnish a copy of the above to the county election officer of each county in which a part of the territory of the school board is located.
9. As per state statute, certify under oath to the State Board of Education the total enrollment by grades as of September 20 of the current school year.
10. Certify a copy of adopted budget and financial statements to the State Director of Accounts and Reports.
11. Receive and appropriately respond to e-mail and voice mail messages.
12. Observe district policies at all times.
13. Keep abreast of new information, innovative ideas and techniques.
14. Adhere to all district health and safety policies.
15. Other duties as assigned by the Superintendent that are consistent with the general requirements and qualifications for the position.

Specialized Responsibilities:

(Payroll/Benefits)

1. Prepare payrolls as assigned
2. Countersign all warrants drawn upon the treasury by order of the Board of Education.
3. Issue, attest, sign or countersign orders, warrants, checks or other evidence of indebtedness only in the amount of funds actually on hand in the treasury of the district.
4. Assure that state and federal taxes, KPERS deductions and unemployment taxes are withdrawn in a timely manner.
5. Balance billings, request accounts payable checks and mail tax shelter annuities, health, dental, cancer, disability and life insurance premium payments.
6. Request accounts payable checks for United Way, professional association dues and miscellaneous items (garnishments, income withholding orders, etc.) and direct these checks to proper places.
7. Prepare IRS 941 Form and Unemployment Tax report on a quarterly basis.
8. Prepare W-2's and 1095's when due.
9. Process garnishments, income withholding orders, tax levies, etc.

10. Hold position of KPERS designated agent for Uniontown Public Schools, preparing paperwork on retirements and death and disability claims.
11. Coordinate open enrollment for cafeteria plan benefits.
12. Balance leaves at fiscal year-end.
13. Record sick leave bank information.
14. Distribute KPERS, life insurance, and other benefit information to employees as needed.
15. Maintain an orderly filing system.
16. Answer employee inquiries regarding payroll, direct deposit, sick leave, personal leave, vacation, docks, sick leave bank, health insurance, life insurance, disability insurance, TSA's, KPERS, Work Comp filing, etc..., and assist them in proper completion of their paperwork.
17. Record leave for licensed staff and input data.
18. Balance monthly reports for KPERS.
19. Adhere to all district health and safety policies
20. Other duties as assigned by the Superintendent which are consistent with the general requirements and qualification of the position.

Specialized Responsibilities:

(Budget Finance)

1. Arrange for preparation, publication and distribution of budgets as approved by the Superintendent and the board.
2. Coordinate and prepare additional analyses required to understand the budget proposal for action by the board.
3. Assist in the execution of the enacted budget.
4. Monitor grant post-award internal controls, and recommend any needed changes.
5. Monitor federal cash on hand and draw down funds.
6. Monitor federal grant expenditures for compliance with both grant-specific requirements and uniform allowable cost principles.
7. Assist grant applicants with the budgets of grant applications prior to submission; assist with post award budget revisions, reports, and extensions.
8. Responsible for maintaining chart of accounts.
9. Assist Superintendent with the placement of steps and columns on employee assignments which allows for the salary negotiation of salaries.
10. Complete reports required for internal and external compliance, including but not limited to, information for the Kansas State Department of Education and the federal government.
11. Coordinate, process, and control transfers of budgeted funds as requested by Superintendent.
12. Trace errors and records adjustments to correct charges or credits posted to incorrect accounts.

Clerk of the Board

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13. Assume responsibility for the receipt and expenditure of school district funds.
14. Provide monthly accounting of all income and expenditures.
15. Supervise reconciliation of all bank accounts maintained by the board.
16. Prepare and analyze all financial statements.
17. Maintain a continuous internal auditing program for all funds.

Deputy Clerk of the Board/JH Building Secretary

Purpose: The Assistant Clerk provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks the Assistant Clerk/JH Building Secretary must work closely with the Board of Education, Superintendent, staff, and administration of Uniontown Public Schools.

Responsible To: Building Principal and Superintendent

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Exemplary communication skills.
3. Possess organizational and technology skills.
4. Desire to continue career improvement.
5. Necessary leadership and management skills to provide direction to all facets of district accounts payable operations and Food Service.

Essential Functions:

1. Assist in administering accounts payable, food service, and JH building operations to ensure efficient operation of the school district.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with all members of the Board of Education, Superintendent, all members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Support the value of an education.
6. Support the philosophy and mission of Uniontown Public Schools.
7. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasionally requires stooping, bending and reaching.
4. Must be able to work in noisy and crowded environments.
5. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Screen visitors and telephone calls, directing them to the appropriate person/department.
2. Screen and route incoming mail, memos, and bulletins.
3. Compose, type, and copy correspondence, reports, bulletins, records, and other materials.
4. Obtain, gather, and organize pertinent data as needed.
5. Facilitate all aspects of the student enrollment process.
6. Assist students, faculty, and public in office area.
7. Maintain an orderly filing system.
8. Receive and give messages to students and faculty.
9. Accept and log absence calls.
10. Facilitate all communication to parents (mail, electronic, app., etc...).
11. Obtain outside and in-house substitute teachers for licensed staff when needed. Keep substitutes informed of announcements and any unusual activities for the day.
12. Collect absence reports and maintain records of faculty absences.
13. Assist in training new employees.
14. Request homework for absent students.
15. Keep abreast of new information, innovative ideas and techniques.
16. Adhere to all district health and safety policies.
17. Other duties as assigned by the Principal or other administrative staff, which are consistent with the general requirements and qualifications of the position.

**Specialized Responsibilities:
(Accounts Payable/Purchasing)**

1. Accountable for the purchase orders and payable process of the school district.
2. Monitor all purchase requisitions to ensure information is complete, correct price extensions and coding information.
3. Initiate contact with vendors relative to supply and equipment availability invoices, purchase orders and contracts.
4. Develop and maintain appropriate records such as vendors' register.
5. Act as general coordinator and preserve all accounts, vouchers and contracts relating to the schools.
6. Supervise accounts payable processes and procedures, verify invoices with purchase orders and set up payments to vendors.
7. Prepare, enter and record all disbursements of school district funds, monthly reports and present to the board for approval.
8. Payment and proper coding of utility bills for all schools.
9. Coordinate purchase orders by vendor, registration fees, and monitor for fine details and deadlines.

10. Make all expenditures and encumbrance reports that are the result of the accounting functions.
11. Work with vendors regarding purchase order problems, delivery times of goods, discrepancies, reporting, and filing damage claims.
12. Maintain a vendor file, record of 1099 forms and forward to the state and the IRS at the end of the calendar year and maintain all records for IRS audit.
13. Trace errors and make necessary adjustments to proper accounts.
14. Make available all records and documents to the auditors.
15. Report and pay sales tax on taxable revenues.
16. Responsible for fixed assets records.
17. Work closely with receiving department in completion of purchase orders and proper documentation, and payments of all state and federal taxes.
18. Adhere to all district health and safety policies.
19. Other duties as assigned by the Superintendent which are consistent with the general requirements and qualifications of the position.

**Specialized Responsibilities:
(Food Service)**

1. Supervise the preparation of all required government reports.
2. Plan and implement food services for special events and community functions.
3. Ensure that district policies are observed at all times.
4. Must have knowledge of all components of the National School Lunch Program and National School Breakfast Program.
5. Develop menus that meet state and federal requirements.
6. Supervise all budget expenditures and maintain costs within budget guidelines.
7. Keep abreast of new information, innovative ideas and techniques.
8. Attend state and local food service meetings.
9. Supervise and administer the approval and verification of free and reduced price meal applications.
10. Cooperate with and assist the KSDE school food service consultant during the review of the food service program and take action on recommendations.
11. Complete all state and federal reports as the district's authorized food service representative.
12. Adhere to all district health and safety policies.
13. Other duties as assigned by the Superintendent and other administrative staff, which are consistent with the general requirements and qualifications of the position.

DIRECTOR OF TRANSPORTATION

Purpose: The Director of Transportation coordinates all transportation services to ensure staff and students enjoy the full advantage of school district programs and activities. To accomplish these tasks, the Director of Transportation must work closely with the staff and administration of Uniontown Public Schools.

Responsible To: Superintendent

Compensation: As negotiated with the Superintendent

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Knowledge of transportation systems (maintenance, management of personnel, resource allocation, planning and logistical efficiencies/scheduling, purchasing of vehicles, laws/statutes/licensing, reports, etc...).
3. Exemplary communication and organization skills.
4. Desire to continue career improvement.
5. Necessary leadership and management skills to provide direction to all facets of transportation operations.

Essential Functions:

1. Supervise transportation services and personnel to ensure staff and students enjoy the full advantage of school district programs and activities.
2. Ensure all school transportation and activities conform to state guidelines.
3. Communicate effectively with all members of the school district and community to solve work-related problems.
4. Well-developed interpersonal skills with the ability to get along with diverse personalities in a tactful and mature manner.
5. React to change productively and handle other tasks as assigned.
6. Appropriately and effectively plan all rural bus and activity routes.
7. Facilitate all required trainings and job improvement initiatives in a successful and organized manner.
8. Manage all departmental licensing, inspection, health/drug, and reporting requirements.
7. Support the value of an education.
8. Support the philosophy and mission of Uniontown Public Schools.
9. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting and/or standing.
2. Requires physical exertion to manually move, lift, carry or push heavy objects or materials weighing up to 50 pounds.
3. Requires stooping, bending and reaching.
4. Must be able to work indoors and outdoors year-round.
5. Must be able to work in noisy, crowded, stressful environments.
6. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Supervise and coordinate safe and orderly transportation of students to and from school and school related activities.
2. Ensure all services comply with Kansas school transportation regulations.
3. Project needs for student transportation services and assist in the preparation of the operational budget.
4. Establish district transportation routes and schedules, and assign regular and substitute drivers.
5. Hire, assign, train and evaluate transportation employees
6. Ensure transportation facilities are properly maintained.
7. Facilitate and supervise the maintenance of accurate records:
 - a. time cards of transportation employees;
 - b. driver physicals, defensive driving courses, licensure, first aid class attendance, and other mandated trainings;
 - c. cost of maintenance and fuel;
 - d. preventative maintenance;
 - e. roster of students transported.
8. Ensure all district vehicles are in optimal condition and meet all safety requirements.
9. Ensure buses are inspected prior to each route or activity trip and inspection forms are properly filed.
10. Ensure safety regulations are observed at all times.
11. Report all accidents and file required accident reports
12. Notify the Superintendent of any bus accident or incident that involves a significant student issue, property damage or any matter that could result in parent or media interest.
13. Check roads during inclement weather and recommend cancellation of routes due to weather or road condition.
14. Coordinate monthly safety meetings and present information on relative topics.
15. Help on problem routes, working with drivers and administrators in student management.
16. Communicate with transportation users concerning activity trip, field trips and vehicle requests.
17. Conduct research through data gathering and organization to identify trends, make recommendations or resolve issues.
18. Plan bus scheduling of special education, kindergarten and activity routes, ensuring that all routes have the appropriately-trained staff assigned.

19. Maintain an orderly filing system for license and training records on all drivers and staff.
20. Edit maps to adjust for boundary, road, and stop changes.
21. Maintain student transportation records, to include correct name spelling, street names and house/lot numbers.
22. Ensure bus drivers have accurate student rider lists and are aware of route changes.
23. Provide transportation scenario planning as necessary.
24. Ensure all activities adhere to district policies.
25. Keep abreast of new information, innovative ideas and techniques.
26. Adhere to all district health and safety policies.
27. Other duties as assigned by the Superintendent, which are consistent with the general requirements and qualifications of the position.

DIRECTOR OF MAINTENANCE

Purpose: The Director of Maintenance keeps school buildings and grounds in optimal condition to ensure full and productive use of district facilities. To accomplish these tasks, the Director of Maintenance must work closely with the staff and administration of Uniontown Public Schools.

Responsible To: Superintendent

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Experience with maintenance operations of facilities.
3. Working knowledge of maintenance equipment, supplies, and materials
4. Desire to continue career improvement.
5. Necessary leadership and management skills to provide direction to all facets of maintenance operations.

Essential Functions:

1. Maintain school buildings and grounds in optimal condition to ensure full and productive use of district facilities.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with all members of the school district and community.
5. React to change productively and handle other tasks as assigned.
6. Support the value of an education.
7. Support the philosophy and mission of Uniontown Public Schools.
8. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning, and reaching.
4. Requires climbing and balancing.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.
7. Must work in and around dust, fumes, and odors.
8. Must be able to lift a minimum of 50 pounds.
9. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Maintain school buildings and grounds in optimal condition.
2. Promote the safety, health, and comfort of students and employees in school buildings and grounds.
3. Conduct detailed inspections of buildings and grounds, and establish maintenance and repair schedules for district facilities.
4. Plan, oversee, and provide service in all maintenance and repair work.
5. Arrange for the services of outside contractors as needed.
6. Arrange for substitute custodial services as needed.
7. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
8. Order and maintain suitable supplies, tools, and equipment for all district facilities and property.
9. Assist administration with all major renovation projects.
10. Select, assign, schedule, train, supervise, and evaluate all custodial staff.
11. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
12. Monitor the time records of custodial staff.
13. Ensure that all activities conform to government regulations protecting the health, safety, and rights of employees and the public (including but not limited to asbestos, hazardous chemicals, access to buildings by the handicapped, and playground safety).
14. See that district policies are observed during all activities.
15. Keep abreast of new information, innovative ideas and techniques.
16. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
17. Attend and conduct in-service meetings and staff meetings as required.
18. Keep inventory on maintenance equipment and supplies.
19. Develop a system for dealing with emergency repair problems.
20. Other duties as assigned by the Superintendent or other administrative staff, which are consistent with the general requirements and qualifications of the position.

DIRECTOR OF FOOD SERVICE

Purpose: The Director of Food Service oversees and coordinates the district food service program to insure proper nutrition and safeguard the health of students, staff, and visitors. To accomplish these tasks, the Director of Food Service must work closely with the staff and administration of Uniontown Public Schools.

Responsible To: Superintendent of Schools

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Exemplary communication skills.
3. Possess organizational and technology skills.
4. Desire to continue career improvement.
5. Necessary leadership and management skills to provide direction to all facets of food service operations.

Essential Functions:

1. Supervise and coordinate the district food service program to ensure proper nutrition and safeguard the health of students, staff, and visitors.
2. Ensure that all activities conform to district, state, and federally mandated guidelines.
3. Communicate effectively with all members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment as required.
6. Must operate electrical and gas appliances.
7. Support the value of an education.
8. Support the philosophy and mission of Uniontown Public Schools.
9. Comply with all district policies, rules, and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires the ability to stoop, bend, and reach.

4. Must be able to work in noisy and crowded environments.
5. Must be able to work in and around fumes and odors.
6. Must be able to work with cleaning chemicals.
7. Must be able to lift 40 pounds occasionally.
8. Must be able to lift 20 pounds repeatedly.
9. Must be able to work in areas of intense heat and cold.
10. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

14. Supervise and coordinate district food services to ensure proper nutrition and safeguard the health of students, staff, and visitors.
15. Develop efficient systems of food procurement, storage, preparation, service, and distribution.
16. Ensure high standards of health and safety in all food service facilities.
17. Educate students about proper nutrition, and act as a nutrition consultant for staff, parents, and community groups.
18. Interview and recommend appointment of food service personnel.
19. Supervise, train, and evaluate food service employees.
20. Monitor time records of food service personnel and certify time sheets for payroll.
21. Assist in the development of the food service budget.
22. Order and maintain adequate supplies of equipment and food.
23. Keep an accurate daily record of meals served and money received.
24. Submit invoices, deposit slips, and budget reports to the district office.
25. Supervise the preparation of all required government reports.
26. Plan and implement food services for special events and community functions.
27. Ensure that district policies are observed at all times.
28. Must have knowledge of all components of the National School Lunch Program and National School Breakfast Program.
29. Develop menus that meet state and federal requirements.
30. Supervise all budget expenditures and maintain costs within budget guidelines.
31. Keep abreast of new information, innovative ideas and techniques.
32. Attend state and local food service meetings.
33. Cooperate with and assist the KSDE school food service consultant during the review of the food service program and take action on recommendations.
34. Complete all state and federal reports as the district's authorized food service representative.
35. Adhere to all district health and safety policies.
36. Other duties as assigned by the Superintendent and other administrative staff, which are consistent with the general requirements and qualifications of the position.

DIRECTOR OF TECHNOLOGY

Purpose: The Director of Technology ensures that all staff and students of the school district have access to the technological tools and information necessary to participate effectively in the educational process. In order to serve this purpose, the Director of Technology must work closely with other staff and administration of Uniontown Public Schools.

Responsible To: Superintendent

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. Associate's degree or technology credential from an accredited college/university/technical school.
2. Experience with all facets of technology including, but not limited to: hardware, software, mobile devices, networking, curricular integration, student controls and safety, and online resources/applications.
3. Desire to continue career improvement.
4. Necessary leadership and management skills to provide direction to all facets of technology operations.

Essential Functions:

1. Direct, coordinate, develop, execute and manage information technology systems district-wide.
2. Assist in developing and administering policies that promote the effective use of information technology.
3. Work with staff to integrate the use of technology into instructional programs. Develop and monitor technology-based alternative delivery programs.
4. Plan information technology programs and services; prepare and manage the department's budget; and determine the allocation of resources during the budget year.
5. Ensure the reliability and integrity of the school district's communication infrastructure and information systems.
6. Align IT objectives and programs to district objectives and strategies.
7. Define metrics based on overall district objectives.
8. Maximize the mix of in-house versus outsourced services.
9. Establish strategic service provider partnerships.
10. Align IT risk management with district-wide risk management.
11. Optimize and design district enterprise processes via IT.
12. Define and adjust IT standards and technologies.

13. Optimize costs and services through a mix of internal and external resources.
14. React to change productively and handle other tasks as assigned.
15. Support the value of an education.
16. Support the philosophy and mission of Uniontown Public Schools.
17. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasionally requires the ability to stoop, bend and reach.
4. Must be able to work indoors and outdoors year-round.
5. Must be able to work in stressful environments.
6. Requires the ability to handle multiple tasks with frequent interruptions.
7. Require some travel.
8. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Oversee the design, installation, and implementation of new technology systems and equipment.
2. Coordinate and oversee short and long-term technology planning district-wide.
3. Actively seek alternative funding for district technology programs. Write and administer state and federal grants for this purpose.
4. Assist the Superintendent or designee in evaluating district technology programs.
5. Communicate with administrators, teachers, staff, and district stakeholders regarding district technology plans, initiatives, issues, and policies.
6. Assist curriculum committees in examining potential technologies and/or technological materials.
7. Establish and oversee a process for developing and maintaining standards relating to the use of technology within the district.
8. Establish and oversee a system for maintenance of computer hardware and technology equipment.
9. Establish and maintain a system to provide technical support for district technology systems.
10. Provide consultant services to those staff that indicate a need, interest, or desire to integrate technology into district programs.
11. Keep administrators and staff informed of trends, innovations, and research related to technology.
12. Develop and oversee a system for preview, selection, and purchasing/cataloging of technological supplements and software.
13. Maintain inventory of technology hardware and software.
14. Represent the school district while participating in collaborative efforts related to information technology with other community organizations.
15. Pursue technical and professional education to keep current on technology and educational applications of technology.

16. Demonstrate effective instructional skills when working with students and staff.
17. Provide service for repairs/troubleshooting to all aspects of the district's IT program (network, devices, software, systems, etc...)
18. Adhere to all district health and safety policies.
19. Other duties as assigned by the Superintendent or other administrative staff, which are consistent with the general requirements and qualifications of the position.

TECHNOLOGY ASSISTANT

Purpose: The Technology Assistant maintains support for staff and students in a technology rich environment and assists with network support to ensure full and productive use of district technology. To accomplish these tasks, the Technology Assistant must work closely with the staff and administration of Uniontown Public Schools.

Responsible To: Director of Technology and Superintendent

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Experience with most forms of technology.
3. Desire to continue career improvement.
4. Necessary leadership and management skills to provide direction to all facets of technology operations.

Essential Functions:

1. Maintain support for staff and students to ensure full and productive use of district technology.
2. React to change productively and handle other tasks as assigned.
3. Support the value of an education.
4. Support the philosophy and mission of Uniontown Public Schools.
5. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasionally requires the ability to stoop, bend and reach.
4. Must be able to work indoors and outdoors year-round.
5. Must be able to work in stressful environments.
6. Requires the ability to handle multiple tasks with frequent interruptions.
7. Require some travel.
8. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Arrange/conduct/oversee technology training for staff as needed.
2. Manage all district instructional, educational, and related software.
3. Instruct students and staff in the use, maintenance, and proper care of technology related hardware and software.
4. Work closely with administration on curriculum technology related adoptions and projects.
5. Conduct inspections of district technology and establish maintenance and recommendations for district software.
6. Assist in the maintaining the district's automation software and hardware systems including local area networks (LAN).
7. Work with the Director of Technology to order and maintain suitable technology related supplies, tools, and equipment.
8. Assist in maintaining an inventory on technology equipment, software and supplies.
9. See that district policies are observed at all times.
10. Keep abreast of new technology-related information, innovative ideas, techniques, and software upgrades.
11. Attend and conduct in-service meetings and staff meetings as required.
12. Work closely with district technology committees
13. Maintain a working knowledge of all software packages utilized in the district.
14. Visit with Director of Technology, Building Principal's, and Superintendent regularly regarding technology needs.
15. Maintain a high standard of safety, cleanliness, and efficiency in all technology maintenance and repair projects.
16. Adhere to all district health and safety policies.
17. Other duties as assigned by the Director of Technology or other administrative staff, which are consistent with the general requirements and qualifications of the position.

BUS DRIVER

Purpose: The Bus Driver provides clean, safe, and reliable transportation to ensure that students enjoy the full advantage of school district programs and activities. To accomplish these tasks, the Bus Driver must work closely with the staff and administration of Uniontown Public Schools.

Responsible To: Director of Transportation and Superintendent

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. Valid Kansas commercial drivers' license (CDL) with appropriate endorsements.
2. Meet all state requirements for bus drivers, including Defensive Driving and First Aid Certification.
3. Complete required physical examination for bus drivers.
4. Desire to continue career improvement.
5. Necessary leadership and management skills to provide direction to all facets of transportation operations.

Essential Functions:

1. Provide clean, safe, and reliable transportation to ensure that students enjoy the full advantage of school district programs and activities.
2. Ensure that all activities conform to state school transportation guidelines.
3. Communicate effectively with all members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all vehicles and equipment as required.
6. Support the value of an education.
7. Support the philosophy and mission of Uniontown Public Schools.
8. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional requires the ability to stoop, bend, crawl, turn, kneel, and reach.
4. Requires climbing and balancing.
5. Requires driving skills, including ability to operate a vehicle at night.
6. Requires lengthy and overnight travel.

7. Requires agility necessary to quickly and safely exit driver's seat and rear emergency door.
8. Must be able to work indoors and outdoors year-round.
9. Must be able to work in noisy, crowded, stressful environments.
10. Must be able to work in and around dust, fumes, and odors.
11. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Abide by all Kansas school transportation regulations.
2. Provide safe and orderly transportation to and from school and school-related activities.
3. Maintain assigned schedule.
4. Transport only authorized students.
5. Discharge students only at authorized stops.
6. Maintain student discipline.
7. Abide by all traffic laws.
8. Inspect bus prior to each route or activity trip, and file inspection forms with the transportation supervisor.
9. Maintain bus in clean condition and inform the transportation supervisor whenever a bus is received in unsatisfactory condition.
10. Immediately notify the Director of Transportation if the route is running late or of mechanical failure.
11. Inform the Director of Transportation of routine maintenance and repair required.
12. Report all accidents and file required accident reports with the Director of Transportation.
13. Wash and clean bus on an established schedule.
14. Assist Director of Transportation with maintenance and repair as needed.
15. Keep abreast of new information, innovative ideas and techniques.
16. Adhere to all district health and safety policies.
17. Other duties as assigned by the Director of Transportation or other administrative staff, which are consistent with the general requirements and qualifications of the position.

BUS MONITOR

Purpose: The Bus Monitor assists in providing safe transportation to ensure that students enjoy the full advantage of school district programs and activities. To accomplish these tasks, the Bus Monitor must work closely with the staff and administration of Uniontown Public Schools.

Responsible To: Director of Transportation

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. High school diploma or equivalent
2. Desire to continue career improvement.
3. Necessary leadership and management skills to provide direction to all facets of transportation operations.

Essential Functions:

1. Assist in providing safe transportation to ensure that students enjoy the full advantage of school district programs and activities.
2. Ensure that all activities conform to state school transportation guidelines.
3. Communicate effectively with all members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment as required.
6. Support the value of an education.
7. Support the philosophy and mission of Uniontown Public Schools.
8. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional requires the ability to stoop, bend, crawl, turn, kneel, and reach.
4. Requires climbing and balancing.
5. Requires driving skills, including ability to operate a vehicle at night.
6. Must be able to work indoors and outdoors year-round.
7. Must be able to work in noisy, crowded, stressful environments.

8. Must be able to work in and around dust, fumes, and odors.
9. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Immediately report accidents, assaults, destruction of property, and abusive behavior to the transportation supervisor.
2. Ensure that students wait, board and depart buses in a safe and orderly fashion.
3. Work with Bus Drivers and Director of Transportation in resolving problems with students.
4. Keep abreast of new information, innovative ideas and techniques.
5. Adhere to all district health and safety policies.
6. Other duties as assigned by the Director of Transportation or other administrative staff, which are consistent with the general requirements and qualifications of the position.

FOOD SERVICE WORKER

Purpose: The Food Service Worker assists with the cleaning and maintenance of kitchen facilities and preparation and serving of food. To accomplish these tasks the Food Service Worker must work closely with the staff and administration of Uniontown Public Schools.

Responsible To: Director of Food Service, Building Principal and Superintendent

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. Meet all KSDE food safety training requirements.
2. Meet all USDA professional standards requirements.
3. Desire to continue career improvement.
4. Necessary leadership and management skills to provide direction to all facets of food service operations.

Essential Functions:

1. Assist in cleaning and maintaining kitchen facilities.
2. Ensure that all activities conform to district guidelines.
3. Ensure that all work is done in a timely manner as to meet schedules.
4. Must have working knowledge of basic math applications and computation skills.
5. Assist in preparing and serving food and assist in ensuring reimbursable meals are being served.
6. Assist in cleaning and maintaining kitchen facilities.
7. Communicate effectively with all members of the school district and community.
8. React to change productively and handle other tasks as assigned.
9. Appropriately operate all equipment as required.
10. Support the value of an education.
11. Support the philosophy and mission of Uniontown Public Schools.
12. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit or stand for prolonged periods.
2. Requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires the ability to stoop, bend and reach.
4. Must be able to work in noisy and crowded environments.

5. Must be able to work in and around fumes and odors.
6. Must maintain appropriate levels of personal hygiene.
7. Must follow district guidelines for professional food service dress code.
8. Must comply with state health and sanitation guidelines.
9. Must be able to work with electrical and gas appliances.
10. Must be able to work with dishwashing liquids and powders, solvents and other cleaning chemicals.
11. Must be able to work with materials of intense heat or extreme cold.
12. Must be able to lift 50 pounds occasionally.
13. Must be able to lift 25 pounds repeatedly.
14. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Assist with transporting items from delivery trucks into the kitchen.
2. Properly store all items into the kitchen.
3. Properly store all food.
4. Wash all dishes.
5. Store clean dishes for use the next school day.
6. Prepare and serve food and clean kitchen equipment as directed.
7. Assist with the cleaning and maintenance of the kitchen each day.
8. Sweep kitchen floor.
9. Must have knowledge of the National Components of the National School Lunch Program.
10. Assume responsibility for closing the kitchen each school day and for determining that all kitchen doors are locked and lights are turned off.
11. Ensure that refrigerators, freezers and storage areas are locked at the end of day.
12. Follow serving instructions as stated by the director of food service.
13. Prepare food as per direction and guidelines.
14. Maintain proper sanitary and safety practices.
15. See that district policies are observed at all times.
16. Keep abreast of new information, innovative ideas and techniques.
17. Maintain all required records.
18. Organize kitchen facilities, equipment, and food to improve efficiency.
19. Adhere to all district health and safety policies.
20. Other duties as assigned by the Director of Food Service or other administrative staff, which are consistent with the general requirements and qualifications of the position.

ELEMENTARY SCHOOL PRINCIPAL

Purpose: The Elementary School Principal provides professional leadership in organizing, administering, supervising, and evaluating a creative school program. To accomplish these tasks, the Elementary School Principal works closely with the community, staff and administration of Uniontown Public Schools.

Responsible To: Superintendent

Compensation: As negotiated with Superintendent and approved by BOE

Employment: 10 ½ month contract

Updated: November 2019

Qualifications:

1. Master's degree from an accredited college/university.
2. Licensed experience in education.
3. Current Kansas State Teaching License with Building Leadership Endorsement.
4. Desire to continue career improvement.
5. Necessary leadership and management skills to provide direction to all facets of school operations.

Essential Functions:

1. Provide professional leadership in organizing, administering, supervising and evaluating a creative school program.
2. Establish an optimal learning environment within the school.
3. Ensure that all school programs and activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Responsible for building level special education administration.
8. Support the value of an education.
9. Support the philosophy and mission of Uniontown Public Schools.
10. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasionally requires the ability to stoop, bend and reach.
4. Requires the ability to occasionally travel.
5. Must be able to work indoors and outdoors year-round.
6. Must be able to work long and irregular hours.
7. Must have the ability to handle both emotional and physical stress.
8. Must be able to work in noisy and crowded environments.
9. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Develop a program for the evaluation and improvement of instruction to ensure maximum educational benefits for students.
2. Develop a functioning education philosophy consistent with the values of the community, teachers, school administration and Board of Education.
3. Develop a comprehensive curriculum and program of services in cooperation with teachers and central office staff.
4. Develop an atmosphere of respect, interest and enthusiasm within the school.
5. Communicate openly and effectively with students, community, staff and administration.
6. Supervise and provide for the general welfare of students during the school day and during school activities.
7. Maintain effective programs to strengthen and monitor pupil discipline, attendance and individual progress.
8. Select and assign licensed and classified personnel.
9. Delegate duties for effective staff utilization but assume final responsibility for the overall school program.
10. Encourage the professional growth of teachers by advanced training, experimentation and evaluation.
11. Administer district policies in the operation of the school.
12. Administer the school budget.
13. Maintain school records and file necessary reports.
14. Comply with legal and regulatory requirements of the various governmental agencies.
15. Plan and organize the school day and year to provide for efficient operation of the school.
16. Maintain safe, clean, attractive and well-kept buildings and grounds.
17. Make effective use of consultants and specialists in program and staff development.
18. Work cooperatively with peers in sharing ideas, techniques and procedures for improvement of the learning environment.
19. Keep abreast of new information, innovative ideas and techniques.

20. Adhere to and promote the district mission.
21. Encourage teachers to use student data to guide instruction.
22. Utilize technology to manage school operations.
23. Demonstrate that diversity is valued.
24. Develop a personal code of ethics and demonstrate ethical decision-making.
25. Adhere to all district health and safety policies.
26. Other duties as assigned by the Superintendent which are consistent with the general requirements and qualifications of the position.

JUNIOR HIGH/HIGH SCHOOL PRINCIPAL

Purpose: The Middle/High School Principal provides professional leadership in organizing, administering, supervising, and evaluating a creative school program. To accomplish these tasks, the Middle/High School Principal works closely with the community, staff and administration of Uniontown Public Schools.

Responsible To: Superintendent

Compensation: As negotiated with Superintendent and approved by BOE

Employment: 10 ½ month contract

Updated: November 2019

Qualifications:

1. Master's degree from an accredited college/university.
2. Licensed experience in education.
3. Current Kansas State Teaching License with Building Leadership Endorsement.
4. Desire to continue career improvement.
5. Necessary leadership and management skills to provide direction to all facets of school operations.

Essential Functions:

1. Provide professional leadership in organizing, administering, supervising and evaluating a creative school program.
2. Establish an optimal learning environment within the school.
3. Ensure that all school programs and activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Responsible for building level special education administration.
8. Support the value of an education.
9. Support the philosophy and mission of Uniontown Public Schools.
10. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasionally requires the ability to stoop, bend and reach.
4. Requires the ability to occasionally travel.
5. Must be able to work indoors and outdoors year-round.
6. Must be able to work long and irregular hours.
7. Must have the ability to handle both emotional and physical stress.
8. Must be able to work in noisy and crowded environments.
9. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Develop a program for the evaluation and improvement of instruction to ensure maximum educational benefits for students.
2. Develop a functioning education philosophy consistent with the values of the community, teachers, school administration and Board of Education.
3. Develop a comprehensive curriculum and program of services in cooperation with teachers and central office staff.
4. Develop an atmosphere of respect, interest and enthusiasm within the school.
5. Communicate openly and effectively with students, community, staff and administration.
6. Supervise and provide for the general welfare of students during the school day and during school activities.
7. Maintain effective programs to strengthen and monitor pupil discipline, attendance and individual progress.
8. Select and assign licensed and classified personnel.
9. Delegate duties for effective staff utilization but assume final responsibility for the overall school program.
10. Encourage the professional growth of teachers by advanced training, experimentation and evaluation.
11. Administer district policies in the operation of the school.
12. Administer the school budget.
13. Maintain school records and file necessary reports.
14. Comply with legal and regulatory requirements of the various governmental agencies.
15. Plan and organize the school day and year to provide for efficient operation of the school.
16. Maintain safe, clean, attractive and well-kept buildings and grounds.
17. Make effective use of consultants and specialists in program and staff development.
18. Work cooperatively with peers in sharing ideas, techniques and procedures for improvement of the learning environment.
19. Keep abreast of new information, innovative ideas and techniques.

20. Adhere to and promote the district mission.
21. Encourage teachers to use student data to guide instruction.
22. Utilize technology to manage school operations.
23. Demonstrate that diversity is valued.
24. Develop a personal code of ethics and demonstrate ethical decision-making.
25. Supervision of and support for all student activities (athletic and non-athletic).
26. Adhere to all district health and safety policies.
27. Other duties as assigned by the Superintendent which are consistent with the general requirements and qualifications of the position.

CLASSROOM TEACHER

Purpose: The Classroom Teacher creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Classroom Instructor must work closely with other staff and the administration of Uniontown Public Schools.

Responsible To: Building Principal

Compensation: As per the salary schedule identified in the negotiated agreement

Employment: Annual contract as identified in the negotiated agreement

Updated: November 2019

Qualifications:

1. Bachelor's degree from an accredited college/university.
2. Current Kansas State Teaching License.
3. Desire to continue career improvement.
4. Necessary leadership and management skills to provide direction to all facets of classroom operations.

Essential Functions:

1. Use planning and preparation time effectively.
2. Promote a positive classroom environment.
3. Provide quality instruction.
4. Demonstrate appropriate professional responsibilities.
5. React to change productively and handle other tasks as assigned.
6. Support the value of an education.
7. Support the philosophy and mission of Uniontown Public Schools.
8. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional requires the ability to stoop, bend and reach.
4. Must be able to work indoors and outdoors year-round.
5. Must be able to work in noisy and crowded environments.
6. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Demonstrate knowledge of content and pedagogy.
2. Demonstrate knowledge of students.
3. Select instructional goals.
4. Demonstrate knowledge of resources.
5. Design coherent instruction.
6. Assess student learning.
7. Create an environment of respect and rapport.
8. Establish a culture for learning.
9. Manage classroom procedures.
10. Manage student behavior.
11. Organize physical space.
12. Communicate clearly and accurately with all members of the school district and community.
13. Use questioning and discussion techniques.
14. Engage students in learning.
15. Provide feedback to students.
16. Demonstrate flexibility and responsiveness.
17. Reflect on teaching.
18. Maintain accurate records.
19. Contribute to the school and district.
20. Grow and develop professionally.
21. Coordinate and supervise field trips.
22. Assist with the activities of student organizations.
23. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, parent/teacher conferences, graduation and open house.
24. See that district policies are observed during all activities.
25. Obtain advance approval of the Principal for all activities and expenditures.
26. Adhere to all district health and safety policies.
27. Other duties as assigned by the Principal or other administrative staff, which are consistent with the general requirements and qualifications of the position.

DIRECTOR OF ACTIVITIES

Purpose: The Director of Activities provides students an opportunity to participate in extracurricular activities that will foster physical/mental skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport and extracurricular activity and the principles of fair play. To accomplish these tasks, the Director of Activities must work closely with other staff and the administration of Uniontown Public Schools.

Responsible To: Building Principal

Compensation: As negotiated with the Superintendent (time beyond base contract)
As per the salary schedule identified in the negotiated agreement (base contract)

Employment: Annual contract as identified in the negotiated agreement

Updated: November 2019

Qualifications:

1. Bachelor's degree from an accredited college/university.
2. Current Kansas State Teaching License.
3. Desire to continue career improvement.
4. Necessary leadership and management skills to provide direction to all facets of district activity operations.

Essential Functions:

1. Organize and administer the overall program of extracurricular activities in order to insure continuity and consistency within and between each extra-curricular activity.
2. Provide leadership in the selection, assignment and evaluation of athletic coaches and assists the principal in the selection, assignment and evaluation of sponsors.
3. Foster good school-community relations by keeping the community aware of and responsive to the extracurricular activities program.
4. Serve as district liaison with various parent and community extracurricular activity groups and clubs including, but not limited to: athletics, vocal and instrumental music and cheerleading.
5. Assume responsibility for the organization and scheduling of all athletic events and oversee the organization and scheduling of other extracurricular events.
6. Schedule the use of facilities for practice sessions, games, activities and school functions.
7. Assist in the development of and supervise compliance with all appropriate rules and regulations governing the administration of extracurricular activities.

8. Direct the extracurricular programs designed to foster support for the athletic teams and school spirit among nonparticipants.
9. Assist in the process for adding or deleting activities from the extracurricular program.
10. Provide direction for accountability and accounting of all financial resources associated with extracurricular activities.
11. React to change productively and handle other tasks as assigned.
12. Support the value of an education.
13. Support the philosophy and mission of Uniontown Public Schools.
14. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional requires the ability to stoop, bend and reach.
4. Requires ability to travel.
5. Must be able to work indoors and outdoors year-round.
6. Must be able to work in noisy and crowded environments.
7. Must be able to work long and irregular hours.
8. Requires physical and emotional endurance.
9. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Contract and/or hire officials, athletic trainers and security as required and assumes general responsibility for the proper supervision of all events.
2. Arrange transportation for athletic contest/activity event participants.
3. Verify each student participant's eligibility according to established physical and academic requirements of eligibility for participation in KSHSAA sponsored events.
4. Prepare and administer the athletic program budget and oversee activity accounts.
5. Requisition program supplies and equipment.
6. Supervise all ticket sales for athletic events and supervise fund-raising for all extracurricular programs.
7. Coordinate the details of visiting teams'/groups' needs including lodging, meals, gymnasium services and field assistance as appropriate.
8. Assist with scheduling of non-school use of playing fields and facilities.
9. Administer the Kansas State High School Activities Association insurance program covering 7-12 grade school activities participants and assume responsibility for all processing of reports and claims.
10. Coordinate with Head Coaches/Sponsors to keep records of the results of all 7-12 grade athletic contests, tryouts and maintain a record file of all award winners.
11. Evaluate Head Coaches and oversee evaluation of assistants.
12. Assist the Principal in the evaluation of sponsors.

13. Assure compliance with all applicable KSHSAA rules and regulations including the submission of forms and payments as required.
14. Work with Principal to maintain the overall 7-12 grade calendar of events.
15. Schedule and coordinate the 7-12 facilities for practice and events.
16. Work with other administrators to supervise various athletic/activity events.
17. Adhere to all district health and safety policies.
18. Other duties as assigned by the Principal or other administrative staff which are consistent with the general requirements and qualifications of the position

ELEMENTARY SCHOOL COUNSELOR

Purpose: The Elementary School Counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate a comprehensive counseling program, the Elementary School Counselor must work closely with the other staff and administration of Uniontown Public Schools.

Responsible To: Building Principal

Compensation: As per the salary schedule identified in the negotiated agreement

Employment: Annual contract as identified in the negotiated agreement

Updated: November 2019

Qualifications:

1. Bachelor's degree from an accredited college/university.
2. Current Kansas State Teaching License.
3. Desire to continue career improvement.
4. Necessary leadership and management skills to provide direction to all facets of the counseling program.

Essential Functions:

1. Help students attain an optimum level of personal and social adjustment.
2. Consult with parents, teachers, administrators and supporting agencies concerning the needs and abilities of students.
3. Ensure that all activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Support the philosophy and mission of the Uniontown Public Schools.
9. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasionally requires stooping, bending and reaching.
4. Requires the ability to occasionally travel.
5. Must be able to work in noisy and crowded environments.
6. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career and family concerns.
2. Consult with parents, teachers, administrators and supporting agencies concerning the needs and abilities of students.
3. Identify students with special needs and make appropriate recommendations and referrals.
4. Implement an effective program of educational and career planning.
5. Develop and implement thematic programming that supports the physical, mental, and emotional well-being of students.
6. Assist in a continuous program of student orientation.
7. Assist in making recommendations for school curriculum and instructional practices.
8. Assist with and provide support for administrative staff regarding standardized assessments, student discipline, parental inquiries, and building-wide initiatives.
9. Attend and assist when necessary with school events such as musical programs, student recognition ceremonies, and open house.
10. See that district policies are observed during all activities.
11. Keep abreast of new information, innovative ideas, and techniques.
12. Obtain advance approval of the Principal for all activities and expenditures.
13. Adhere to all district health and safety policies.
14. Other duties as assigned by the Principal or other administrative staff which are consistent with the general requirements and qualifications for the position.

JUNIOR HIGH/HIGH SCHOOL COUNSELOR

Purpose: The Junior High/High School Counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate a comprehensive counseling program, the Junior High/High School Counselor must work closely with the other staff and administration of Uniontown Public Schools.

Responsible To: Building Principal

Compensation: As per the salary schedule identified in the negotiated agreement

Employment: Annual contract as identified in the negotiated agreement

Updated: November 2019

Qualifications:

1. Bachelor's degree from an accredited college/university.
2. Current Kansas State Teaching License.
3. Desire to continue career improvement.
4. Necessary leadership and management skills to provide direction to all facets of the counseling program.

Essential Functions:

1. Help students attain an optimum level of personal and social adjustment.
2. Consult with parents, teachers, administrators and supporting agencies concerning the needs and abilities of students.
3. Ensure that all activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Support the philosophy and mission of the Uniontown Public Schools.
9. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasionally requires stooping, bending and reaching.
4. Requires the ability to occasionally travel.
5. Must be able to work in noisy and crowded environments.
6. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career and family concerns.
2. Consult with parents, teachers, administrators and supporting agencies concerning the needs and abilities of students.
3. Implement a comprehensive appraisal process by:
 - a. selecting and administering appropriate ability, achievement and interest tests;
 - b. visiting with students and interviewing interested adults; and
 - c. interpreting results to students, teachers, administrators and parents.
4. Update and maintain confidential student records, including cumulative transcripts and student files.
5. Identify students with special needs and make appropriate recommendations and referrals.
6. Implement an effective program of educational and career planning.
7. Schedule opportunities for students to visit with resource persons and recruiters about academic and career choices.
8. Maintain a current library of career and college information and assist students in using the information effectively.
9. Provide information regarding financial aid and scholarships for college and vocational training.
10. Assist with enrollment to ensure that students complete courses appropriate to their needs and which lead to graduation.
11. Assist in a continuous program of student orientation.
12. Assist in making recommendations for school curriculum and instructional practices.
13. Assist with and provide support for administrative staff regarding standardized assessments, student discipline, parental inquiries, and building-wide initiatives.
14. Develop a robust plan to support Career and Technical Education Programs (CTE).
15. Assist with the activities of student organizations.
16. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation and open house.
17. See that district policies are observed during all activities.
18. Keep abreast of new information, innovative ideas and techniques.
19. Obtain advance approval of the Principal for all activities and expenditures.
20. Adhere to all district health and safety policies.
21. Other duties as assigned by the Principal or Superintendent, which are consistent with the general requirements and qualifications for the position.

SCHOOL NURSE

Purpose: The School Nurse helps students attain an optimum level of physical, social, and emotional health. In order to coordinate a comprehensive student health program, the School Nurse must work closely with the staff and administration of Uniontown Public Schools.

Responsible To: Building Principal and Superintendent

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. Current Kansas Board of Nursing License (RN or BSN).
2. Desire to continue career improvement.
3. Necessary leadership and management skills to provide direction to all facets of school wellness and health.

Essential Functions:

1. Help students attain an optimum level of physical, social and emotional health.
2. Establish and maintain a comprehensive health program for students and employees of the school district.
3. Ensure all activities conform to school district guidelines.
4. Communicate effectively with all members of the school district.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Appropriately operate all equipment as required.
8. Support the value of an education.
9. Support the philosophy and mission of Uniontown Public Schools.
10. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to move, lift, carry, pull or push heavy objects or materials.
3. Occasionally requires the ability to stoop, bend and reach.
4. Requires extensive use of hands.
5. Requires the ability to occasionally travel.
6. Must be able to work in noisy and crowded environments.
7. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Establish and maintain a comprehensive health program for students and employees of the school district.
2. Conduct student health appraisals including:
 - a. Nursing assessments.
 - b. Vision screenings.
 - c. Hearing screenings.
 - d. Weighing and measuring.
 - e. Follow-up of problems noted.
 - f. Consultation with teachers and parents regarding health problems.
3. Coordinate a program of communicable disease control based on Kansas' immunization laws to include:
 - a. Maintaining immunization records for each student.
 - b. Communicating with parents regarding immunization requirements.
4. Coordinate a comprehensive program of caring for students who are injured or who become ill at school.
5. Provide faculty and staff with first-aid training and supplies as appropriate or as needed.
6. Provide emergency care for accidents and sudden illness of pupils until parents assume responsibility.
7. Notify parents and building administrators regarding children who are severely ill or injured.
8. Report school accidents to the Building Principal.
9. Enforce and monitor medication guidelines.
10. Coordinate and supervise a comprehensive program of dental health education.
11. Encourage parents to provide their children with annual dental check-ups.
12. Coordinate and supervise a comprehensive program of health education.
13. Confer with parents and community agencies concerning the health of children following confidentially guidelines.
14. Counsel with teachers, students, and parents concerning children's individual health concerns and formulate a plan for facilitating adequate attendance for these students.
15. Assist in referral and planning programs for exceptional children.
16. Assist students in developing feelings of self-worth and in making social adjustments that permit them to cope with disabilities.
17. Maintain a cumulative health record for each student, recording all data pertinent to the child's health.
18. Submit accurate and timely reports as required by various health agencies.
19. Immediately report to the director any safety hazards or unsanitary conditions observed in the school environment.
20. Order and maintain all supplies for the health service program.

21. See that school district policies are observed during all activities.
22. Obtain prior approval for all special activities and expenditures.
23. Keep abreast of new information, innovative ideas and techniques.
24. Delegate nursing tasks to appropriate district employees as approved by State Board of Nursing to include teaching, supervising, documentation, medication delivery, and care plans.
25. Adhere to all district health and safety policies.
26. Make referrals to Greenbush Audiologist when a student needs further hearing screens.
27. Coordinate Kansas School District Administrative (SDAC) Program at District Level.
28. Coordinate Dental Screening at School (free to students).
29. Coordinate immunization clinics for students and flu shots for staff. Hep B series also available to employees.
30. Coordinate sports physicals for student-athletes each May (free to students).
31. Provides Adolescent puberty films for 5th grade students.
32. Provides Sex Education and health-choice videos and classes for 9th grade students.
33. Assist in coordinating Kindergarten Round-up physicals and immunizations (free to students).
34. Collect specimens for Bus Drivers drug/alcohol screening (done quarterly).
35. Other duties as assigned by the Principal or other administrative staff which are consistent with the general requirements and qualifications for the position.

ELEMENTARY INSTRUCTIONAL AIDE

Purpose: The Elementary Instructional Aide assists the instructor in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the Elementary Instructional Aide works closely with the staff and administration of Uniontown Public Schools.

Responsible To: Building Principal

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Desire to continue career improvement.
3. Necessary leadership and management skills to provide direction to all facets of classroom operations.

Essential Functions:

1. Assist in facilitating the personal, social and intellectual development of students.
2. Assist in establishing a positive learning environment and respond to the individual needs of students.
3. Ensure that all activities conform to district and cooperative guidelines.
4. Communicate effectively with all members of the school district, and community.
5. Effectively use technology and equipment as required.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Support the philosophy and mission of Uniontown Public Schools.
9. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional requires the ability to stoop, bend and reach.
4. Requires the ability to occasionally travel.
5. Must be able to work indoors and outdoors year-round.
6. Must be able to work in noisy and crowded environments.
7. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Assist in the instruction and supervision of students.
2. Observe, record, and report student behavior.
3. Assist with small group and individual instruction.
4. Monitor student progress.
5. Assist students in games and in the proper use of playground equipment.
6. Use appropriate behavior management techniques to maintain a positive climate for learning.
7. Motivate students through effective communication and evaluative feedback.
8. Set high expectations for student achievement and behavior.
9. Demonstrate effective interpersonal relationships with others.
10. Assist in providing for the special physical needs of students.
11. Escort/transport students to and from various school facilities and areas.
12. Provide student supervision as needed (before/after school, lunch, recess, etc...).
13. Grades papers and assist with record keeping.
14. Take attendance and record absences.
15. Prepare instructional materials and supplies for use.
16. Assist in the maintenance and inventory of materials.
17. Work effectively with students, teachers, parents, community agencies and other groups.
18. Adhere to confidentiality guidelines.
19. Immediately report accidents, assaults, and destruction of property and abusive behavior to the instructor and principal.
20. See that district policies are observed during all activities.
21. Keep abreast of new information, innovative ideas and techniques.
22. Adhere to all district health and safety policies.
23. Other duties as assigned by the Principal or other administrative staff, which are consistent with the general requirements and qualifications of the position.

JUNIOR HIGH/HIGH SCHOOL AT-RISK AIDE

Purpose: The Junior High/High School At-Risk Aide assists in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the Junior High/High School At-Risk Aide works closely with the staff and administration of Uniontown Public Schools.

Responsible To: Building Principal and/or Superintendent

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Proficiency with technology and in an online learning environment.
3. Desire to continue career improvement.
4. Necessary leadership and management skills to provide direction to all facets of classroom operations.

Essential Functions:

1. Assist in facilitating the personal, social and intellectual development of students.
2. Assist in establishing a positive learning environment and respond to the individual needs of students.
3. Appropriately manage all aspects of the online learning environment (rules, programming, records, communication, student assistance, login information, etc...)
4. Serve as a liaison among and resource for students, staff, parents, and administration to ensure students maintain sufficient academic progress in both the online and traditional classroom settings
5. Ensure that all activities conform to district and cooperative guidelines.
6. Communicate effectively with all members of the school district, and community.
7. Effectively use technology and equipment as required.
8. React to change productively and handle other tasks as assigned.
9. Support the value of an education.
10. Support the philosophy and mission of Uniontown Public Schools.
11. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasionally requires the ability to stoop, bend and reach.
4. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Assist in the instruction and supervision of students.
2. Observe, record, and report student behavior.
3. Assist with small group and individual instruction.
4. Monitor student progress.
5. Demonstrate knowledge of students and resources.
6. Use appropriate behavior management techniques to maintain a positive climate for learning.
7. Motivate students through effective communication and evaluative feedback.
8. Set high expectations for student achievement and behavior.
9. Demonstrate effective interpersonal relationships with others.
10. Assist in providing for the special physical needs of students.
11. Escort/transport students to and from various school facilities and areas.
12. Provide student supervision as needed (before/after school, lunch, etc...).
13. Assist with record keeping.
14. Take attendance and record absences.
15. Prepare instructional materials and supplies for use.
16. Assist in the maintenance and inventory of materials.
17. Work effectively with students, teachers, parents, community agencies and other groups.
18. Manage all online enrollments.
19. Work with administration, teachers, parents, and students to appropriately communicate academic progress in both the online and traditional learning environments.
20. Serve as the first point of contact for the online program vendor for any issues with the program.
21. Provide feedback to the online program provider to assist in upgrades and improvements resulting in courses that run effectively for students.
22. Evaluate weekly reports to monitor student progress, guides student through course work, and provides assistance when needed.
23. Assist with the facilitation of all aspects of the at-risk program (failing list, assessment records, graduation progress/credit earned/credit recover, grade level achievement, etc...).
24. Serve as a resource for all student improvement teams and provide support for any at-risk student in an effort to address the source of the circumstance.
25. Adhere to confidentiality guidelines.

26. Immediately report accidents, assaults, and destruction of property and abusive behavior to the Building Principal.
27. See that district policies are observed during all activities.
28. Keep abreast of new information, innovative ideas and techniques.
29. Adhere to all district health and safety policies.
30. Other duties as assigned by the Principal and/or Superintendent, which are consistent with the general requirements and qualifications of the position.

BUILDING SECRETARY

Purpose: The Building Secretary provides office and clerical support to assist with the efficient operation of the school building. To accomplish these tasks, the Building Secretary works closely with the staff and administration of Uniontown Public Schools.

Responsible To: Building Principal and Superintendent

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Possess exemplary organizational and communication skills.
3. Experience with technology and affiliated/relevant software.
4. Exhibit integrity and interpersonal skills.
5. Possess a detail-oriented nature.
6. Desire to continue career improvement.
7. Necessary leadership and management skills to provide direction to all facets of school operations.

Essential Functions:

1. Provide support to all students and school personnel.
2. Serve as the first point of contact for many school actions.
3. Promote a positive school building environment.
4. Communicate effectively with all members of the school district and community.
5. Work independently and in a team environment while multi-tasking with accuracy.
6. Can take and implement directives from members of the administrative team in a positive manner.
7. Demonstrate appropriate professional responsibilities.
8. React to change productively and handle other tasks as assigned.
9. Support the value of an education.
10. Support the philosophy and mission of Uniontown Public Schools.
11. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional requires the ability to stoop, bend and reach.

4. Must be able to work in noisy and crowded environments.
5. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Screen visitors and telephone calls, directing them to the appropriate person/department.
2. Screen and route incoming mail, memos, and bulletins.
3. Compose, type, and copy correspondence, reports, bulletins, records, and other materials.
4. Obtain, gather, and organize pertinent data as needed.
5. Facilitate all aspects of the student enrollment process.
6. Assist students, faculty, and public in office area.
7. Maintain an orderly filing system.
8. Receive and give messages to students and faculty.
9. Accept and log absence calls.
10. Facilitate all communication to parents (mail, electronic, app., etc...).
11. Obtain outside and in-house substitute teachers for licensed staff when needed. Reconcile all absences, check substitutes out for licensed staff, turn in the substitute report to the business manager each month and keep substitutes informed of announcements and any unusual activities for the day.
12. Collect absence reports and maintain records of faculty absences.
13. Assist in training new employees.
14. Request homework for absent students.
15. Keep abreast of new information, innovative ideas and techniques.
16. Adhere to all district health and safety policies.
17. Other duties as assigned by the Principal or other administrative staff, which are consistent with the general requirements and qualifications of the position.

**Specialized Responsibilities:
(Registrar)**

1. Work at computer during enrollment.
2. Input new student information, create schedules, make schedule changes, and print schedules.
3. Request records from previous school for all new students.
4. Input transcript information to transcript file showing courses, grades, and credits.
5. Calculate GPA and update GPA information on computer.
6. Send letters to parents regarding retentions and demotions.
7. Coordinate all curriculum information from departments and disseminate to all parties as appropriate.
8. Update parent information in computer.
9. Maintain all information in the student management system.
10. Process student transcripts when requested.
11. Enroll new students throughout the school year. Check computer information, make cumulative folder, input transcript, and request records.

12. Notify teachers of transfer grade.
13. Pull cumulative file, health card, and process transcript with withdrawal grades and send to administration with request from new school when students withdraw.
14. Maintain the failing list.
15. Enter all term and semester grades in computer check error report and make necessary corrections.
16. Follow-up on all incomplete grades and enter in computer after report cards distributed.
17. Coordinate grade card distribution.
18. Send copies of report cards to parents, if requested.
19. Prepare Honor Roll list for relevant stakeholders.
20. Analyze incoming senior transcript checking specifically graduation credit.
21. Maintain on-going evaluation of all senior grades, courses, and graduation requirements.
22. Order diplomas, prepare senior list of names, and consult each senior personally for correct spelling of name. Check diploma order form for accuracy of spelling and check list so that everyone receives a diploma.
23. Evaluate Foreign Exchange Students for recommended grade placement.
24. Assist with graduation and distribution of diplomas.
25. Post GPA, graduation date, final class rank, and principal's signature on transcripts.
26. Finalize graduate records and send to administration.
27. Assist in distribution of student transcripts for college applications.

(Bookkeeper)

1. Keep complete and systematic records of business transactions for the building activity fund.
2. Receive payment and disburse funds associated with the building activity fund.
3. Maintain and prepare financial reports.
4. Balance books and records on a regular basis.
5. Prepare bank deposits daily.
6. Prepare monthly sales tax reports.
7. Update students' fees after fiscal rollover and class schedule changes.
8. Bill student accounts for lost/unreturned textbooks and other obligations each semester and at the time of withdrawal or schedule changes.
9. Process credit card transactions including food service payments.
10. Process food service refund requests.
11. Remain updated on all outstanding obligations for current and inactive students.
12. Send monthly statements on past due accounts.
13. Prepare student accounts for collections.
14. Pick-up/drop-off deposit and hold bags at bank(s).
15. Inventory textbooks reported lost by teachers.

16. Assign locker assignments and combinations and maintain combination control records.
17. Update accounts based non-sufficient fund payments.
18. Respond and/or react to large volume of e-mails daily.

(Activities)

1. Assist students, faculty, coaches and others who come into the office.
2. Maintain physicals for all student athletes.
3. Check grade eligibility of all activity participants plus maintain proper paperwork and eligibility reports.
4. Schedule appointments, make travel arrangements and assemble material for meetings.
5. Send records, forms and paperwork required to KSHSAA.
6. Place orders for materials, verify quantities delivered and distribute to staff.
7. Send rosters, schedules and general information to all opponents.
8. Prepare and send out information on all invitational tournaments.
9. Update computer information, activity records, letters, schedules, etc...
10. Check out supplies and equipment for athletic programs.
11. Assist bookkeeper in sending out copies of monthly ledger sheets to sponsors.
12. Prepare and distribute monthly/yearly activity calendar.
13. Assist bookkeeper in making transfers for activity accounts.
14. Maintain forms and records for transfer students wanting to go out for sports (in-coming and out-going students).
15. Prepare programs for activity events.
16. Update and maintain Coaches and Sponsors handbook yearly.

BUILDING CUSTODIAN

Purpose: The Building Custodian provides students and staff a safe, attractive, and clean place in which to learn and work. In order to respond to the individual needs and abilities of students, the Building Custodian must work closely with other staff and the administration of Uniontown Public Schools.

Responsible To: Building Principal and Superintendent

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. Ability to work individually and as part of a team.
2. Fundamental organizational and communication skills.
3. Desire to continue career improvement.
4. Necessary leadership and management skills to provide direction to all facets of maintenance operations.

Essential Functions:

1. Demonstrate an understanding of basic cleaning protocol.
2. Support the Building Principal and/or Superintendent on projects of significance.
3. Responsible for all aspects of maintenance and repair of district facilities.
4. Demonstrate appropriate professional responsibilities.
5. React to change productively and handle other tasks as assigned.
6. Support the value of an education.
7. Support the philosophy and mission of Uniontown Public Schools.
8. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to stand and walk on level surfaces, as well as climb up and down stairs for prolonged periods.
2. Requires the ability to manually move, lift, carry, push or pull heavy objects or materials.
3. Requires the ability to stoop, bend and reach.
4. Must be able to work in and around chemical odors.
5. Must be able to maintain appropriate levels of personal hygiene and sanitation.
6. Must be able to follow district guideline regarding dress code.
7. Must be able to work with cleaning chemicals, solvents and disinfectants.

8. Requires the full range of motion with neck, shoulders, elbows, wrists, back, torso, knees and ankles.
9. Must be able to lift 50 pounds repeatedly.
10. Must be able to work indoors and outdoors year-round.
11. Must be able to work in noisy and crowded environments.
12. Must be able to work on ladders and lifts at heights.
13. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Maintain the cleanliness of building and premises.
2. Make sure the building is secure during/after hours.
3. Report maintenance concerns to the appropriate supervisor.
4. Maintain proper sanitary and practices.
5. Report any unsafe practices to the appropriate supervisor.
6. Move furniture or equipment within the building premises as required for various activities and as directed by the Superintendent or other administrative staff.
7. Perform yard-keeping chores such as grass cutting, trimming shrubs, and maintaining the school grounds in a safe and attractive condition.
8. Keep floors in a clean and attractive condition and in a good state of preservation.
9. Clean whiteboards, perform minor building repairs, report needed maintenance repairs to Building Principal and Superintendent.
10. Remain on school premises during duty hours and during non-school hours when the use of the building has been authorized and the Building Principal and/or Superintendent require his/her attendance.
11. Assume responsibility for opening and closing the building each school day and for determining that all doors and windows are locked and lights (other than for security) are turned off/on.
12. Monitor building temperature to provide temperatures appropriate to the season and to ensure economical usage.
13. Clear snow from walkways and steps during inclement weather.
14. Clean classrooms, dust furniture, sweep, mop, and vacuum corridors.
15. Clean and disinfect restrooms, locker rooms, gym, and drinking fountains.
16. Keep enough chemicals and supplies on hand to perform daily duties.
17. Keep bathrooms stocked throughout the day.
18. Conduct an ongoing program of general maintenance.
19. Adhere to all district health and safety policies.
20. Ability to perform maintenance and minor repair in connection with:
 - o Electrical, plumbing, and HVAC systems
 - o Exterior and interior of buildings
 - o School grounds
 - o Carpentry – Concrete
21. Other duties as assigned by the Building Principal and/or Superintendent, which are consistent with the general requirements and qualifications of the position.

Specialized Responsibilities:

(Seasonal Maintenance Workers including Lawn Maintenance)

1. Work is limited to a very specific period (month/season/purpose) and in the case of student workers, age appropriate as identified by federal law and state statute.
2. Provide as-needed support to the director of maintenance and custodial staff
3. Responsible for all aspects of lawn maintenance including but not limited to mowing, lawn mower maintenance, edging, bagging, waste removal, and facility needs assessment

GROUND/CUSTODIAN

Purpose: The Building Custodian provides students and staff a safe, attractive, and clean place in which to learn and work. In order to respond to the individual needs and abilities of students, the Building Custodian must work closely with other staff and the administration of Uniontown Public Schools.

Responsible To: Building Principal and Superintendent

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. Ability to work individually and as part of a team.
2. Fundamental organizational and communication skills.
3. Desire to continue career improvement.
4. Necessary leadership and management skills to provide direction to all facets of maintenance operations.

Essential Functions:

1. Demonstrate an understanding of basic cleaning protocol.
2. Support the Building Principal and/or Superintendent on projects of significance.
3. Responsible for all aspects of maintenance and repair of district facilities.
4. Demonstrate appropriate professional responsibilities.
5. React to change productively and handle other tasks as assigned.
6. Support the value of an education.
7. Support the philosophy and mission of Uniontown Public Schools.
8. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to stand and walk on level surfaces, as well as climb up and down stairs for prolonged periods.
2. Requires the ability to manually move, lift, carry, push or pull heavy objects or materials.
3. Requires the ability to stoop, bend and reach.
4. Must be able to work in and around chemical odors.
5. Must be able to maintain appropriate levels of personal hygiene and sanitation.
6. Must be able to follow district guideline regarding dress code.
7. Must be able to work with cleaning chemicals, solvents and disinfectants.

8. Requires the full range of motion with neck, shoulders, elbows, wrists, back, torso, knees and ankles.
9. Must be able to lift 50 pounds repeatedly.
10. Must be able to work indoors and outdoors year-round.
11. Must be able to work in noisy and crowded environments.
12. Must be able to work on ladders and lifts at heights.
13. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Maintain the cleanliness of building and premises.
2. Make sure the building is secure during school and after hours.
3. Report maintenance concerns to the appropriate supervisor.
4. Maintain proper sanitary and practices.
5. Report any unsafe practices to the appropriate supervisor.
6. Move furniture or equipment within the building premises as required for various activities and as directed by the Building Principal and/or Superintendent.
7. Perform yard-keeping chores such as grass cutting, trimming shrubs, and maintaining the school grounds in a safe and attractive condition.
8. Keep floors in a clean and attractive condition and in a good state of preservation.
9. Clean whiteboards, perform minor building repairs, report needed maintenance repairs to Building Principal and Superintendent.
10. Remain on school premises during duty hours and during non-school hours when the use of the building has been authorized and the Building Principal and/or Superintendent require his/her attendance.
11. Assume responsibility for opening and closing the building each school day and for determining that all doors and windows are locked and lights (other than for security) are turned off/on.
12. Monitor building temperature to provide temperatures appropriate to the season and to ensure economical usage.
13. Clear snow from walkways and steps during inclement weather.
14. Clean classrooms, dust furniture, sweep, mop, and vacuum corridors.
15. Clean and disinfect restrooms, locker rooms, gym, and drinking fountains.
16. Keep enough chemicals and supplies on hand to perform daily duties.
17. Keep restrooms stocked throughout the day.
18. Conduct an ongoing program of general maintenance.
19. Adhere to all district health and safety policies.
20. Ability to perform maintenance and minor repair in connection with:
 - a. Electrical, plumbing, and HVAC systems
 - b. Exterior and interior of buildings
 - c. School grounds
 - d. Carpentry – Concrete
21. Other duties as assigned by the Building Principal and/or Superintendent, which are consistent with the general requirements and qualifications of the position.

Specialized Responsibilities:

(Custodial)

1. At this time the position involves cleaning of the JH & HS Restrooms (done usually after lunch), also helping with the Common's cleaning.
2. Cleaning of the Ag. Shop, Wood Shop, Band Room, and Student Bathrooms.
3. Cleaning of the Eagles Nest, Concession Stands, and Concession Bathrooms.
4. During School Day – after grass is dormant – Set up for Basketball games.
5. Daily –
 - a. Clean rooms
 - b. Scrub HS Gym floor during PE Teachers free period on game days.
 - c. Maintenance of Gym / Stadium / Lockers / Weight Room
 - d. Basketball Game Days – Assist WBE with cleaning & set-up of gym

Specialized Responsibilities:

(Seasonal Maintenance Workers including Field Preparation and Maintenance)

1. Responsible for all aspects of lawn maintenance including but not limited to mowing, lawn mower maintenance, edging, weed-eating, bagging, waste removal, and facility needs assessment.
2. Sweep rocks from WBE slab with tractor broom.
3. Keep leaves mulches and away from school buildings.
4. Keep outside trash picked up.
5. Connect sprinkling equipment and water lawns and flower beds.
6. Inspect flowers, shrubs, turf grass, and trees for evidence of insects, fungi, and other pests, and spray and dust chemicals on infected areas.
7. Collect and dispose of leaves and refuse.
8. Repair outdoor chairs and benches.
9. Assist with maintenance requests as needed.
10. Winterize facilities as needed.
11. Assist in snow removal from driveways and sidewalks, and spread material to promote melting and safety.
12. Inspect all playground equipment, and make repairs as necessary to maintain safety for students.

LIBRARY AIDE

Purpose: The Library Aide assists students and staff make full use of the services and resources of the School Library and Media Center. In order to create a positive learning environment, the Library Aide must work closely with other staff and the administration of Uniontown Public Schools.

Responsible To: Building Principal

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Exemplary communication skills.
3. Possess organizational and technology skills.
4. Desire to continue career improvement.
5. Necessary leadership and management skills to provide direction to all facets of library and media center operations.

Essential Functions:

1. Assist with the efficient operation of the Library and Media Center.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with all members of the school district and community.
4. Correctly operate all equipment as required.
5. React to change productively and handle other tasks as assigned.
6. Support the value of an education.
7. Support the philosophy and mission of Uniontown Public Schools.
8. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional requires the ability to stoop, bend and reach.
4. Must be able to work in noisy and crowded environments.
5. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Assist in any and all library duties
2. Check out books and materials as needed.
3. Repair books and other media center materials as directed by the Building Principal.
4. Develop working knowledge of Uniontown Public School's Online Library Catalog computer program.
5. Assist with book and materials inventory.
6. Supervise students as directed by the Building Principal.
7. Monitor overdue books and contact parents concerning return or payments.
8. Demonstrate awareness of the needs of students and provide for individual differences.
9. Facilitate all aspects of the interlibrary loaning of materials.
10. Manage and account for all late and user fees.
11. Set high expectations for student achievement and behavior.
12. Demonstrate effective interpersonal relationships with others.
13. Assist staff members in locating and securing materials for use in the classroom whether from the library/media center or throughout the district.
14. See that district policies are observed during all activities.
15. Adhere to all district health and safety policies.
16. Other duties as assigned by the Building Principal, which are consistent with the general requirements and qualifications of the position.

ACCOMPANIST

Purpose: The Accompanist provides instrumentation and musical support for staff and students in a classroom and performance setting. In order to respond to the individual needs and abilities of students, the Accompanist must work closely with other staff and the administration of Uniontown Public Schools.

Responsible To: Building Principal

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Proficient with musical instrumentation and performance events.
3. Desire to continue career improvement.
4. Necessary leadership and management skills to provide direction to all facets of classroom operations.

Essential Functions:

1. Facilitate instrumentation and other forms of musical support.
2. Enhance the outcomes of the district's music programs.
3. Demonstrate appropriate professional responsibilities.
4. React to change productively and handle other tasks as assigned.
5. Support the value of an education.
6. Support the philosophy and mission of Uniontown Public Schools.
7. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional requires the ability to stoop, bend and reach.
5. Must be able to work in noisy and crowded environments.
6. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Demonstrate proficiency with requisite musical instrumentation.
2. Possess knowledge and command over a wide array of music concepts.
3. Provide support for staff and students in an effort to enhance classroom performance, production outcomes, and educational achievement within the music department.
4. Remain prepared to assist with all extra-curricular events related to the music program (musicals, contests, tryouts, shows, etc...).
5. Obtain advance approval of the Classroom Instructor and Principal for all activities.
6. Adhere to all district health and safety policies.
7. Other duties as assigned by the Classroom Instructor, Principal, or other administrative staff, which are consistent with the general requirements and qualifications of the position.

SUBSTITUTE CLASSROOM TEACHER

Purpose: The Substitute Classroom Instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students in the absence of the regular instructor. In order to respond to the individual needs and abilities of students, the Substitute Classroom Instructor must work closely with other staff and the administration of Uniontown Public Schools.

Responsible To: Building Principal

Compensation: Daily rate as established by the Board of Education

Employment: As needed by the building

Updated: November 2019

Qualifications:

1. Required college credit hours from an accredited college/university.
2. Current Kansas State Substitute Teaching License.
3. Desire to continue career improvement.
4. Necessary leadership and management skills to provide direction to all facets of classroom operations.

Essential Functions:

1. Use planning and preparation time effectively.
2. Promote a positive classroom environment.
3. Provide quality instruction.
4. Demonstrate appropriate professional responsibilities.
5. React to change productively and handle other tasks as assigned.
6. Support the value of an education.
7. Support the philosophy and mission of Uniontown Public Schools.
8. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional requires the ability to stoop, bend and reach.
4. Must be able to work indoors and outdoors year-round.
5. Must be able to work in noisy and crowded environments.

General Responsibilities:

1. Demonstrate knowledge of content and pedagogy.
2. Demonstrate knowledge of students.
3. Demonstrate knowledge of resources.
4. Implement effective lessons in the absence of the Classroom Instructor.
5. Follow lesson plans made by Classroom Instructor.
6. Motivate students through effective communication and evaluative feedback.
7. Demonstrate awareness of the needs of students and provide for individual differences.
8. Set high expectations for student achievement and behavior.
9. Establish and maintain a positive climate for learning through appropriate classroom management.
10. Assess student learning.
11. Create an environment of respect and rapport.
12. Manage student behavior.
13. Use questioning and discussion techniques.
14. Engage students in learning.
15. Provide feedback to students.
16. Demonstrate flexibility and responsiveness.
17. See that district policies are observed during all activities.
18. Obtain advance approval of the Classroom Instructor and/or Principal for all activities and expenditures.
19. Adhere to all district health and safety policies.
20. Other duties as assigned by the Principal or other administrative staff, which are consistent with the general requirements and qualifications of the position.

HEAD COACH/SPONSOR

Purpose: The Head Coach/Sponsor is responsible for coaching student-athletes in game strategies and techniques to prepare them for athletic competition and effectively provide the best possible education for each athlete to develop an appreciation of the sport. In order to respond to the individual needs and abilities of students, the Head Coach/Sponsor must work closely with other staff and the administration of Uniontown Public Schools.

Responsible To: Director of Activities/Building Principal

Compensation: As per the supplemental salary schedule identified in the negotiated agreement

Employment: Seasonal contract as defined by the activity

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Current Kansas State Teaching License or KSHSAA Rule 10 Certification.
3. Possess fundamental and foundational knowledge of the activity.
4. Ability to implement a variety of instructional methods to improve student performance and activity-specific outcomes.
5. Maintain all KSHSAA requirements.
6. Desire to continue career improvement.
7. Necessary leadership and management skills to provide direction to all facets of activity operations.

Essential Functions:

1. Use planning and practice time effectively.
2. Communicates with all participants, parents, staff, administration, and patrons in an effective and supportive manner.
3. Leads all affiliated parties in a manner that supports the growth and of the program.
4. Understands all facets of the activity and commands a superior knowledge of activity strategy and optimal action.
5. Comprehends, accepts, and appreciates the role of activities as it relates to the mission of the school district.
6. Promote a positive activity environment.
7. Provide quality activity-specific instruction.
8. Demonstrate appropriate professional responsibilities.
9. React to change productively and handle other tasks as assigned.
10. Support the value of an education.

11. Support the philosophy and mission of Uniontown Public Schools.
12. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional requires the ability to stoop, bend and reach.
4. Must be able to work in noisy and crowded environments.
5. Requires the ability to sit on a bus for extended periods of time.
6. Requires the ability to carry and/or provide aid to an injured participant.
7. Requires the ability to coach in a variety of temperatures, humidity levels, and various weather conditions.
8. Must have the ability to handle both emotional and physical stress.
9. Must be able to work long and irregular hours.
10. Occupationally exposed to bloodborne pathogens and other potentially infectious materials based on task and procedures required.
11. Must be able to list equipment necessary for their activity
12. Requires the ability to practice without fatiguing.
13. Requires the ability to demonstrate agility drills, stretching exercises and activity-specific actions.
14. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Develop drill and practice actions that teach and enhance individual/team skill development that makes up the activity.
2. Possess knowledge of activity rules and strategies.
3. Prepare and implement a schedule of checking out, maintaining, and checking in equipment.
4. Ability to plan and enforce appropriate safety and health rules and regulations.
5. Ability to develop a supervision plan that ensures the safety and welfare of students at all times: locker rooms, trips, practices, etc...
6. Maintain confidentiality about students and others.
7. Communicate in a professional manner.
8. Effectively communicate with all audiences – players, parents, supervisors, peers and spectators.
9. Ability to receive, understand and follow directions.
10. Be able to model/demonstrate activities and equipment used to develop basic skills or physical condition.
11. Ability to observe, diagnose, and prescribe appropriate remediation activities during practice and competition conditions for participants and team.
12. Apply the developmental stages of each point of the activity to the needs and ability levels of the team/participants.
13. Assimilate innovations and adapt to changes when applicable.

14. Establish fundamental philosophy for activity.
15. Analyze and evaluate activity effectiveness.
16. Responsible for providing training rules and expectations and seeing that rules are taught to each participant.
17. Responsible for enforcing and upholding all KSHSAA, NFHS, Federal, State, Local, and Board policies, regulations, laws, statutes, bylaws, and handbook requirements.
18. Work with the Director of Activities/Principal on activity needs.
19. Take responsibility for public relations with all audiences.
20. Manage through appropriate selection, assigning duties and responsibilities, monitoring, and evaluation of assistants.
21. Supervise students on out-of-town activities, including staying overnight and driving a district vehicle.
22. Develop and maintain an inventory list of equipment.
23. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
24. Instruct assistants in techniques necessary to meet established philosophy objectives.
25. Assist in the scheduling of the activity.
26. Maintain proper communication with other related coaches/sponsors (other levels, recreation commission, club organizations, etc...) to ensure a consistent philosophy is being implemented to optimize outcomes for the activity.
27. Keep abreast of new information, innovative ideas and techniques.
28. Adhere to all district health and safety policies.
29. Other duties as assigned by the Director or Activities/Principal or other administrative staff, which are consistent with the general requirements and qualifications of the position.

ASSISTANT COACH/SPONSOR

Purpose: The Assistant Coach/Sponsor is responsible for coaching student-athletes in game strategies and techniques to prepare them for athletic competition and effectively provide the best possible education for each athlete to develop an appreciation of the sport. In order to respond to the individual needs and abilities of students, the Assistant Coach/Sponsor must work closely with other staff and the administration of Uniontown Public Schools.

Responsible To: Head Coach/Sponsor/Director of Activities/Building Principal

Compensation: As per the supplemental salary schedule identified in the negotiated agreement

Employment: Seasonal contract as defined by the activity

Updated: November 2019

Qualifications:

1. High school diploma or equivalent.
2. Current Kansas State Teaching License or KSHSAA Rule 10 Certification.
3. Possess fundamental and foundational knowledge of the activity.
4. Ability to implement a variety of instructional methods to improve student performance and activity-specific outcomes.
5. Maintain all KSHSAA requirements.
6. Desire to continue career improvement.
7. Necessary leadership and management skills to provide direction to all facets of activity operations.

Essential Functions:

1. Assists in utilizing planning and practice time effectively.
2. Communicates with all participants, parents, staff, administration, and patrons in an effective and supportive manner.
3. Assists all affiliated parties in a manner that supports the growth and of the program.
4. Understands all facets of the activity and commands a knowledge of activity strategy and optimal action.
5. Comprehends, accepts, and appreciates the role of activities as it relates to the mission of the school district.
6. Promote a positive activity environment.
7. Provide quality activity-specific instruction.
8. Demonstrate appropriate professional responsibilities.
9. React to change productively and handle other tasks as assigned.
10. Support the value of an education.

11. Support the philosophy and mission of Uniontown Public Schools.
12. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit and/or stand for prolonged periods.
2. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional requires the ability to stoop, bend and reach.
4. Must be able to work in noisy and crowded environments.
5. Requires the ability to sit on a bus for extended periods of time.
6. Requires the ability to carry and/or provide aid to an injured participant.
7. Requires the ability to coach in a variety of temperatures, humidity levels, and various weather conditions.
8. Must have the ability to handle both emotional and physical stress.
9. Must be able to work long and irregular hours.
10. Occupationally exposed to bloodborne pathogens and other potentially infectious materials base on task and procedures required.
11. Must be able to list equipment necessary for their activity
12. Requires the ability to practice without fatiguing.
13. Requires the ability to demonstrate agility drills, stretching exercises and activity-specific actions.
14. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Develop drill and practice actions that teach and enhance individual/team skill development that makes up the activity.
2. Possess knowledge of activity rules and strategies.
3. Assist in preparing and implementing a schedule of checking out, maintaining, and checking in equipment.
4. Ability to support and enforce appropriate safety and health rules and regulations.
5. Ability to support a supervision plan that ensures the safety and welfare of students at all times: locker rooms, trips, practices, etc...
6. Maintain confidentiality about students and others.
7. Communicate in a professional manner.
8. Effectively communicate with all audiences – players, parents, supervisors, peers and spectators.
9. Ability to receive, understand and follow directions.
10. Be able to model/demonstrate activities and equipment used to develop basic skills or physical condition.
11. Ability to observe, diagnose, and prescribe appropriate remediation activities during practice and competition conditions for participants and team.
12. Apply the developmental stages of each point of the activity to the needs and ability levels of the team/participants.
13. Assimilate innovations and adapt to changes when applicable.

14. Analyze and evaluate activity effectiveness.
15. Support and assist the head coach/sponsor with all aspects of program operations.
16. Responsible for providing training rules and expectations and seeing that rules are taught to each participant.
17. Responsible for enforcing and upholding all KSHSAA, NFHS, Federal, State, Local, and Board policies, regulations, laws, statutes, bylaws, and handbook requirements.
18. Take responsibility for public relations with all audiences.
19. Assists in supervising students on out-of-town activities, including staying overnight and driving a district vehicle.
20. Assists in developing and maintaining an inventory list of equipment.
21. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
22. Supports the Head Coach/Sponsor in meeting established philosophy objectives.
23. Keep abreast of new information, innovative ideas and techniques.
24. Adhere to all district health and safety policies.
25. Other duties as assigned by the Head Coach/Sponsor, Director of Activities/Principal or other administrative staff, which are consistent with the general requirements and qualifications of the position.