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**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: BOARD OF EDUCATION MEMBER

File 101

Reports to: State government and school district residents.

Job Objective: Exercises responsible civic leadership and commitment to the school district's mission.

Minimum Qualifications:

- Meets prerequisite state qualifications to be elected or appointed to the board of education (i.e., United States citizen, eighteen years of age, school district resident registered to vote thirty days preceding the election).

Essential Functions:

- 1. Performs statutory and permissive board duties. Establishes policies that ensure the development, delivery and advancement of quality educational programs.**
 - Advances governance as the board's primary duty. Actively participates in board and committee meetings. Provides advanced notice when an absence cannot be avoided.
 - Facilitates collaborative partnerships that promote strong public support for inclusive planning processes and effective interactions among stakeholders with divergent points of view.
 - Collaboratively hires a superintendent and treasurer. Empowers the superintendent and treasurer to manage the district's daily operations. Supports the district's chain of command. Assumes oversight responsibility for the results of duties delegated to the superintendent and treasurer.
 - Requests sufficient information to permit a complete review of matters brought before the board.
 - Exercises board authority only during legally convened meetings. Abides by majority decisions.
 - Establishes, interprets, assesses, updates and authorizes board policies.
 - Advocates for students. Promotes full access to inclusive educational opportunities.
 - Adopts operating and capital budgets that enable the school district to operate effectively. Monitors fiscal management to help ensure the judicious use of resources.
 - Approves employment contract terms and compensation packages.
 - Implements assessment programs to measure the superintendent's and treasurer's performance before board action to renew or non-renew contracts.
 - Ensures sufficient resources are available to carry out board directives.
 - Helps develop and advance the district's strategic plan.
 - Evaluates operational performance. Identifies short/long-range program needs and opportunities.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Cultivates community relationships that promote strong public support for the district.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Provides leadership for the advancement of best practices and academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - Sustains an effective working environment. Performs all aspects of the job.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
 - Works with staff to ensure shared resources are used effectively.
- 4. Pursues opportunities to enhance personal performance.**
 - Participates in board governance training and educational leadership conferences.
- 5. Keeps informed about workplace safety procedures. Initiates action to manage risks.**
 - Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
 - Manages student behavior using positive behavioral support techniques.
- 6. Performs other specific job-related duties as directed by the board president.**
 - Implements workplace initiatives that advance organizational goals.

Working Conditions: Board members must comply with applicable workplace safety regulations, health laws and board procedures ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties to be performed by current or future members of the board of education.

The Adams County/Ohio Valley Local School District is an equal opportunity employer. This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties to be performed by current or future employees. Job descriptions and assigned duties may be modified as needed to address changing needs of the school district. Employees are required to carefully follow the directives of assigned supervisors and appointing authorities. Employee job performance is evaluated according to board policy, administrative procedures and current contractual agreements.

Adoption Date: July 12, 2016

Board of Education Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **SUPERINTENDENT**

File 102

Reports to: Adams County/Ohio Valley Local School District Board of Education

Job Objective: Serves as the district's chief executive officer and professional adviser to the board.

Minimum Qualifications:

- Holds and maintains required state department of education credentials. Proven educational administration, curriculum, instruction and school finance skills verified by training and work experience.
- Ability to influence the district's dynamic political, social, economic, legal and cultural environments.
- Ability to analyze and present complex information in easy-to-understand formats.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective supervisory, communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

Essential Functions:

1. Professionally manages district operations. Directs the leadership team. Establishes appropriate levels of administrative staff autonomy and accountability.

- Articulates a forward-looking shared vision of learning that supports continuous measurable improvements in student achievement. Aligns organizational practices with a decision-making framework that encourages widespread stakeholder commitment to change initiatives.
- Recruits highly-qualified district staff. Provides administrative direction for centralized services.
- Develops a coherent strategic plan to achieve attainable goals within defined time-frames.
- Oversees the collection of accurate program data and the timely processing of paperwork.
- Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
- Establishes collaborative partnerships that promote strong public support for inclusive planning processes and effective interactions among stakeholders with divergent points of view.
- Directs the development, delivery and advancement of high quality standards-based instruction consistent with the district mission and legal requirements.
- Implements board policies. Develops and administers district guidelines/procedures.
- Evaluates the relevance of board policies. Address situations not covered by established board directives. Prepares policy recommendations for board consideration.
- Administers district compliance with all pertinent local, state and federal laws.
- Collaborates with the treasurer to develop annual budgets aligned with district goals.
- Requisitions equipment, supplies and services appropriate for the purposes/needs of the district. Manages the judicious use of resources. Upholds fiscal accountability standards.
- Plans for equipment replacement using district performance goals and applicable safety standards.
- Facilitates collaborative planning of administrative meetings. Directs special projects committees.
- Advocates for students. Facilitates full access to inclusive educational opportunities.
- Implements a comprehensive assessment system that enables staff to use timely tangible data to make informed decisions that support continuous teaching and student learning improvements.
- Provides administrative direction for state-mandated testing programs.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures.

- Directs the revision and implementation of a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.
- Oversees the revision and implementation of the student conduct code.

6. Performs other specific job-related duties as directed by the board of education.

- Implements workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Board of Education Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: ASSISTANT SUPERINTENDENT (ADMINISTRATION)

File 104

Reports to: Superintendent

Job Objective: Administers assigned district programs.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials. Proven educational administration, curriculum, instruction and school finance skills. Ability to influence the district's dynamic political, social, economic, legal and cultural environments.
 - Ability to analyze and present complex information in easy-to-understand formats.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective supervisory, communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCI) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

- Essential Functions:**
- 1. Professionally manages district operations. Helps direct the leadership team. Establishes appropriate levels of administrative staff autonomy and accountability.**
 - Directs the development, delivery and advancement of high quality standards-based instruction consistent with the district mission and legal requirements. Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.
 - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
 - Serves as an adviser to the superintendent and active member of the administrative team.
 - Facilitates district compliance with all pertinent local, state and federal laws.
 - Oversees the collection of accurate program data and the timely processing of paperwork.
 - Helps recruit highly-qualified district staff. Provides administrative direction for centralized services (e.g., business operations, custodial, child nutrition, human resources, instructional administration maintenance, student services, transportation, etc.).
 - Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
 - Facilitates collaborative planning of administrative meetings. Directs special projects committees.
 - Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
 - Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
 - Plans for equipment replacement using district performance goals and applicable safety standards.
 - Works with the superintendent and treasurer to align budget proposals with district goals.
 - Implements a comprehensive assessment system that enables staff to use timely tangible data to make informed decisions that support continuous teaching and student learning improvements.
 - Provides administrative direction for state-mandated testing programs.
 - Collaboratively resolves problems that impede student learning. Helps staff identify teaching techniques, interventions and aligned resources best suited for each student.
 - Advocates for students. Facilitates full access to inclusive educational opportunities.
 - Assists staff with pupil management issues. Participates in student planning meetings as needed.
 - Evaluates operational performance. Identifies short/long-range program needs and opportunities.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Cultivates community relationships that promote strong public support for the district.
 - Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Provides leadership for the advancement of best practices and academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TREASURER/CFO**

File 103

Reports to: Adams County/Ohio Valley Local School District Board of Education

Job Objective: Serves as financial adviser and secretary to the board of education.

- Minimum Qualifications:**
- Bachelor's degree with school law and school finance training or alternative training/experience that meet state department of education treasurer and business manager license requirements.
 - Ability to analyze and present complex information in easy-to-understand formats.
 - Accounting/financial management skills verified by training and work experience.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective supervisory, communication, problem-solving and time management skills.

- Essential Functions:**
- 1. Serves as chief fiscal officer and custodian of district funds. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.**
 - Maintains accurate financial accounts/records as prescribed and approved by auditor of state.
 - Keeps the superintendent and board informed about the district's financial status.
 - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
 - Facilitates district compliance with all pertinent local, state and federal laws.
 - Oversees the collection of accurate program data and the timely processing of paperwork.
 - Recruits highly-qualified department staff. Oversees departmental orientation programs.
 - Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
 - Participates in board meetings and related committee assignments. Serves as board secretary and signing agent for district contracts. Maintains board minutes and legal records.
 - Publishes legal notices. Requests advice from legal counsel as needed.
 - Contributes to the development of a comprehensive district-wide strategic plan.
 - Facilitates collaborative planning of department and special project committee meetings.
 - Manages the timely collection of accounts receivable.
 - Arranges depository contracts with eligible banking institutions. Implements board-approved measures to achieve favorable investment returns.
 - Prepares revenue projections. Works with the superintendent to align annual budget/appropriation measures with district goals. Recommends appropriation modifications, transfers and advances.
 - Reviews borrowing needs. Administers debt programs. Helps prepare prospectus for bond sales.
 - Serves as district purchasing agent. Identifies vendors and evaluates products, services and costs (e.g., on-time delivery, order fulfillment accuracy, quality-control standards, technical support, etc.).
 - Prepares competitive bid specifications. Negotiates favorable terms, volume discounts and long-term vendor contracts. Certifies purchase orders. Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.). Monitors vendor performance.
 - Receives/approves and processes payments. Signs checks. Prepares 1099 forms.
 - Administers property, liability and fleet insurance programs.
 - Implements procedures to monitor and audit student activity accounts and building fund records.
 - Conducts training activities to update district staff on financial accountability procedures.
 - Oversees a fixed asset control system.
 - Maintains personnel files. Prepares salary schedules, contracts and wage change notices.
 - Manages payroll/benefit functions (e.g., time sheets, paychecks, leave of absence, medical/life insurance, retirement, severance pay, unemployment, workers compensation, etc.).
 - Participates in bargaining unit negotiations and hearing/grievance processes.
 - Certifies state department of education financial reports.
 - Prepares five-year forecasts that comply with all state requirements.
 - Prepares a Comprehensive Annual Financial Report. Coordinates annual compliance audits.
 - Evaluates operational performance. Identifies short/long-range program needs and opportunities.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Cultivates community relationships that promote strong public support for the district.
 - Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.

- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed by the board of education.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Board of Education Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CAREER-TECHNICAL EDUCATION DIRECTOR**

File 105

Reports to: Superintendent

Job Objective: Directs the career-technical education program.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials. Demonstrates the ability to advance district goals and objectives through program improvements based on evaluated data and research-based best practices.
 - Ability to analyze and present complex information in easy-to-understand formats.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective supervisory, communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

- Essential Functions:**
- 1. Professionally manages career-technical programs. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.**
- Directs the development, delivery and advancement of educational programs consistent with the district mission and legal requirements. Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.
 - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
 - Serves as an adviser to the superintendent and active member of the administrative team.
 - Facilitates program compliance with all pertinent local, state and federal laws.
 - Ensures programs meet all required criteria to maintain accreditations/charters.
 - Oversees the collection of accurate program data and the timely processing of paperwork.
 - Recruits highly-qualified program staff. Oversees program orientation programs.
 - Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
 - Explores outside perspectives. Organizes regular advisory committee meetings.
 - Works with business leaders to identify emerging career fields and skills valued by employers.
 - Markets program services. Responds to requests for information. Maintains a prospect database.
 - Coordinates cooperative training programs. Works with employers to identify on/off-site and web-based training needs. Develops syllabus for client approval. Processes service contracts.
 - Processes required documents to obtain continuing education credits for eligible participants.
 - Develops a master schedule (e.g., staffing, courses, support services, student activities, etc.).
 - Facilitates collaborative planning of department and special project committee meetings.
 - Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
 - Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
 - Plans for equipment replacement using district performance goals and applicable safety standards.
 - Recommends program fees and needs-based financial assistance strategies.
 - Works with the superintendent and treasurer to align budget proposals with district goals.
 - Oversees enrollment/withdrawal procedures and the management of student files.
 - Collaboratively develops curriculum, selects instructional materials and identifies teaching methods best suited to address state standards and district curriculum goals. Guides staff in the use of formal/informal assessment strategies to gauge student progress toward achievement benchmarks.
 - Monitors literature on teaching effectiveness. Disseminates/models best practices information.
 - Administers state-mandated testing programs. Maintains test security. Analyzes test results.
 - Collaboratively resolves problems that impede student learning. Helps staff identify teaching techniques, interventions and aligned resources best suited for each student.
 - Advocates for students. Facilitates full access to inclusive educational opportunities.
 - Assists staff with pupil management issues. Participates in student planning meetings as needed.
 - Provides administrative direction to ensure orderly building activities (e.g., arrivals/departures, vehicle parking, use of interior/exterior common areas, etc.).

- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: CHILD NUTRITION SUPERVISOR

File 801

Reports to: Superintendent

Job Objective: Supervises district-wide child nutrition services.

Minimum Qualifications:

- State registered and licensed dietitian (RD, LD) or a bachelor's degree with School Nutrition Specialist (SNS) certification. Ability to comply with all recertification and continuing education requirements. ServSafe® Food Protection Manager Certification is advantageous.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

Physical Demands: Duties require lifting/moving materials weighing up to twenty-five pounds, operating commercial kitchen equipment and performing repetitive tasks.

Essential Functions:

1. Professionally manages the child nutrition program. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.

- Identifies/implements quality nutrition and child nutrition improvements.
- Prioritizes tasks. Completes assignments within required time-frames.
- Manages accurate data collection and timely processing of paperwork.
- Monitors/facilitates department compliance with all pertinent local, state and federal laws.
- Serves as an adviser to the superintendent and active member of the administrative team.
- Recruits highly-qualified department staff. Oversees departmental orientation programs.
- Diligently attends to job details. Pursues quality work results. Checks completed tasks to ensure compliance with district specifications. Develops effective solutions for work-related problems.
- Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
- Coordinates department meetings and in-service training activities.
- Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
- Oversees staff compliance with daily accounting procedures (i.e., receipts, meals served, bank deposits, etc.). Collects information for audits as requested.
- Processes applications for the free and reduced-price lunch program.
- Upholds fiscal accountability standards. Prepares revenue and expense projections as requested.
- Consults with department staff to develop recommendations for replacing/upgrading equipment.
- Works with the superintendent and treasurer to align budget proposals with district goals.
- Maintains open lines of communications with parents. Responds promptly to questions and concerns. Develops and maintains the district child nutrition services webpage.
- Complies with USDA child nutrition guidelines. Provides appealing consumer-orientated food options. Monitors customer satisfaction. Attends to the needs of students with dietary restrictions.
- Uses standardized recipes to maintain quality control. Monitors production sheets.
- Ensures compliance with health and food safety regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, temperature controls, etc.).
- Directs serving line set up and the attractive presentation of food.
- Oversees the sanitization of equipment and the storage or disposal of leftover food.
- Assists with district special events and non-school use of child nutrition facilities as directed.
- Documents staff injuries that require treatment. Prepares accident reports.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.

- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: CURRICULUM & INSTRUCTION DIRECTOR

File 106

Reports to: Superintendent

Job Objective: Coordinates the instructional program.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials. Demonstrates the ability to advance district goals and objectives through program improvements based on evaluated data and research-based best practices.
 - Ability to analyze and present complex information in easy-to-understand formats.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective supervisory, communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

- Essential Functions:**
- 1. Professionally manages instructional programs. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.**
- Directs the development, delivery and advancement of educational programs consistent with the district mission and legal requirements. Implements systemic changes that ensure continuous measurable improvements in student achievement.
 - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
 - Serves as an adviser to the superintendent and active member of the administrative team.
 - Facilitates district compliance with all pertinent local, state and federal laws.
 - Oversees the collection of accurate program data and the timely processing of paperwork.
 - Recruits highly-qualified department staff. Oversees departmental orientation programs.
 - Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
 - Directs the development of a unified curricular vision for the district. Evaluates curriculum for all Pre K-12 courses. Collaboratively develops curriculum, selects instructional materials and identifies teaching methods best suited to address state standards and district curriculum goals.
 - Recommends course additions/grade placements.
 - Organizes curriculum for library/media and summer intervention programs.
 - Oversees the implementation of grade-level curriculum. Guides staff in the use of formal/informal assessment strategies to gauge student progress toward achievement benchmarks.
 - Monitors literature on teaching effectiveness. Disseminates/models best practices information.
 - Directs the collaborative planning of staff development programs.
 - Facilitates assessment and adoption of new or improved technology in all areas of the curriculum.
 - Serves on district leadership teams and curriculum development committees.
 - Facilitates collaborative planning of department and special project committee meetings.
 - Serves on local professional growth committees as directed.
 - Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
 - Identifies/secures consultants and other resources necessary to attain program objectives.
 - Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
 - Works with the superintendent and treasurer to align budget proposals with district goals.
 - Uses longitudinal analysis of test results to identify emerging student needs, relationships between interventions, achievements and time forecasts for students to master expected skills.
 - Identifies opportunities/methods for staff to share timely tangible assessment data with parents.
 - Collaboratively resolves problems that impede student learning. Helps staff identify teaching techniques, interventions and aligned resources best suited for each student.
 - Advocates for students. Facilitates full access to inclusive educational opportunities.
 - Assists staff with pupil management issues. Participates in student planning meetings as needed.
 - Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **EARLY CHILDHOOD EDUCATION SUPERVISOR**

File 107

Reports to: Elementary Curriculum Supervisor

Job Objective: Directs the early childhood education program in compliance with state childcare guidelines.

Minimum Qualifications:

- Holds and maintains required state department of education credentials. Demonstrates the ability to advance district goals and objectives through program improvements based on evaluated data and research-based best practices.
- Ability to analyze and present complex information in easy-to-understand formats.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective supervisory, communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Staff will meet all state quality ratings for Step Up to Quality 3,4, or 5 Star rating , as prescribed by ODE.

Essential Functions:

1. Professionally manages early childhood programs. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.

- Directs the development, delivery and advancement of educational programs consistent with the district mission and legal requirements. Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.
- Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
- Serves as an adviser to the superintendent and active member of the administrative team.
- Facilitates program compliance with all pertinent local, state and federal laws.
- Oversees the collection of accurate program data and the timely processing of paperwork.
- Recruits highly-qualified program staff. Oversees program orientation programs.
- Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
- Directs development of program information, registration materials and staff/student handbooks.
- Monitors/facilitates programs meet all pertinent local, state and federal child-care laws.
- Facilitates collaborative planning of department and special project committee meetings.
- Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
- Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
- Plans for equipment replacement using district performance goals and applicable safety standards.
- Works with the superintendent and treasurer to align budget proposals with district goals.
- Recommends program fees and needs-based financial assistance strategies.
- Oversees enrollment/withdrawal procedures and the management of student files.
- Collaboratively develops curriculum, selects instructional materials and identifies teaching methods best suited to address state standards and district curriculum goals. Guides staff in the use of formal/informal assessment strategies to gauge student progress toward achievement benchmarks.
- Monitors literature on teaching effectiveness. Disseminates/models best practices information.
- Oversees student testing programs. Maintains test security. Establishes standardized procedures to ensure the accurate recording and timely preservation of test data. Analyzes test results.
- Uses longitudinal analysis of test results to identify emerging student needs, relationships between interventions, achievements and time forecasts for students to master expected skills.
- Identifies opportunities/methods for staff to share timely tangible assessment data with parents.
- Collaboratively resolves problems that impede student learning. Helps staff identify teaching techniques, interventions and aligned resources best suited for each student.
- Advocates for students. Facilitates full access to inclusive educational opportunities.
- Assists staff with pupil management issues. Participates in student planning meetings as needed.
- Monitors staff compliance with food handling, personal hygiene and sanitation procedures.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.
- Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***
- Encounters with angry, rude and/or unpleasant individuals.
 - Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
 - Exposure to blood-borne pathogens and/or communicable diseases.
 - Exposure to weather conditions and/or temperature extremes.
 - Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
 - Operating and/or riding in a vehicle. Working in or near vehicular traffic.
 - Performing difficult tasks that require dexterity, physical strength and stamina.
 - Traveling to meetings and work assignments.
 - Working at heights, in confined spaces and/or under diminished lighting.

**Working
Conditions:**

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 Superintendent or Designee Signature

 Date

I have read the job description and understand the requirements of the position as verified by my signature below:

 Employee Signature

 Date

Adoption Date: July 12, 2016

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FACILITIES MANAGER**

File 108

Reports to: Superintendent

Job Objective: Administers district business operations.

- Minimum**
- Bachelor's degree in business administration or alternative training/experience. Work experience in one or more of the identified business service sectors.
 - Ability to analyze and present complex information in easy-to-understand formats.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective supervisory, communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

- Essential Functions:**
- 1. Professionally manages business operations. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.**
- Directs service operations (i.e., building/grounds maintenance, clerical, custodial, nutrition, paraprofessional, purchasing, technology, telecommunication, transportation and warehouse).
 - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
 - Serves as an adviser to the superintendent and active member of the administrative team.
 - Facilitates district compliance with all pertinent local, state and federal laws.
 - Oversees the collection of accurate program data and the timely processing of paperwork.
 - Recruits highly-qualified department staff. Oversees departmental orientation programs.
 - Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
 - Facilitates collaborative planning of department and special project committee meetings.
 - Serves as district purchasing agent. Identifies vendors and evaluates products, services and costs (e.g., on-time delivery, order fulfillment accuracy, quality-control standards, technical support, etc.).
 - Implements the board-approved budget as assigned.
 - Works with district administrators to support the judicious use of program resources.
 - Plans for equipment replacement using district performance goals and applicable safety standards.
 - Works with the superintendent and treasurer to align budget proposals with district goals.
 - Upholds fiscal accountability standards. Analyzes key measures and indicators of budgetary/financial performance. Prepares revenue/expense projections for all cost centers.
 - Maintains a working knowledge of goods/services purchased by the district.
 - Monitors internal utilization trends and external industry changes affecting supplies.
 - Consults with staff to evaluate products/services, monitor quality and identify concerns.
 - Prepares Invitation for Bid (IFB) and Request for Proposal (REP) specifications.
 - Administers property, liability and fleet insurance programs.
 - Negotiates favorable terms, volume discounts and long-term vendor contracts.
 - Processes, certifies and mails purchase orders. Maintains vendor tax identification files.
 - Maintains procurement files (e.g., letters, contracts, confirmations, guarantees, etc.).
 - Coordinates a district-wide loss prevention program.
 - Maintains asset inventory records. Tags fixed assets as directed.
 - Maintains an inventory control system. Documents partially filled orders. Matches monthly receipts against blanket purchase orders. Updates inventory usage lists monthly.
 - Performs a complete physical inventory of supplies and equipment as directed.
 - Serves as district safety director. Inspects buildings, grounds and equipment regularly. Manages review processes that include; health/safety risk assessments and corrective action planning.
 - Administers the permanent improvement budget. Helps prepare bond sale prospectuses.
 - Oversees facility planning, building/site renovations and new construction.
 - Manages non-school use of district facilities (e.g., rental, scheduling, set-up, etc.).
 - Participates in bargaining unit negotiations and hearing/grievance processes.
 - Updates classified job descriptions and the employment section of the staff handbook.

- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FEDERAL PROGRAMS DIRECTOR**

File 109

Reports to: Superintendent

Job Objective: Coordinates federally funded programs.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials. Demonstrates the ability to advance district goals and objectives through program improvements based on evaluated data and research-based best practices.
 - Ability to analyze and present complex information in easy-to-understand formats.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective supervisory, communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCI) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

- Essential Functions:**
- 1. Professionally manages federally funded programs. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.**
 - Directs the development, delivery and advancement of educational programs consistent with the district mission and legal requirements. Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.
 - Administers programs (e.g. academic achievement accountability, charter schools, culturally-related programs, disadvantaged, gender equity, homeless children/youth, impact aid, language instruction, safe and drug free schools, teacher preparation, etc.).
 - Oversees grant application, program implementation, evaluation and reporting processes.
 - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
 - Serves as an adviser to the superintendent and active member of the administrative team.
 - Facilitates program compliance with all pertinent local, state and federal laws.
 - Oversees the collection of accurate program data and the timely processing of paperwork.
 - Recruits highly-qualified program staff. Oversees program orientation programs.
 - Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
 - Directs development of program information, registration materials and staff/student handbooks.
 - Facilitates collaborative planning of department and special project committee meetings.
 - Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
 - Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
 - Plans for equipment replacement using district performance goals and applicable safety standards.
 - Works with the superintendent and treasurer to align budget proposals with district goals.
 - Works with staff to develop high quality standards-based curriculum guides and courses of study.
 - Collaboratively resolves problems that impede student learning. Helps staff identify teaching techniques, interventions and aligned resources best suited for each student.
 - Advocates for students. Facilitates full access to inclusive educational opportunities.
 - Assists staff with pupil management issues. Participates in student planning meetings as needed.
 - Evaluates operational performance. Identifies short/long-range program needs and opportunities.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Cultivates community relationships that promote strong public support for the district.
 - Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Provides leadership for the advancement of best practices and academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.

- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **GIFTED EDUCATION COORDINATOR**

File 318

Reports to: Superintendent

Job Objective: Serves as instructional leader of the Gifted/Talented Program.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials. Program skills verified by training and/or work experience. Ability to develop and implement program improvements based on evaluated data and research-based best practices.
 - Ability to analyze and present complex information in easy-to-understand formats.
 - Demonstrates a comprehensive understanding of identification criteria, characteristics and educational needs of gifted/talented students. Displays advanced test interpretation skills.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

- Essential Functions:**
- 1. Coordinates planning, delivery and advancement of program services consistent with the district mission and legal requirements. Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.**
- Coordinates program activities (e.g., parent notification, participation criteria, curriculum development, instructional goals, etc.). Identifies available program support resources.
 - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
 - Facilitates program compliance with all pertinent local, state and federal laws.
 - Tracks data required by the district, state department of education and other regulatory authorities.
 - Helps select highly-qualified program staff. Assists with orientation activities for new program staff.
 - Meets regularly with consulting teachers to establish/implement district-wide goals.
 - Serves as a communication link between all K-12 programs to ensure continuity of services.
 - Qualifies student for program participation (e.g., achievement tests, grades, intelligence testing, parent/student and teacher recommendations, etc.). Implements non-biased assessment protocols to ensure objective documentation of student data. Protects the privacy of student records.
 - Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
 - Upholds fiscal accountability standards. Prepares revenue and expense projections as requested.
 - Collaborates with program staff to develop recommendations for replacing/upgrading equipment.
 - Works with the program supervisor to align budget proposals with district goals.
 - Participates as an active member of the curriculum development committee.
 - Collaboratively develops curriculum, selects instructional materials and identifies teaching methods best suited to address state standards and district curriculum goals. Guides staff in the use of formal/informal assessment strategies to gauge student progress toward achievement benchmarks.
 - Monitors literature on teaching effectiveness. Disseminates/models best practices information.
 - Participates in collaborative planning of staff development programs.
 - Facilitates the integration of new or improved technology in all areas of the curriculum.
 - Maintains a thorough understanding of subject matter and pedagogy.
 - Monitors Written Educational Plans (WEP) and Written Acceleration Plans (WAP) when required.
 - Implements developmentally and cognitively appropriate extensions of classroom instruction. (e.g., accelerated learning, advanced placements, university credit programs, independent studies, mentoring, pull-out, team-teaching, etc.).
 - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
 - Collaboratively resolves problems that impede student learning. Helps staff identify teaching techniques, interventions and aligned resources best suited for each student.

- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Cultivates community relationships that promote strong public support for the district.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: HUMAN RESOURCES DIRECTOR

File 110

Reports to: Superintendent

Job Objective: Directs human resource operations.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials.
 - Proven human resource administration skills verified by training and/or work experience.
 - Ability to analyze and present complex information in easy-to-understand formats.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective supervisory, communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

- Essential Functions:**
- 1. Professionally manages human resource programs. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.**
 - Directs human resource activities that include: recruiting, selection, classification, compensation, benefits, employee services, regulatory compliance, recordkeeping, organizational development, labor/employee relations, training, etc. Maintains a pool of qualified staff substitutes.
 - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
 - Serves as an adviser to the superintendent and active member of the administrative team.
 - Facilitates district compliance with all pertinent local, state and federal laws.
 - Oversees the collection of accurate program data and the timely processing of paperwork.
 - Recruits highly-qualified department staff. Oversees departmental orientation programs.
 - Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
 - Analyzes census and student enrollment data. Interprets emerging staffing needs.
 - Updates job descriptions and the employment section of the staff handbook.
 - Posts open positions. Conducts applicant interviews and background investigations. Recommends appointments. Coordinates employee orientation processes.
 - Administers continuing contracts, demotions, transfers, non-renewals and termination processes.
 - Works with the treasurer's office to ensure employees are placed on the correct salary schedule.
 - Helps formulate salary schedules, benefits and terms/conditions of employment.
 - Coordinates regular labor/management committee meetings.
 - Participates in bargaining unit negotiations and hearing/grievance processes.
 - Administers the district workers' compensation program.
 - Facilitates collaborative planning of department and special project committee meetings.
 - Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
 - Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
 - Plans for equipment replacement using district performance goals and applicable safety standards.
 - Works with the superintendent and treasurer to align budget proposals with district goals.
 - Evaluates operational performance. Identifies short/long-range program needs and opportunities.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Cultivates community relationships that promote strong public support for the district.
 - Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Provides leadership for the advancement of best practices and academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **PRINCIPAL**

File 111

Reports to: Superintendent

Job Objective: Serves as the school's head administrator and instructional leader.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials. Demonstrates the ability to advance district goals and objectives through program improvements based on evaluated data and research-based best practices.
 - Ability to analyze and present complex information in easy-to-understand formats.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective supervisory, communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
 - Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

- Essential Functions:**
- 1. Professionally manages school programs. Actively supervises building staff. Establishes appropriate levels of employee autonomy and accountability.**
- Directs the development, delivery and advancement of educational programs consistent with the district mission and legal requirements. Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.
 - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
 - Serves as an adviser to the superintendent and active member of the administrative team.
 - Facilitates building compliance with all pertinent local, state and federal laws.
 - Oversees the collection of accurate program data and the timely processing of paperwork.
 - Recruits highly-qualified building staff. Oversees orientation programs for building staff.
 - Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
 - Develops a master schedule (e.g., staffing, courses, support services, student activities, etc.).
 - Manages the revision/distribution of student-parent and teacher handbooks.
 - Facilitates collaborative planning of building (staff) meetings. Directs special projects committees.
 - Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
 - Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
 - Plans for equipment replacement using district performance goals and applicable safety standards.
 - Works with the superintendent and treasurer to align budget proposals with district goals.
 - Oversees enrollment/withdrawal procedures and the management of student files.
 - Works with staff to develop high quality standards-based curriculum guides and courses of study.
 - Administers state-mandated testing programs. Maintains test security. Analyzes test results.
 - Collaboratively resolves problems that impede student learning. Helps staff identify teaching techniques, interventions and aligned resources best suited for each student.
 - Advocates for students. Facilitates full access to inclusive educational opportunities.
 - Assists staff with pupil management issues. Participates in student planning meetings as needed.
 - Provides administrative direction to ensure orderly building activities (e.g., arrivals/departures, vehicle parking, use of interior/exterior common areas, etc.).
 - Evaluates operational performance. Identifies short/long-range program needs and opportunities.

High School Principal – Additional Duties:

- Oversees the interscholastic athletic program. Provides for district representation at athletic league meetings. Works with the staff to monitor student eligibility verification/medical records functions.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Cultivates community relationships that promote strong public support for the district.

- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: ASSISTANT PRINCIPAL

File 112

Reports to: Principal

Job Objective: Serves as an assistant to the building principal.

Minimum Qualifications:

- Holds and maintains required state department of education credentials. Proven administration, curriculum and instruction skills verified by training and/or work experience.
- Ability to analyze and present complex information in easy-to-understand formats.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective supervisory, communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

1. Professionally manages school programs. Actively supervises assigned staff. Establishes appropriate levels of employee autonomy and accountability.

- Helps direct the development, delivery and advancement of assigned programs (e.g., academic, guidance, pupil services, supplemental student activities, etc.). Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.
- Addresses issues that arise during the absence of the principal.
- Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
- Serves as an adviser to the principal and active member of the administrative team.
- Facilitates building compliance with all pertinent local, state and federal laws.
- Oversees the collection of accurate program data and the timely processing of paperwork.
- Helps recruit highly-qualified building staff. Assists with building staff orientation programs.
- Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
- Helps develop a master schedule (e.g., staffing, courses, support services, student activities, etc.).
- Assists with the revision/distribution of student-parent and teacher handbooks.
- Facilitates collaborative planning of building (staff) meetings. Directs special projects committees.
- Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
- Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
- Plans for equipment replacement using district performance goals and applicable safety standards.
- Works with the building principal to align budget recommendations with district goals.
- Helps with enrollment/withdrawal procedures and the management of student files.
- Works with staff to develop high quality standards-based curriculum guides and courses of study.
- Helps administer state-mandated testing programs. Maintains test security. Analyzes test results.
- Collaboratively resolves problems that impede student learning. Helps staff identify teaching techniques, interventions and aligned resources best suited for each student.
- Advocates for students. Facilitates full access to inclusive educational opportunities.
- Assists staff with pupil management issues. Participates in student planning meetings as needed.
- Provides administrative direction to ensure orderly building activities (e.g., arrivals/departures, vehicle parking, use of interior/exterior common areas, etc.).
- Attends and/or helps supervise approved evening events as directed.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.

- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCHOOL PSYCHOLOGIST**

File 304

Reports to: Principal/Superintendent

Job Objective: Provides psycho-educational assessments, intervention planning and consultation services consistent with the district mission and legal requirements.

Minimum Qualifications:

- Holds and maintains required state department of education credentials.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

- 1. Provides student assessments to identify developmental, learning, behavioral and/or mental health problems. Develops interventions to prevent/remediate identified concerns.**
 - Assists with program planning. Identifies opportunities to enhance student learning.
 - Contributes to the development of dropout prevention, re-entry and school completion programs.
 - Conducts evaluations for early entrance, gifted and non-public school programs.
 - Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
 - Coordinates the Multi-Factored Evaluation (MFE) process and parent/student conferences.
 - Administers/interprets diagnostic tests. Recommends student services relevant to needs.
 - Allots time for individual/group and classroom counseling. Helps students improve personal skills (e.g., accountability, interpersonal communication, responsible behavior, self-confidence, etc.).
 - Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request a consultation and/or student evaluation.
 - Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
 - Conducts and/or participates in manifestation determination and functional behavior assessments.
 - Evaluates students for Section 504 needs and prepares an accommodation plan. Serves as a parent/staff resource for plan implementation.
 - Facilitates inclusion as the preferred placement method for students with disabilities.
 - Helps staff with Individualized Education Plans (IEP).
 - Completes Evaluation Team Reports (ETR) by required deadlines.
 - Works with staff to monitor intervention efficacy. Recommends modifications as needed.
 - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **EXCEPTIONAL EDUCATION DIRECTOR**

File 113

Reports to: Superintendent

Job Objective: Directs the provision of special education/intervention services.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials. Demonstrates the ability to advance district goals and objectives through program improvements based on evaluated data and research-based best practices.
 - Ability to analyze and present complex information in easy-to-understand formats.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective supervisory, communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
 - Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

- Essential Functions:**
- 1. Professionally manages special education programs. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.**
- Directs the development, delivery and advancement of educational programs consistent with the district mission and legal requirements. Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.
 - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
 - Serves as an adviser to the superintendent and active member of the administrative team.
 - Facilitates program compliance with all pertinent local, state and federal laws.
 - Oversees the collection of accurate program data and the timely processing of paperwork.
 - Recruits highly-qualified program staff. Oversees program orientation programs.
 - Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
 - Directs educational services for students identified as having a learning need or disability (e.g., autism, behavioral/emotional disturbance, health, hearing, intellectual, orthopedic, specific learning disability, speech/language, traumatic brain injury, vision impairments, etc.).
 - Helps coordinate home instruction, specialized transportation and transition planning services.
 - Facilitates collaborative planning of department and special project committee meetings.
 - Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
 - Identifies/secures consultants and other resources necessary to attain program objectives.
 - Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
 - Plans for equipment replacement using district performance goals and applicable safety standards.
 - Works with the superintendent and treasurer to align budget proposals with district goals.
 - Collaboratively develops curriculum, selects instructional materials and identifies teaching methods best suited to address state standards and district curriculum goals. Guides staff in the use of formal/informal assessment strategies to gauge student progress toward achievement benchmarks.
 - Monitors literature on teaching effectiveness. Disseminates/models best practices information.
 - Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
 - Coordinates Individual Education Plans (IEPs) development/review processes.
 - Implements non-biased assessment protocols to ensure objective documentation of student data.
 - Coordinates student placements in alternative and out-of-district programs.
 - Monitors Medicaid activities to ensure compliance and timely completion of all required reports.
 - Works with the treasurer's office to prepare catastrophic costs reports.
 - Administers state-mandated testing programs identified students with disabilities.

- Collaboratively resolves problems that impede student learning. Helps staff identify teaching techniques, interventions and aligned resources best suited for each student.
- Advocates for students. Facilitates full access to inclusive educational opportunities.
- Assists staff with pupil management issues. Participates in student planning meetings as needed.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **TECHNOLOGY DIRECTOR**

File 114

Reports to: Superintendent

Job Objective: Directs informational technology services.

- Minimum Qualifications:**
- Bachelor's degree in computer science or equivalent training and work experience that meets district and state department of education requirements. Demonstrates a comprehensive understanding of technology applications in an academic environment.
 - Ability to address the educational needs of adult learners. Expertise in the identification of technology equipment and software suitable for diverse instructional settings and user abilities.
 - Ability to communicate technical information and work with a wide range of staff interest/skill levels.
 - Additional vendor certifications may be required as deemed appropriate by the board.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective supervisory, communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Keeps current with advances in computer technology (e.g., software languages, applications, tools, database management systems, operating systems, etc.).
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

- Essential Functions:**
- 1. Professionally manages district technology services. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.**
- Directs the development, delivery and advancement of strategies to enhance staff/student use of district technology resources. Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.
 - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
 - Serves as an adviser to the superintendent and active member of the administrative team.
 - Facilitates district compliance with all pertinent local, state and federal laws.
 - Oversees the collection of accurate program data and the timely processing of paperwork.
 - Recruits highly-qualified department staff. Oversees departmental orientation programs.
 - Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
 - Prepares the instructional technology component of the district's comprehensive strategic plan.
 - Works with administrators/staff to evaluate the specific technology needs of each building.
 - Facilitates collaborative planning of department and special project committee meetings.
 - Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
 - Coordinates district technology resource audits and maintains an inventory database.
 - Identifies potential cost savings of emerging technology. Evaluates vendor services (e.g., costs, on-time delivery, order fulfillment accuracy, quality-control standards, technical support, etc.).
 - Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
 - Plans for equipment replacement using district performance goals and applicable safety standards.
 - Aligns annual budget proposals with district goals.
 - Receives, inspects and tests equipment/software. Ensures hardware/software compatibility. Oversees installation. Prepares documentation (e.g., date installed, location, upgrades, etc.).
 - Designs and upgrades wired/wireless networks. Oversees the installation/maintenance of network connections (e.g., servers, hubs, routers, voice/data switches, video feeds, wiring, etc.).
 - Maintains an effective configuration management system. Sets up local/wide area networks, terminal services, Wi-Fi networks and file servers (e.g., users, space allocations, backups, etc.).
 - Evaluates, develops and implements disaster recovery procedures. Resolves connectivity and internal technical problems. Avoids disrupting building activities except during emergencies.
 - Develops procedures that promote the proper use/care of technology resources (e.g., consent forms, maintenance, storage, etc.). Monitors licensing agreement compliance.

- Oversees the provision of district-wide help desk services. Accommodates learning styles of end-users with a wide range of interests/skill levels in diverse instructional settings.
- Provides administrative direction and oversight of district websites.
- Advocates for students. Facilitates full access to inclusive educational opportunities.
- Helps teachers incorporate technology resources that enhance student learning in all areas of the curriculum. Develops initiatives to expand distance learning and media literacy opportunities.
- Helps staff identify and use technology resources that compliment teaching styles, enhance proficiency and build confidence. Develops training materials for self directed learning activities.
- Identifies consultants and/or district trainers to help students attain technology proficiency goals.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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school district. Employees are required to carefully follow the directives of assigned supervisors and appointing authorities. Employee job performance is evaluated according to board policy, administrative procedures and current contractual agreements.

Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: DISTRICT TESTING COORDINATOR

File 317

Reports to: Superintendent

Job Objective: Coordinates the state-mandated testing programs.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials. Program skills verified by training and/or work experience. Ability to develop and implement program improvements based on evaluated data and research-based best practices.
 - Ability to analyze and present complex information in easy-to-understand formats.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

- Essential Functions:**
- 1. Coordinates planning, delivery and advancement of program services consistent with the district mission and legal requirements. Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.**
 - Keeps current with legislation and procedural changes in state-mandated testing programs.
 - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
 - Facilitates program compliance with all pertinent local, state and federal laws.
 - Tracks data required by the district, state department of education and other regulatory authorities.
 - Helps select highly-qualified program staff. Assists with orientation activities for new program staff.
 - Manages testing activities (e.g., security, test administration, processing scores, data storage, etc.).
 - Helps stakeholders understand testing objectives/procedures.
 - Collaboratively resolves problems that impede student participation in testing activities. Monitors special needs accommodations (e.g., extended time, study guides, reading/transcribing, etc.).
 - Manages the judicious use of program resources.
 - Upholds fiscal accountability standards. Prepares revenue and expense projections as requested.
 - Collaborates with program staff to develop recommendations for replacing/upgrading equipment.
 - Works with the program supervisor to align budget proposals with district goals.
 - Monitors literature on teaching effectiveness. Disseminates/models best practices information.
 - Participates in collaborative planning of staff development programs.
 - Facilitates the integration of new or improved technology in all areas of the curriculum.
 - Facilitates inclusion as the preferred placement method for students with disabilities.
 - Evaluates operational performance. Identifies short/long-range program needs and opportunities.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Cultivates community relationships that promote strong public support for the district.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Provides leadership for the advancement of best practices and academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - Sustains an effective working environment. Performs all aspects of the job.
 - 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Provides prompt notification of personal delays or absences.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
 - Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **TRANSPORTATION DIRECTOR**

File 703

Reports to: Superintendent

Job Objective: Supervises district-wide transportation services. *NOTE:* Driving duties may be assigned. See “bus driver” job description for additional information.

Minimum Qualifications:

- High school diploma or GED. Holds or qualified to obtain a state pupil transportation certificate.
- Pupil transportation and budget management skills verified by training and/or work experience.
- Available to work a non-traditional schedule and irregular hours when required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Valid driver's license. Qualified to be covered by the district insurance carrier. Valid Commercial Driver's License (CDL) is advantageous.

Essential Functions:

1. Professionally manages transportation services. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.

- Prioritizes tasks. Completes assignments within required time-frames.
- Manages accurate data collection and timely processing of paperwork.
- Monitors/facilitates department compliance with all pertinent local, state and federal laws.
- Serves as an adviser to the superintendent and active member of the administrative team.
- Recruits highly-qualified department staff. Oversees departmental orientation programs.
- Diligently attends to job details. Pursues quality work results. Checks completed tasks to ensure compliance with district specifications. Develops effective solutions for work-related problems.
- Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
- Monitors bus driver training standards. Verifies drivers are qualified and correctly licensed.
- Coordinates department meetings and in-service training activities.
- Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
- Upholds fiscal accountability standards. Prepares revenue and expense projections as requested.
- Consults with department staff to develop recommendations for replacing/upgrading equipment.
- Works with the superintendent and treasurer to align budget proposals with district goals.
- Maintains open lines of communications with parents. Responds promptly to questions and concerns. Develops and maintains the district transportation services webpage.
- Prepares bus routes and assigns drivers. Determines the most appropriate approach to transport each student. Works with the staff to address special needs of students with disabilities.
- Directs the dissemination of routing information, student rosters, transportation schedules, etc.
- Monitors road and weather conditions. Recommends the need to delay or cancel services.
- Coordinates non-routine use of buses (e.g., field trips, athletic contests, etc.).
- Oversees ongoing vehicle maintenance. Implements procedures to deal with emergency repairs. Inspects completed repairs. Keeps repair logs. Monitors outside vendor performance.
- Coordinates annual state patrol bus inspections.
- Promotes defensive driving. Implements bus safety programs. Coordinates bus evacuation drills.
- Documents staff injuries that require treatment. Prepares accident reports.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.

- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCHOOL COUNSELOR (K-12)**

File 301

Reports to: Principal

Job Objective: Plans/implements a comprehensive developmental guidance and counseling program consistent with the district mission and legal requirements.

Minimum Qualifications:

- Holds and maintains required state department of education credentials.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

1. Provides preventive and developmental counseling to help students enhance decision-making skills that support academic, personal and social growth.

- Assists with program planning. Identifies opportunities to enhance student learning.
- Contributes to the development of dropout prevention, re-entry and school completion programs.
- Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
- Allots time for individual/group and classroom counseling. Helps students improve personal skills (e.g., accountability, interpersonal communication, responsible behavior, self-confidence, etc.).
- Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request a consultation and/or student evaluation.
- Collaboratively resolves problems that impede student learning. Identifies teaching techniques, interventions and aligned resources best suited for each student.
- Serves as a resource for 504 plan development/implementation.
- Facilitates inclusion as the preferred placement method for students with disabilities.
- Works with staff to monitor intervention efficacy. Recommends modifications as needed.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Coordinates implementation of required state and district assessments.

Additional Elementary-Level Duties:

- Supports student social-emotional skill development.
- Implements structured student core ethical values education.
- Helps students understand the interrelationships between citizenship, school, work and family life.
- Facilitates student transitions (e.g., program placements, promotion to the next grade level, etc.).

Additional Secondary-Level Duties:

- Coordinates the preparation of the master schedule and curriculum guide.
- Monitors academic eligibility for student participation in athletic programs.
- Facilitates student transitions (e.g., alternative programs, promotion/graduation, school to work, post-secondary program enrollment, employment, etc.).
- Guides students in the investigation of individualized educational, vocational and personal goals.
- Helps students identify personal competencies/interests. Helps students use career resource materials to understand academic requirements associated with post-secondary objectives.
- Coordinates student readiness planning and testing activities (e.g., ACT Aspire, SAT, etc.).
- Facilitates student exploration and enrollment in career-technical programs.

- Provides employment and post-secondary training information (e.g., college, university, technical, proprietary schools; military services, etc.). Updates scholarships and financial aid information.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: INTERVENTION SPECIALIST

File 302

Reports to: Principal

Job Objective: Develops student learning experiences using differentiated curricula and instructional strategies.

Minimum Qualifications:

- Holds and maintains required state department of education credentials.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

- 1. Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals that support high levels of student achievement.**
 - Works closely with other service providers to support unified classroom lessons.
 - Implements strategies to improve family involvement and support for program activities.
 - Prepares instructional materials. Teaches assigned students and subject matters as scheduled.
 - Develops and implements lesson plans aligned with state standards and district curriculum goals.
 - Evaluates student academic needs and learning styles.
 - Differentiates instructional techniques to effectively advance student learning.
 - Facilitates the integration of new or improved technology in all areas of the curriculum.
 - Utilizes formal and informal assessment strategies to monitor student progress.
 - Uses a data-driven approach to analyze assessments. Provides effective feedback to students.
 - Identifies alternative approaches/accommodations as needed (e.g., differentiated curricula, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.).
 - Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
 - Facilitates inclusion as the preferred placement method for students with disabilities.
 - Conducts academic assessments for Multi-Factored Evaluations (MFE) as requested.
 - Facilitates Individualized Education Program (IEP) meetings. Prepares draft and final IEPs.
 - Prepares and transmits legally compliant special education documents by required deadlines.
 - Participates in manifestation determination and functional behavior assessment meetings.
 - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 - Evaluates student achievement/performance. Prepares progress reports.
 - Substantiates data on IEP goals/objectives as required.
 - Regularly communicates academic, behavioral and social-emotional related matters to parents.
 - Proctors state and district testing activities. Upholds mandated security procedures.
 - Identifies alternative assessment methods when warranted.
 - Ensures student lists and teaching materials are readily available for substitutes.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Participates in the development of best practices and advancement of academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION

Position: License Professional Clinical Counselor

Reports to: Principal

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: To help families and students overcome problems that impede learning and to assist them in making successful educational and lifelong decisions.

NOTE:The below lists are not ranked in order of importance

Essential Functions:

- Work with parents, students and staff to meet the needs of ALL students
- Work to discover and develop special abilities of students
- Provide assistance intervention in the area(s) of reading, math and behavior with students, set up plans, and provide data collection forms and data of interventions, under the direction of Principal(s) and psychologist
- Work with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment that may be impeding learning
- Maintains open and effective communications
- Confer with parents, teachers, principal and school psychologist as necessary
- Advise administration and faculty on the matters of student discipline based of emotional and mental needs of the student(s)
- Provide assistance to families in the referral process to community resources. Ex: linkage to funds for food, heat, electric, clothing, and eye glasses, etc.
- Meet with parents to assist teachers in getting forms / legal documents completed and signed
- Make home visits for necessary reasons related to the education and welfare of students
- Provide social skills lessons to socially struggling students and / or assist teachers with information they may use to provide skills lessons which may included Bullying / Hazing
- Work as mediator between parents, teachers and staff regarding a variety of concerns which may include attendance
- Provide support to parents in need as they enroll students or complete necessary school forms.
- Provide assistance to students and staff in the area of testing.
- Perform the duties assigned as stated in county Service Coordination Plan.
- Perform other such tasks and assume other such responsibilities assigned by administration.
- Provide Service Coordination for Adams County agencies, complete required reporting for fiscal agency, school district and ESC

Qualifications:

- Valid licensure as a Licensed Professional Counselor
- Masters degree or its equivalent representing intense coursework in the principals of practice of social work; counseling
- FBI/BCII
- 2-Step TB Test
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- Worked with families and or children for at least three years
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly, tactfully and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Record keeping skills
- Basic computer skills including experience with various word processing programs and software

Equipment Operated:

- Calculator
- Computer/printer
- Fax machine
- Copy machine
- Telephone/cellular phone

Additional Working Conditions:

- Occasional interaction with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Frequent regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel and stoop
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children
- Occasional requirement to work overtime

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Adoption date: July 12, 2016

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

JOB DESCRIPTION

Title: SCHOOL NURSE

File 303

Reports to: Principal

Job Objective: Plans/implements a comprehensive school health service program.

NOTE: Student/staff assessment/treatment is limited to the evaluation of symptoms and administering emergency first aid. Duties may require traveling to buildings throughout the district.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
 - Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

1. Provides preventive services that protect/maintain student health, provide for a general sense of well-being and support the capacity for academic success.

- Assists with program planning. Identifies opportunities to enhance student learning.
- Serves staff trainer. Assists with district safety and blood-borne pathogen compliance activities. Identifies hazards and recommends/implements remedial procedures.
- Prepares the school clinic. Requisitions supplies as needed to maintain dependable service.
- Implements procedures to ensure that medicines are administered and stored safely.
- Assists sick and injured students. Administers first aid. Investigates and documents injuries.
- Reviews medical emergency authorization forms. Ensures permission forms are on file as needed for the release of health information. Communicates information to staff when required.
- Ensures required state minimum student health screening activities are completed.
- Ensures the immunization status of all students complies with state law.
- Evaluates visual, hearing, or other student health concerns. Recommends medical referrals.
- Consults with student's doctor to make exclusion or school readmission recommendations.
- Consults with staff to facilitate the early identification of health risks.
- Assesses student health conditions. Collaborates with doctors to develop student health care plans. Coordinates in-services for staff providing care for students with special medical needs.
- Helps students monitor and manage acute/chronic medical conditions as needed.
- Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
- Works with staff to monitor intervention efficacy. Recommends modifications as needed.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.

SCHOOL NURSE

Page 2 of 2

- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCHOOL PSYCHOLOGIST**

File 304

Reports to: Principal

Job Objective: Provides psycho-educational assessments, intervention planning and consultation services consistent with the district mission and legal requirements.

Minimum Qualifications:

- Holds and maintains required state department of education credentials.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

- 1. Provides student assessments to identify developmental, learning, behavioral and/or mental health problems. Develops interventions to prevent/remediate identified concerns.**
 - Assists with program planning. Identifies opportunities to enhance student learning.
 - Contributes to the development of dropout prevention, re-entry and school completion programs.
 - Conducts evaluations for early entrance, gifted and non-public school programs.
 - Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
 - Coordinates the Multi-Factored Evaluation (MFE) process and parent/student conferences.
 - Administers/interprets diagnostic tests. Recommends student services relevant to needs.
 - Allots time for individual/group and classroom counseling. Helps students improve personal skills (e.g., accountability, interpersonal communication, responsible behavior, self-confidence, etc.).
 - Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request a consultation and/or student evaluation.
 - Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
 - Conducts and/or participates in manifestation determination and functional behavior assessments.
 - Evaluates students for Section 504 needs and prepares an accommodation plan. Serves as a parent/staff resource for plan implementation.
 - Facilitates inclusion as the preferred placement method for students with disabilities.
 - Helps staff with Individualized Education Plans (IEP).
 - Completes Evaluation Team Reports (ETR) by required deadlines.
 - Works with staff to monitor intervention efficacy. Recommends modifications as needed.
 - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.

- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Participates in the development of best practices and advancement of academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCHOOL SOCIAL WORKER**

File 305

Reports To: Principal

Job Objective: Provides behavioral assessments, intervention planning and consultation services consistent with the district mission and legal requirements.

Minimum Qualifications:

- Valid CSWMFT Board social worker license.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

1. Assesses the social/emotional needs of students related to learning and improves the lines of communication between home, school and community. Helps develop intervention plans to prevent/remediate identified concerns.

- Evaluates student needs. Assists with program planning. Designs/implements programs to improve school success for all students. Communicates regularly with school administrators.
- Contributes to the development of dropout prevention, re-entry and school completion programs.
- Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Documents observations of students in school settings.
- Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
- Allots time for individual/group and classroom counseling. Helps students improve personal skills (e.g., accountability, interpersonal communication, responsible behavior, self-confidence, etc.).
- Facilitates student meetings (e.g., grief/loss, stress/anger management, etc.).
- Serves as a member of the district crisis management team. Helps develop crisis response plans.
- Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request a consultation and/or student evaluation.
- Helps the evaluation team assess student performance. Recommends services relevant to needs.
- Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
- Participates in manifestation determination and functional behavior assessment meetings.
- Helps staff prepare Section 504 and Individualized Education Plans (IEP).
- Works with staff to monitor intervention efficacy. Recommends modifications as needed.
- Facilitates inclusion as the preferred placement method for students with disabilities.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SPEECH LANGUAGE PATHOLOGIST**

File 306

Reports to: Principal

Job Objective: Provides speech and language services to help students benefit from the educational program.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials.
 - Holds and maintains a valid state board of speech-language pathology and audiology license.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
 - Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

1. Evaluates students and helps design educationally relevant developmental programs as a collaborative member of the educational team.

- Assists with program planning. Identifies opportunities to enhance student learning.
- Performs screening activities (e.g., child find, new students, grades designated by the board, etc.).
- Performs follow-up activities with students who have not passed earlier screening procedures.
- Conducts evaluations for non-public school programs.
- Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
- Serves as the evaluation team case manager. Prepares draft reports and related documents (e.g., prior written notice, district forms, EMIS coding sheet, etc.). Synthesizes input from all sources. Communicates evaluation results clearly and effectively both orally and in writing.
- Completes Evaluation Team Reports (ETR) documenting assessment results, student strengths, needs, and implications for instruction by required deadlines.
- Writes/implements and documents Individualized Education Plans (IEP) goals and objectives according to need and baseline data. Explains IEP goals to parents and staff. Help stakeholders understand how therapy activities relate to the educational program.
- Interprets data, observations, norm-referenced and criterion-referenced test results to qualify students for speech-language services relevant to needs. Effectively manages the speech-language caseload (i.e., therapy schedules, parent/team meetings progress reports, etc.).
- Facilitates inclusion as the preferred placement method for students with disabilities.
- Prepares and transmits legally compliant special education documents to parents and appropriate staff by required deadlines.
- Uses a variety of evidence-based treatment techniques to address speech/language disorders (e.g., expressive/receptive language, voice, articulation, fluency, interactive communication, auditory and/or visual processing, pragmatics, etc.).
- Helps staff incorporate therapy goals into classroom activities.
- Teaches skills that help students manage the learning environment (e.g., use of assistive technology; augmentative devices; instructional/media resources; etc.).
- Works with staff to monitor intervention efficacy. Recommends modifications as needed.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Provides families information to help students with therapy activities at home when requested.
- Documents student progress and prepares recommendations that comply with state requirements.
- Ensures accurate and timely completion of all required Medicaid reports.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the ASHA/Ohio Board Code of Ethics, Scope of Practices for Speech Language Pathologist in Schools and *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.

- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TEACHER**

File 307

Reports to: Principal

Job Objective: Plans, implements and assesses student learning experiences.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
 - Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

- Essential Functions:**
- 1. Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals that support high levels of student achievement.**
 - Prepares instructional materials. Teaches assigned students and subject matters as scheduled.
 - Develops and implements lesson plans aligned with state standards and district curriculum goals.
 - Evaluates student academic needs and learning styles.
 - Differentiates instructional techniques to effectively advance student learning.
 - Facilitates the integration of new or improved technology in all areas of the curriculum.
 - Utilizes formal and informal assessment strategies to monitor student progress.
 - Uses a data-driven approach to analyze assessments. Provides effective feedback to students.
 - Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
 - Facilitates inclusion as the preferred placement method for students with disabilities.
 - Serves as a resource for the development and implementation of 504, IEP and health care plans.
 - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 - Evaluates student achievement/performance. Prepares progress reports.
 - Regularly communicates academic, behavioral and social-emotional related matters to parents.
 - Proctors state and district testing activities. Upholds mandated security procedures.
 - Ensures student lists and teaching materials are readily available for substitutes.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Participates in the development of best practices and advancement of academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Prepares and maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Refers policy interpretation questions to an appropriate administrator.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
 - 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **ALTERNATIVE EDUCATION TEACHER**

File 308

Reports to: Principal and State/Federal Programs Director

Job Objective: Plans, implements and assesses student learning experiences.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
 - Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

- Essential Functions:**
- 1. Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals that support high levels of student achievement.**
 - Helps develop dropout prevention, re-entry and school completion strategies for at-risk students.
 - Works closely with other service providers to support unified classroom lessons.
 - Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
 - Implements strategies to improve family involvement and support for program activities.
 - Prepares instructional materials. Teaches assigned students and subject matters as scheduled.
 - Develops and implements lesson plans aligned with state standards and district curriculum goals.
 - Evaluates student academic needs and learning styles.
 - Differentiates instructional techniques to effectively advance student learning.
 - Facilitates the integration of new or improved technology in all areas of the curriculum.
 - Utilizes formal and informal assessment strategies to monitor student progress.
 - Provides effective feedback to students.
 - Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
 - Allots time for individual/group and classroom counseling. Helps students improve personal skills (e.g., accountability, interpersonal communication, responsible behavior, self-confidence, etc.).
 - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 - Evaluates student achievement/performance.
 - Regularly communicates academic, behavioral and social-emotional related matters to parents.
 - Ensures student lists and teaching materials are readily available for substitutes.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Participates in the development of best practices and advancement of academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Prepares and maintains accurate records. Submits required paperwork on time.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **GIFTED & TALENTED TEACHER**

File 309

Reports to: Principal and Gifted Education Coordinator

Job Objective: Plans, implements and assesses gifted/talented student learning experiences.

Minimum Qualifications:

- Holds and maintains required state department of education credentials.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

1. Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals that support high levels of student achievement.

- Coordinates program activities (e.g., parent notification, participation criteria, curriculum development, instructional goals, etc.). Investigates the availability of community/district resources.
- Qualifies student for program participation (e.g., achievement tests, grades, intelligence testing, parent/student and teacher recommendations, etc.). Helps ensure assessments support non-biased planning activities. Protects the privacy of student information. Meets mandated deadlines.
- Prepares, implements and monitors Written Educational Plans (WEP) and Written Acceleration Plans (WAP) when required.
- Implements developmentally and cognitively appropriate extensions of classroom instruction. (e.g., accelerated learning, advanced placements, university credit programs, independent studies, mentoring, pull-out, team-teaching, etc.).
- Prepares instructional materials. Teaches assigned students and subject matters as scheduled.
- Develops and implements lesson plans aligned with state standards and district curriculum goals.
- Evaluates student academic needs and learning styles.
- Differentiates instructional techniques to effectively advance student learning.
- Facilitates the integration of new or improved technology in all areas of the curriculum.
- Utilizes formal and informal assessment strategies to monitor student progress.
- Uses a data-driven approach to analyze assessments. Provides effective feedback to students.
- Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
- Facilitates inclusion as the preferred placement method for students with disabilities.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Evaluates student achievement/performance. Prepares progress reports.
- Regularly communicates academic, behavioral and social-emotional related matters to parents.
- Proctors state and district testing activities. Upholds mandated security procedures.
- Ensures student lists and teaching materials are readily available for substitutes.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: GRADS TEACHER

File 310

Reports to: Principal

Job Objective: Works with pregnant and parenting students throughout the district's service area.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
 - Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

- Essential Functions:**
- 1. Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals that support high levels of student achievement.**
 - Prepares instructional materials. Teaches assigned students and subject matters as scheduled.
 - Develops and implements lesson plans aligned with state standards and district curriculum goals.
 - Evaluates student academic needs and learning styles.
 - Differentiates instructional techniques to effectively advance student learning.
 - Facilitates the integration of new or improved technology in all areas of the curriculum.
 - Utilizes formal and informal assessment strategies to monitor student progress.
 - Uses a data-driven approach to analyze assessments. Provides effective feedback to students.
 - Identifies alternative approaches/accommodations as needed (e.g., differentiated curricula, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.).
 - Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
 - Facilitates inclusion as the preferred placement method for students with disabilities.
 - Guides students in the investigation of individualized educational, vocational and personal goals.
 - Teaches life management skills that help students deal with parenting and school responsibilities. Helps students address personal problems that influence school attendance.
 - Helps students identify personal competencies/interests. Helps students use career resource materials to understand academic requirements associated with post-secondary objectives.
 - Helps students develop job readiness skills (e.g., identification of job search resources, resume development, application/interview procedures, employee conduct expectations, etc.).
 - Provides instruction in child development and parenting skills.
 - Encourages students to participate in positive personal and family health care practices.
 - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 - Evaluates student achievement/performance. Prepares progress reports.
 - Regularly communicates academic, behavioral and social-emotional related matters to parents.
 - Proctors state and district testing activities. Upholds mandated security procedures.
 - Ensures student lists and teaching materials are readily available for substitutes.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Participates in the development of best practices and advancement of academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: HOME INSTRUCTION TEACHER

File 311

Reports to: Principal

Job Objective: Provides home instruction for students during extended absences.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
 - Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

- Essential Functions:**
- 1. Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals that support high levels of student achievement.**
 - Consults with teachers to clarify classroom assignments.
 - Prepares instructional materials. Teaches assigned students and subject matters as scheduled.
 - Develops and implements lesson plans aligned with state standards and district curriculum goals.
 - Evaluates student academic needs and learning styles.
 - Differentiates instructional techniques to effectively advance student learning.
 - Facilitates the integration of new or improved technology in all areas of the curriculum.
 - Utilizes formal and informal assessment strategies to monitor student progress.
 - Uses a data-driven approach to analyze assessments. Provides effective feedback to students.
 - Helps develop and implements IEP or 504 plans when applicable. Identifies alternative approaches/accommodations as needed (e.g., differentiated curricula, study guides, etc.).
 - Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
 - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 - Returns completed classroom assignments to teachers as directed.
 - Keeps classroom teachers aware of student progress and emerging concerns.
 - Regularly communicates academic, behavioral and social-emotional related matters to parents.
 - Proctors state and district testing activities. Upholds mandated security procedures.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Participates in the development of best practices and advancement of academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Prepares and maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Refers policy interpretation questions to an appropriate administrator.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
 - 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.

Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: PRESCHOOL TEACHER

File 312

Reports to: Principal

Job Objective: Plans, implements and assesses student learning experiences.

Minimum Qualifications:

- Holds and maintains required state department of education credentials.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

*Staff will meet all state quality ratings for Step Up to Quality 3,4, or 5 Star rating as prescribed by ODE.

Ohio Revised Code requirements: 1. Preschool staff members who have met the forty-five (45) hour in-service requirement shall thereafter complete ten (10) annual clock hours of in-service training in one or more of the following areas: (a) child development or early childhood education; (b) child abuse recognition and prevention; (c) first aid; and/or (d) prevention recognition and management of communicable diseases. 2. Annual completion refers to the school year from July 1st to June 13th or every twelve (12) months from the date-of-hire for staff employed after the school year begins.

Essential Functions:

1. Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals that support high levels of student achievement.

- Monitors/facilitates program compliance with all pertinent local, state and federal child-care laws.
- Oversees enrollment/withdrawal procedures and the management of student files.
- Participates in observations/assessments of qualifying factors to determine student placements.
- Assists with screening activities for typical peer role models as part of "child find" requirements.
- Processes parent consent and medical authorization forms. Ensures forms are readily available during program hours. Promptly documents all accidents/injuries.
- Maintains a healthy program environment. Ensures equipment is sanitized as needed.
- Prepares instructional materials. Teaches assigned students and subject matters as scheduled.
- Develops and implements lesson plans aligned with state standards and district curriculum goals.
- Evaluates student academic needs and learning styles.
- Differentiates instructional techniques to effectively advance student learning.
- Facilitates the integration of new or improved technology in all areas of the curriculum.
- Helps students develop language, social, adaptive, cognitive and motor skills. Teaches students how to plan ahead, develop empathy and include others in play activities.
- Provides time and opportunities for students to explore and pursue personal interests.
- Utilizes formal and informal assessment strategies to monitor student progress.
- Uses a data-driven approach to analyze assessments. Provides effective feedback to students.
- Identifies alternative approaches/accommodations as needed (e.g., differentiated curricula, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.).
- Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
- Facilitates inclusion as the preferred placement method for students with disabilities.
- Conducts academic assessments for Multi-Factored Evaluations (MFE) as requested.
- Prepares draft and final Individualized Education Programs (IEP).
- Prepares and transmits legally compliant special education documents by required deadlines.
- Participates in manifestation determination and functional behavior assessment meetings.
- Administers medications as directed. Renders basic first aid when a school nurse is not available.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.

- Evaluates student achievement/performance. Prepares progress reports.
- Regularly communicates academic, behavioral and social-emotional related matters to parents.
- Proctors state and district testing activities. Upholds mandated security procedures.
- Ensures student lists and teaching materials are readily available for substitutes.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

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- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **SUBSTITUTE TEACHER**

File 313

Reports to: Principal

Job Objective: Implements the absent teacher's prepared lesson plans. *NOTE:* Scope and duration of duties may be modified to address variable staffing needs. Substitute teachers may be required to perform ancillary duties assigned to the absent employee.

Minimum • Complies with state department of education substitute teacher requirements.
Qualifications: • Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 • Effective communication, problem-solving and time management skills.
 • Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 • Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 • Maintains a record free of criminal violations that would prohibit public school employment.
 • Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
 • Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential **1. Arrives prepared to start working on time. Follows established sign in/out procedures.**
Functions: **Complies with program and/or building work hours/schedules.**
 • Consults with the assigned supervisor to receive support and address concerns.
 • Takes responsibility for learning all emergency procedures (e.g., evacuations, lock downs, adverse weather, power failures, etc.). Promptly reports work-related injuries to a supervisor.
 • Teaches assigned students and subject matters.
 • Follows written lesson plans and performs all of the absent teacher's assigned duties.
 • Protects the privacy of student information.
 • Collaborates with staff to implement student 504, IEP and health care plans.
 • Facilitates inclusion as the preferred placement method for students with disabilities.
 • Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
 • Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 • Proctors state and district testing activities. Upholds mandated security procedures.
 • Prepares a written summary of work completed as directed. Makes the absent teacher aware of special situations or problems encountered.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.
 • Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 • Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 • Encourages community involvement in school-sponsored activities.
 • Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 • Keeps an acceptable attendance record and is punctual.
 • Maintains a professional appearance. Wears work attire appropriate for the position.
 • Participates in the development of best practices and advancement of academic standards.
 • Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.
 • Prepares and maintains accurate records. Submits required paperwork on time.
 • Provides prompt notification of personal delays or absences.
 • Refers policy interpretation questions to an appropriate administrator.
 • Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.
 • Keeps current with professional standards associated with work duties.
 • Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.
 • Implements effective pupil management procedures. Provides appropriate student supervision.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

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- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: TITLE I TEACHER

File 314

Reports to: Principal

Job Objective: Provides supplemental instructional support for students that qualify for Title I services.

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
 - Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

- Essential Functions:**
- 1. Maintains a thorough understanding of subject matter and pedagogy. Provides supplemental instructional services. Plans/implements intervention plans (RIMP & RTI) that help students meet state academic content and performance standards.**
 - Tracks/profiles student grade-level reading and math proficiency data. Qualifies student for program participation. Provides instructional support for reading and/or math activities.
 - Complies with parent involvement, reporting and recordkeeping requirements.
 - Prepares instructional materials. Teaches assigned students and subject matters as scheduled.
 - Develops and implements lesson plans aligned with state standards and district curriculum goals.
 - Evaluates student academic needs and learning styles.
 - Differentiates instructional techniques to effectively advance student learning.
 - Facilitates the integration of new or improved technology in all areas of the curriculum.
 - Utilizes formal and informal assessment strategies to monitor student progress.
 - Uses a data-driven approach to analyze assessments. Provides effective feedback to students.
 - Identifies alternative approaches/accommodations as needed (e.g., differentiated curricula, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.).
 - Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
 - Facilitates inclusion as the preferred placement method for students with disabilities.
 - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 - Shares student progress updates with classroom teachers and parents/guardians.
 - Proctors state and district testing activities. Upholds mandated security procedures.
 - Provides families information to help students with reading activities at home when requested.
 - Documents student progress and prepares recommendations that comply with state requirements.
 - Assists with student bench-marking activities.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Participates in the development of best practices and advancement of academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Prepares and maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.

- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

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- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: TUTOR

File 315

Reports to: Principal

Job Objective: Plans, implements and assesses student learning experiences.

Minimum Qualifications:

- Holds and maintains required state department of education credentials.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

1. Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals that support high levels of student achievement.

- Consults with teachers to clarify classroom assignments.
- Prepares instructional materials. Teaches assigned students and subject matters as scheduled.
- Develops and implements lesson plans aligned with state standards and district curriculum goals.
- Evaluates student academic needs and learning styles.
- Differentiates instructional techniques to effectively advance student learning.
- Facilitates the integration of new or improved technology in all areas of the curriculum.
- Uses formal/informal assessment strategies to monitor student progress. Provides effective feedback to students using formative/summative assessments.
- Uses a data-driven approach to analyze assessments and alter/enhance lesson plans.
- Identifies alternative approaches/accommodations as needed (e.g., differentiated curricula, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.).
- Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
- Facilitates inclusion as the preferred placement method for students with disabilities.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Returns completed classroom assignments to teachers as directed.
- Keeps classroom teachers aware of student progress and emerging concerns.
- Proctors state and district testing activities. Upholds mandated security procedures.

English Language Learner Program (TESOL credentials/experience preferred.)

- Helps students attain English language proficiency. Organizes/administers the Ohio Test of English Language Acquisition (OTELA) for assigned students. Prepares, implements and monitors ELL Language Development Plans. Manages student record keeping and compliance paperwork including students in mainstreamed instruction during trial periods.

Gifted/Talented Program (Gifted credentials/experience preferred.)

- Prepares and implements developmentally and cognitively appropriate extensions of classroom instruction. Prepares, implements and monitors Written Educational Plans (WEP) and Written Acceleration Plans (WAP) when required.

Reading Program (K-12 reading endorsement and experience with specialized reading programs)

- Provides instructional support for reading activities. Assists with student benchmarking activities.

Special Education Program (K-12 reading endorsement/experience required.)

- Provides instructional support for students. Writes/implements and documents Individualized Education Plans (IEP) goals and objectives according to need and baseline data. Prepares and transmits legally compliant special education documents by required deadlines.

Title I Program (Highly Qualified Teacher status required. K-12 reading endorsement desired.)

- Provides instructional support for reading and/or math activities. Assists with student benchmarking activities. Complies with parent involvement, reporting and recordkeeping requirements.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, **if duties involve any the following situations:**

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Adams County Ohio Valley Local School District is an equal opportunity employer. This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties to be performed by current or future employees. Job descriptions and assigned duties may be modified as needed to address changing needs of the school district. Employees are required to carefully follow the directives of assigned supervisors and appointing authorities. Employee job performance is evaluated according to board policy, administrative procedures and current contractual agreements.

Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: DEAN OF STUDENTS

File 316

Reports to: Assigned administrator/supervisor

Job Objective: Plans/manages strategies that motivate students to attend and actively participate in school.

Minimum Qualifications:

- Holds/ maintains required state department of education credentials.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

1. Manages the effective delivery/advancement of student services that improve attendance, advance academic progress and support a safe school environment.

- Assists with program planning. Identifies opportunities to enhance student learning.
- Directs the revision/distribution of student-parent and teacher handbooks.
- Helps with enrollment/withdrawal procedures and the management of student files.
- Contributes to the development of dropout prevention, re-entry and school completion programs.
- Responds promptly to requests for assistance with student truancy/behavioral concerns.
- Contacts parents/guardians when the school has not been notified about absent/tardy students.
- Helps families/students understand the consequences of continued truancy and/or misconduct.
- Evaluates student circumstances and recommends discipline for attendance-related concerns.
- Processes legal complaints with the prosecutor's office when truancy persists. Corroborates evidence to prevent procedural errors. Represents the district at hearings. Provides testimony.
- Prepares written recommendations and/or resolutions for each truancy action undertaken.
- Oversees student discipline for unexcused tardiness/absences and failure to serve detentions.
- Verifies legal residence. Identifies non-resident students enrolled in district programs. Facilitates removal of ineligible students according to district policy and available legal remedies.
- Reviews custody orders. Documents employment. Helps resolve jurisdiction issues. Assists the treasurer with billing and collection of tuition based on custody assignment.
- Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
- Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request a consultation and/or student evaluation.
- Collaboratively resolves problems that impede student learning. Identifies teaching techniques, interventions and aligned resources best suited for each student.
- Serves as a resource for 504 plan development/implementation.
- Facilitates inclusion as the preferred placement method for students with disabilities.
- Works with staff to monitor intervention efficacy. Recommends modifications as needed.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Helps coordinate implementation of required state and district assessments.
- Facilitates student transitions (e.g., alternative programs, promotion/graduation, school to work, post-secondary program enrollment, employment, etc.).
- Serves as a member of the district crisis management team. Helps develop crisis response plans.
- Provides administrative direction to ensure orderly building activities (e.g., arrivals/departures, vehicle parking, use of interior/exterior common areas, etc.).

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.

- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Secretary/Administrative Assistant to the Superintendent

Reports to: Superintendent

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Provide clerical assistance for the efficient and effective operation of the school administrative offices. Assist where appropriate the instructional and support staff as well as students, parents and members of the community

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail, and greeting visitors
- Operate all office equipment including copier, fax machine and computer
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Handle routine correspondence independently
- Input information into and retrieve information from computer
- Type, assemble and distribute the personnel directory
- Prepare and maintain all files for the Superintendent
- Type, copy, assemble and distribute the Board agenda and materials for each monthly board meeting
- Type, copy and assemble all public relations materials issued by the Superintendent's office
- Maintain files on substitute teachers and distribute lists to all Building Principals
- Print and distribute all forms used by the school district
- Maintain appointment calendar and travel schedule for Superintendent
- Maintain respect at all times for confidential information
- Arrange conferences and meetings for Superintendent
- Maintain and distribute negotiated agreements
- Type all correspondence and reports
- Responsible for home-schooling correspondence and record keeping
- Responsible for open enrollment correspondence
- Order and maintain office supplies
- Process and distribute teaching certificates and maintain file of certification updates/qualifications
- Make contacts with the public with tact and diplomacy
- Update and distribute all new and/or revised policies
- Open and sort mail
- Types, reproduces and distributes school calendar, Teacher and Administrative Directories annually

Other Duties and Responsibilities:

- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Perform other duties as assigned by the Superintendent
- Promote good public relations

Qualifications:

- High school diploma or general education degree (GED)
- Less than five years related experience

- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 2-Step TB Test
- Pass pre-employment aptitude test.

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Excellent computer skills
- Ability to type at least 60 wpm
- General bookkeeping skills
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copy machine, fax machine
- Ability to take dictation

Equipment Operated:

- Typewriter
- Calculator
- Computer/printer
- Fax machine
- Copy machine
- Binding machine
- Telephone/cellular phone

Additional Working Conditions:

- Exposure to blood, bodily fluids and tissue
- Operation of a vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays, including calamity days
- Interaction with unruly children
- Requirement to travel
- Occasional requirement to work overtime, e.g., evenings, weekends
- Repetitive hand motion, e.g., computer keyboard

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: July 12, 2016

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Assistant Treasurer

Reports to: Treasurer

Employment Status: Regular/Part-time

FLSA Status: Non-Exempt

Description: Responsible for district payroll and coordination of all payroll and personnel functions. Assistant Treasurer with all written communication including EMIS reporting

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Adhere to purchase order system with purchase order to be approved by the Treasurer
- Help Treasurer render a monthly statement to the Board
- Help Treasurer make papers and documents entrusted to the Treasurer for filing available to members of the Board, administration and the public
- Work overtime as needed
- Attend required meetings and in-services
- Track federal, state, city and school district income tax deducting and reporting
- Verify employment of current and former employees
- Track student loan defaults/wage levy, child support correspondence/wage levy

Other Duties and Responsibilities:

- Balances accounting and payroll accounts
- Prepares monthly reports for Board
- Reconciles paid checks
- Prints outstanding check list
- Prints all month-end/year-end reports
- Handles all FER's/PCR's-Federal and State Grants
- Maintains Inventory
- Maintain proper record storage and retrieval
- Perform other duties as assigned by the Treasurer, Superintendent, and/or Board of Education

Qualifications:

- High school diploma or general education degree (GED)
- One year of related experience
- FBI/BCII
- 2-Step TB Test
- Such Onlines to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge of general accounting principles and financial statements
- Ability to research, comprehend, and interpret applicable laws
- Knowledge of state software
- Experience in payroll and accounts payable procedures
- Accurate and timely performance of work related tasks

Equipment Operated:

- Computer
- Printer
- Telephone
- Calculator

Additional Working Conditions:

- Evening/weekend/summer work
- Repetitive hand action, e.g., computer keyboard, calculator, adding machine, typewriter

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Superintendent or designee

Date

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Signature

Date

Adoption date: July 12, 2016

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Assistant Treasurer-Payroll Officer

Reports to: Treasurer

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Processes payroll, purchase orders and checks. Coordinates medical benefits, workers compensation and unemployment. Works with the Treasurer to meet all office requirements and deadlines

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Maintains personnel records as they relate to payroll, absences and employee benefits
- Make contact with the public with tact and diplomacy
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Prepares bi-monthly payroll including direct deposits. Processes all deduction checks (credit union, garnishments, union dues), payment of taxes and retirement. Electronically submits payment for taxes and Medicare
- Processes all substitute, period substitute and supplemental pay. Compiles leave and absences for each employee
- File monthly reports with SERS and STRS, prepare refund requests. Verify service credit for former employees
- Explains health insurance options to new employees, handles initial application for insurance.
- Assist new teachers with required paperwork to work in the district (from Personnel Director's secretary)
- Verifies, posts and pays health and life insurance bills
- Prepares annual salary (contract) notices, W-2's
- Does employment verification
- Handles health insurance discrepancies between insurance company and claimant
- Processes all new and current substitute teachers along with maintaining files and notifying substitute caller
- Processes and updates personal leave requests
- Counsels employees on taxes and fringe benefits
- Manage all voluntary employee deductions
- Prepares quarterly State and Federal reports
- Manages AFFORD program
- Coordinates with all 403B and 401 companies and third party Administrator
- Handles all severance of employees
- Works in conjunction with 3rd party health companies
- Works overtime as needed

Other Duties and Responsibilities:

- Perform other duties as assigned by the Treasurer

Qualifications:

- Associate degree in Accounting/Business
- One to two years related experience
- FBI/BCII
- 2-Step TB Test
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Excellent computer skills
- Proficiency in math
- Knowledge of accounting practices and procedures
- Ability to be flexible and adapt to changing situations
- Ability to prioritize and meet deadlines
- Excellent attention to detail

Equipment Operated:

- Computer/printer
- Typewriter
- Calculator
- Copy machine
- Check signer
- Postage machine
- Fax machine
- Telephone/cellular phone

Additional Working Conditions:

- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days except calamity days
- Occasional requirement to travel
- Occasional evening/weekend work as directed by the Treasurer
- Frequent repetitive hand motion, e.g., computer keyboard, typing

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Superintendent or designee

Date

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Signature

Date

Adoption date: July 12, 2016

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Budgetary Specialist

Reports to: Treasurer

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Processes payroll, purchase orders and checks. Works with the Treasurer to meet all office requirements and deadlines

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Handles all purchase orders and coding
- Matches invoices to purchase orders
- Pays bills
- Prepares 1099's
- Assists in balancing checking accounts
- Takes all district mail to post office
- Takes all central office money to bank
- Takes all budgetary items to county auditor
- Encumbers all purchase orders
- Handles all credit card activity
- Manage Amazon account
- Handles all travel and mileage issues
- Trains building secretaries on purchase order entries
- Handles sporting officials payments
- Work overtime as needed

Other Duties and Responsibilities:

- Perform other duties as assigned by the Treasurer

Qualifications:

- Associate degree in Accounting/Business
- One to two years related experience
- FBI/BCII
- 2-Step TB Test
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Excellent computer skills
- Proficiency in math

- Knowledge of accounting practices and procedures
- Ability to be flexible and adapt to changing situations
- Ability to prioritize and meet deadlines
- Excellent attention to detail

Equipment Operated:

- Computer/printer
- Typewriter
- Calculator
- Copy machine
- Check signer
- Postage machine
- Fax machine
- Telephone/cellular phone

Additional Working Conditions:

- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days except calamity days
- Occasional requirement to travel
- Occasional evening/weekend work as directed by the Treasurer
- Frequent repetitive hand motion, e.g., computer keyboard, typing

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Superintendent or designee

Date

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Signature

Date

Adoption date: July 12, 2016

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Payroll Coordinator

Reports to: Treasurer

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Processes payroll, purchase orders and checks. Coordinates medical benefits, workers compensation and unemployment. Works with the Treasurer to meet all office requirements and deadlines

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Assists Assistant Treasurer-Payroll Officer
- Compiles all Time Sheets
- Monitors and corrects time clock issues
- Manages all work calendars
- Tracks comp time earnings/usage
- Handles issues with all hourly employees
- Prepares monthly statements for Board
- Manages board member pay
- Trains staff members on time clocks
- Manages home instruction forms
- Manages field trip/sports trips forms
- Work overtime as needed

Other Duties and Responsibilities:

- Perform other duties as assigned by the Payroll Officer
- Perform other duties as assigned by the Treasurer

Qualifications:

- One to two years related experience
- FBI/BCII
- 2-Step TB Test
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Excellent computer skills
- Proficiency in math
- Knowledge of accounting practices and procedures
- Ability to be flexible and adapt to changing situations
- Ability to prioritize and meet deadlines
- Excellent attention to detail

Equipment Operated:

- Computer/printer
- Typewriter
- Calculator
- Copy machine
- Check signer
- Postage machine
- Fax machine
- Telephone/cellular phone

Additional Working Conditions:

- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days except calamity days
- Occasional requirement to travel
- Occasional evening/weekend work as directed by the Treasurer
- Frequent repetitive hand motion, e.g., computer keyboard, typing

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

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Signature

Date

Adoption date: July 12, 2016

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **EMIS COORDINATOR**

File 201

Reports to: Assigned administrator/supervisor

Job Objective: Coordinates the effective collection, analysis, maintenance and reporting of district data.

- Minimum Qualifications:**
- High school diploma or GED. Advanced secretarial skills and ability to implement principals of office administration (i.e., practices, procedures, etc.).
 - Ability to analyze and present complex information in easy-to-understand formats.
 - Advanced office-related technology skills deemed essential at the time of hire.
 - Consistently performs accurate math calculations.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Follows complex instructions. Recognizes and corrects errors independently.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

- Essential Functions:**
- 1. Performs data management services and ancillary duties that facilitate the timely attainment of district objectives. Keeps informed about program and procedure changes.**

Manages concurrent responsibilities effectively in a dynamic and challenging work environment.

 - Collects and organizes information. Confirms data to prevent entry errors. Prepares documents using database, presentation application, spreadsheet and word processing software.
 - Maintains an effective records management system. Files and retrieves information.
 - Collaboratively develops effective solutions for work-related problems.
 - Prioritizes tasks. Completes assignments within required time-frames.
 - Serves as the centralized district intermediary for the state data acquisition site. Distributes new information to keep district staff informed about program updates. Monitors compliance with state guidelines. Identifies opportunities to improve internal EMIS program procedures.
 - Ensures accurate documentation of inter/intra-district student enrollment/withdrawal information (including "open" and "court placed" enrollments). Communicates with other schools to make sure enrollment dates do not overlap, students are coded correctly, residency is verified, billing contracts are confirmed and any additional paperwork (e.g. AF-14, SF-14H, SF-6, etc.) is completed.
 - Coordinates data collection, verification and entry processes. Trains and supports district staff responsible for data collection, processing and records maintenance procedures (e.g., attendance, course reviews, Free and Reduced Lunch Program data, highly qualified teacher reviews, pupil demographics, student transcripts, testing information, etc.).
 - Corrects errors and helps resolve problems encountered by staff.
 - Coordinates the transfer of data between district buildings and the state data acquisition site.
 - Ensures the district utilizes every opportunity to maximize available funding.
 - Checks completed work frequently to ensure compliance with state and district specifications.
 - Provides technical support for student scheduling activities.
 - Ensures office supplies are reordered as needed to maintain reliable service levels.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Cultivates community relationships that promote strong public support for the district.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - Sustains an effective working environment. Performs all aspects of the job.
 - 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Provides prompt notification of personal delays or absences.

- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **EMIS ASSISTANT/STUDENT ENROLLMENT DATA**

File 210

Reports to: Assigned administrator/supervisor

Job Objective: Accurately enter, aggregate and submit all required EMIS reports, manage the district's Student Information System satellite and main campus student data and assist the EMIS Coordinator with department's operations.

Minimum Qualifications:

- . High school diploma or GED. Advanced secretarial skills and ability to implement principals of office administration (i.e. practices, procedures, etc.).
- . Experience with student information systems preferred.
- . Ability to analyze and manage large amounts of data from different sources and present complex information in easy-to-understand formats.
- . Ability to maintain a high degree of confidentiality.
- . Ability to maintain complex and confidential records with attention to detail.
- . Willingness and ability to work as a team member and with the public.
- . Ability to handle difficult work deadlines and pressure.
- . Ability to exercise independent judgement.
- . Advanced office-related technology skills deemed essential at the time of hire.
- . Consistently performs accurate math calculations.
- . Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- . Effective communication, problem-solving and time management skills.
- . Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- . Follows complex instructions. Recognizes and corrects errors independently.
- . Valid driver's license
- . Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- . Maintains a record free of criminal violations that would prohibit public school employment.
- . Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

Essential Functions:

1. Performs data management services and ancillary duties that facilitate the timely attainment of district objectives. Keeps informed about program and procedure changes.

- . Provides leadership and oversight for collection, aggregation, submission, correction and successful reporting period submission (by current and final goal percentages) of EMIS student and staff data based upon ODE's guidelines and function.
- . Works collaboratively with members of the technology and HR departments to maintain auditable data collection and reporting processes based upon solid relational database designs.
- . Assists the treasurer's office in reporting financial data.
- . Assists the Human Resources staff in reporting staff data.
- . Maintains expertise on current and anticipated technologies used in the district including a desire to expand the use of software applications or digital systems that will enhance the efficiency of the EMIS Assistant.
- . Maintains an effective records management system. Files and retrieves information.
- . Collaboratively develops effective solutions for work-related problems.
- . Prioritizes tasks. Completes assignments within required time-frames.
- . Ensures accurate documentation of inter/intra-district student enrollment/withdrawal information (including "open" and "court placed" enrollments). Communicates with other schools to make sure enrollment dates do not overlap, students are coded correctly, residency is verified, billing contracts are confirmed and any additional paperwork (e.g. AF-14, SF-14H, SF-6, etc.) is completed.
- . Coordinates data collection, verification and entry processes. Trains and supports district staff responsible for data collection, processing and records maintenance procedures (e.g., attendance, course reviews, Free and Reduced Lunch Program data, highly qualified teacher reviews, pupil demographics, student transcripts, testing information, etc.).
- . Corrects errors and helps resolve problems encountered by staff.
- . Checks completed work frequently to ensure compliance with state and district specifications.
- . Provides technical support for student scheduling activities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Cultivates community relationships that promote strong public support for the district.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Maintain high standards of ethics, honesty and integrity in all matters.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: December 17, 2019

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Executive Secretary to Personnel

Reports to: Director of Personnel

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Provide clerical assistance for the efficient and effective operation of the school administrative offices.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail, and greeting visitors
- Operate all office equipment including copier, fax machine and computer
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Handle routine correspondence independently
- Input information into and retrieve information from computer
- Type, assemble and distribute the personnel directory
- Maintain files on substitute teachers and distribute lists to all Building Principals
- Maintain respect at all times for confidential information
- Process and distribute teaching certificates and maintain file of certification updates/qualifications
- Make contacts with the public with tact and diplomacy
- Communication, problem-solving and time management skills
- High ethical standards/integrity. Accepts responsibility for personal decisions/conduct
- Follows instructions, recognizes and corrects errors independently
- Maintains a record free of criminal violations that would prohibit public school employment.
- Speaks clearly using correct grammar.
- Performs fingerprinting services as needed
- Performs routine office duties
- Maintains an effective records management system. Files and retrieves information.
- Prioritizes tasks. Completes assignments within required time-frames

Other Duties and Responsibilities:

- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Perform other duties as assigned by the Superintendent
- Promote good public relations

Qualifications:

- High school diploma or general education degree (GED)
- Less than five years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 2-Step TB Test
- Pass pre-employment aptitude test.

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Excellent computer skills
- Ability to type at least 60 wpm
- General bookkeeping skills
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copy machine, fax machine
- Ability to take dictation

Equipment Operated:

- Typewriter
- Calculator
- Computer/printer
- Fax machine
- Copy machine
- Binding machine
- Telephone/cellular phone
- Postage meter
- WebCheck fingerprinting system

Additional Working Conditions:

- Exposure to blood, bodily fluids and tissue
- Operation of a vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays, including calamity days
- Interaction with unruly children
- Requirement to travel
- Occasional requirement to work overtime, e.g., evenings, weekends
- Repetitive hand motion, e.g., computer keyboard

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: July 12, 2016

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCHOOL RESOURCE OFFICER**

File 502

Reports to: Principal

Job Objective: Helps maintain a safe/orderly school environment. Identifies and addresses problems that may have a negative impact on the safety and well-being of individuals and the school community.

Minimum Qualifications:

- High school diploma or GED. Work skills verified by training and/or work experience.
- Successful completion of a state-accredited security training program is required.
- Satisfactory drug screening, physical fitness and psychological assessment profile.
- Available to work a non-traditional schedule and irregular hours when required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.
- Speaks clearly using correct grammar. Bilingual ability is advantageous.
- Valid driver's license. Qualified to be covered by the district insurance carrier. Valid Commercial Driver's License (CDL) is advantageous.

NOTE: Blood-borne pathogen/communicable disease, child abuse/neglect, CPR and/or first aid/injury prevention training may be required as a condition of employment.

Essential Functions:

1. Arrives prepared to start working on time. Follows established sign in/out procedures. Complies with program and/or building work hours/schedules.

- Consults with staff to identify factors that impact the school environment (e.g., anti-social behavior, crime, fear of retribution, harassment, physical aggression, racism, sexism, threats, etc.).
- Takes an active role in policing activities. Patrols public areas. Maintains a conspicuous presence. Actively interacts with staff/students/visitors. Responds immediately to address safety concerns.
- Checks daily schedule to ensure suitable security coverage for school and community activities.
- Communicates rules as needed (i.e., expectations and consequences).
- Responds promptly to requests for assistance. Documents security incidents and/or injuries.
- Monitors students during bus loading and unloading procedures.
- Enforces school rules (e.g., prohibited use of cell phones, laptops, drink/food consumption, etc.).
- Directs visitors to the office. Assists with crowd control during public events.
- Verifies individuals have permission to be in the building during class periods/public events.
- Prohibits loitering. Ensures identification badges and student hall passes are displayed properly.
- Identifies risk factors (e.g., individual/group behaviors, situational factors, etc.) that indicate potential security threats. Initiates action to address safety concerns. Immediately notifies an administrator regarding the suspected presence of drugs and/or weapons.
- Exercises extreme caution when confrontation and/or physical restraint is required.
- Follows district protocols to request assistance from community law enforcement/safety personnel.
- Assists with community service projects, safety/crime prevention presentations, special classes, and student clubs as directed. Shares information about the criminal justice system. Assists with conflict-resolution skill-building activities.
- Monitors parking lots. Upholds school policies governing driving privileges.
- Directs private vehicles to designated student drop-off/pickup zones.
- Documents/reports vehicles that fail to comply with traffic regulations.
- Checks building security systems to ensure equipment is operating properly.
- Monitors public areas to ensure clear routes are maintained for emergency egress. Secures doors/windows. Activates alarms systems. Assists with building evacuations during emergencies.
- Keeps the main office informed about building concerns (e.g., equipment damage, leaks, structural defects, unusual noises/odors, etc.).

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SYSTEM MANAGER**

File 503

Reports to: Assigned administrator/supervisor

Job Objective: Maintains technology equipment and provides staff support.

- Minimum Qualifications:**
- Associate degree in a computer-related field. Strong technical skills and an understanding of technology applications in an academic environment verified by training and/or work experience.
 - Ability to communicate technical information and work with a wide range of staff interest/skill levels.
 - Additional vendor certifications may be required as deemed appropriate by the board.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Experience in LAN/WAN connectivity and system installation, maintenance and repair.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

- Essential Functions:**
- 1. Uses technical and manual skill to install, configure and maintain technology resources (i.e., hardware, software, networks, etc.).**
 - Maintains an effective configuration management system. Sets up local/wide area networks, terminal services, Wi-Fi networks and file servers (e.g., users, space allocations, backups, etc.).
 - Promotes the proper use/care of technology resources. Responds promptly to end-user requests for help with equipment. Troubleshoots equipment, connections, software, switches, etc. Replaces defective components and installs enhancements.
 - Upholds user policies/privileges. Disables accounts/associated files as needed to ensure security.
 - Provides technical support to help students/staff use computers, software programs, printers and other peripherals effectively. Maintains information sheets, user guides and reference manuals.
 - Provides application specific support (e.g., databases, file retrieval/recovery, mailing lists, password modifications, spreadsheets, system backup procedures, word processing, etc.).
 - Helps resolve problems associated with administrative services, distance learning activities, internet access, IP communication equipment, security systems, etc.
 - Evaluates, develops and implements disaster recovery procedures. Resolves connectivity and internal technical problems. Avoids disrupting building activities except during emergencies.
 - Helps develop and maintain the district's website.
 - Works with supervisors to help staff improve proficiency with technology resources. Assists with in-service programs. Helps teachers to explore adaptations that will enhance classroom activities.
 - Helps administrators identify potential cost savings associated with emerging technology.
 - Uses performance-based safety standards to recommend the replacement of equipment.
 - Picks-up and delivers equipment/supplies as directed.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Inspects, tests and installs new equipment/software. Prepares support documentation (e.g., date installed, location, upgrades, etc.). Monitors licensing agreement compliance.
 - Protects district property. Implements procedures to prevent the loss of supplies/equipment.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Prepares and maintains accurate records. Submits required paperwork on time.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **TECHNICAL SUPPORT SPECIALIST**

File 504

Reports to: Director of Technology

Job Objective: Maintains technology equipment and provides staff support.

- Minimum Qualifications:**
- Strong technical skills and an understanding of technology applications in an academic environment verified by training and/or work experience.
 - Good knowledge of the troubleshooting and operation of computer hardware and common software applications such as Microsoft Office;
 - Thorough knowledge of methods and techniques used to maintain and repair computer equipment.
 - Ability to carry-out maintenance plans and repair schedules for technical resources.
 - Ability to communicate technical information orally and in writing, understand and execute oral and written instructions and work with a wide range of staff interest/skill levels.
 - Ability to work with minimal supervision and organize workload.
 - Additional vendor certifications may be required as deemed appropriate by the board.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

- Essential Functions:**
- 1. Uses technical and manual skill to install, configure and maintain technology resources (i.e., hardware, software, networks, etc.).**
 - Troubleshoots complex problems requiring specialized expertise and uses specialized tools to diagnose and repair computer and peripheral systems. Utilizes appropriate safety equipment in the performance of duties.
 - Troubleshoots service level problems and performs repairs to include replacement of standard available components.
 - Troubleshoots hardware, software, network, and operating system problems and provides on-going technical support to other peers and ITC personnel.
 - Interacts with members of the Systems Administration, Network Services, Communication Services and Audio-visual teams to troubleshoot and resolve system-level problems.
 - Installs and maintains application software and user email accounts.
 - Troubleshoots, identifies, and resolves problems associated with application software and user/mail accounts as needed.
 - Sets up and configures hardware and installs new software on school computers.
 - Administers and maintains stand-alone servers.
 - Tracks all work in the help desk work order.
 - Responsible for inventory management of assigned equipment.
 - Models non-discriminatory practice in all activities.
 - Provide basic on-going first-line technical support to school and staff.
 - Troubleshoot and repair minor computer and peripheral equipment problems/issues.
 - Support school users with network access issues and reset passwords as needed.
 - Install and customize new computers with site based software/drivers; upgrade/update software as needed.
 - Provide logistical support for new computers and peripherals (physical setup & placement).
 - Coordinate computer hardware repairs records for the school.
 - Maintain technology inventory records for the school.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.

- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: December 17, 2019

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **BUILDING-LEVEL MAINTENANCE COORDINATOR**

Reports to: Facilities Manager

Job Objective: Field-level supervision of the district's maintenance operations.

Minimum Qualifications:

- High school diploma or GED.
- Building Operators Certification or equivalent as prescribed in ORC 3318-3-06 A 1.
- Universal Refrigeration Certification (410A Safety Certification preferred)
- 410 Refrigerant Safety Certification
- OSHA 10 Hour Safety Certification
- Any other maintenance/construction trade certifications or skills or experience are desirable.
- Experience in BAS (Building Automation System) programming, troubleshooting, and repair with emphasis on Lon, Bacnet, and ModBus protocols.
- Experience in plumbing, electrical, framing, locksmithing, and mechanical systems.

Essential Functions:

1. Uses technical and manual knowledge to assist in oversight of the maintenance operations of the district building and grounds.

Manages the district's Preventive Maintenance Plan (PMP).

-Catalogs district's maintenance assets and utilizes software to provide:

-Monthly work request reports

-Asset tracking reports

-Man-hour efficiency reports

-Parts inventory reports

-Oversees the maintenance parts inventory and ensures proper inventory control and levels.

-Serves as a building-level liaison between the maintenance staff operations and the district Facilities Manager.

-Directs and assigns maintenance staff as needed for particular daily tasks.

-Serve as a first-line supervisor to informally address employee grievances

-Provides building-level supervision and oversight of contracted vendors performing maintenance.

-Oversees the district's door keying operations.

-Programs and monitors BAS systems daily as needed.

-Updates BAS calendars.

-Monitors and addresses alarmed points.

-Trends data for efficiency.

-Makes program changes to enhance energy efficiency.

-Compiles data logs for management.

2. Oversees the training and continuous improvement of the technical skill set of the district's maintenance staff.

-Develops training programs aimed at improving the competency of the district's maintenance technicians.

-Provides field-level, hands-on training to Maintenance Technicians.

-Provides direct oversight of complex maintenance repairs and projects performed by maintenance technicians.

3. Monitors adherence and provides ongoing training to industry accepted safety practices related to maintenance operations.

-Maintains current industrial safety certifications.

-Manages compliance of safe practices in maintenance operations.

-Reports and imposes corrective action to unsafe practices.

-Provides ongoing safety training to maintenance personnel.

BUILDING-LEVEL MAINTENANCE COORDINATOR**4. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**

- Complies with drug-free workplace rules, board policies, and administrative guidelines and procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks to meet deadlines.

5. Pursues opportunities to enhance personal performance.

- Keeps certifications current and pursues continuing education as required.
- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

6. Maintains open and effective communication.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem solving skills. Respects diversity. Resolves issues tactfully.

7. Takes precautionary measures to protect student and staff safety. Helps manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.

8. Performs other job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals and objectives.
- Possesses the ability to lift or move heavy objects and materials, operate power equipment and tools, work from ladders and lifts.

Working Conditions: Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws, and district protocols **if duties involve and of the following situations:**

- Encounters with angry, rude, and/or unpleasant individuals
- Exposure to air-borne illnesses, particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, moving mechanical parts, odors, and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to extreme weather conditions and temperatures.
- Extensive standing and sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating or riding in a vehicle. Working near traffic.
- Performing tasks that require dexterity, physical strength, and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and under poor lighting conditions.

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Adoption Date: May 10, 2021

Board of Education Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Bus Aide

Reports to: Transportation Supervisor

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Help children safely board the bus. Help special needs children into their seats. Make sure wheelchairs, seat belts, car seats, and booster seats are installed correctly. Cope with behaviorally impaired children.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Manage students and maintain discipline on bus
- Observe mandatory safety regulations for school buses
- Help maintain pupil control and report any violations to the proper authorities as prescribed
- Notify the supervisor in case of illness so as to permit time to secure a substitute driver
- Administer first aide to children as necessary
- Maintain respect at all times for confidential information
- Make contacts with the public with tact and diplomacy
- Attend meetings and in-services as required
- Interact in a positive manner with staff, students and parents
- Immediately report all accidents in school vehicles
- Participate in school bus safety programs for students
- Train students and supervise emergency evacuations as directed by supervisor
- Promote good public relations
- Serve as a role model for students in how to conduct themselves as citizens

Other Duties and Responsibilities:

- Report all accidents and complete required reports
- Enforce applicable Board policies
- Attend bus driver meetings and be available in the event of emergency dismissal
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Transportation Supervisor

Qualifications:

- High school diploma or general education degree (GED)
- Less than one year related experience
- Pass pre-employment aptitude test.
- FBI/BCII
- 2-Step TB Test
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Familiar with all materials in Ohio Preservice Bus Driver Training Manual
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Knowledge of basic first aid
- Ability to read and understand verbal and written instructions, written warnings and labels

Equipment Operated:

- Wheelchairs, child car and booster seat mechanisms, child restraint (harness)
- Mobile communication devices
- Safety equipment required on school vehicles
- Broom, flashlight, window cleaning equipment

Additional Working Conditions:

- Frequent exposure to blood, bodily fluids and tissue
- Frequent interaction with unruly children
- Occasional extensive sitting
- Occasional requirement to stand and walk
- Frequent requirement to stand, walk, sit, climb, balance, stoop, kneel, crouch, read, hear, and see (occasional color vision required)
- Occasional requirement to lift and carry up to a maximum of 50 pounds
- Occasional requirement to push and pull up to a maximum of 300 pounds (on wheels)
- Occasional requirement to work overtime

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: July 12, 2016

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUS/VAN DRIVER**

File 701

Reports to: Transportation Director

Job Objective: Operates a school vehicle to provide authorized transportation services. *NOTE:* Safety is the top priority even if delays disrupt the regular schedule.

Minimum Qualifications:

- High school diploma or GED. Successful completion of pre-service bus driver training program.
- Valid Commercial Driver's License (CDL) with school bus and passenger endorsements. Qualified to be covered by the district insurance carrier. Completes required ongoing training to maintain license and endorsements.
- Demonstrates a clear understanding/commitment to defensive driving practices and ability to deal with stressful traffic, weather conditions and passenger distractions.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCI) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Satisfactory pre-employment and ongoing random drug/alcohol test results.

Physical Demands: Duties may require providing physical assistance to students.

Essential Functions:

1. Provides safe and dependable conveyance of students.

- Complies with all Ohio Administrative Code pupil transportation operation and safety rules.
- Performs pre-trip and post-trip safety inspections. Checks safety equipment and first aid supplies.
- Reports equipment concerns and/or malfunctions in writing immediately.
- Assumes responsibility for the interior and exterior cleanliness of the vehicle. Seeks advice when uncertain about product use, storage or disposal procedures. Follows health and safety regulations to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.).
- Maintains established routes and schedules. Suggests route modifications that improve efficiency.
- Transports only authorized passengers.
- Reports road hazards or other problems that may impede district services.
- Practices defensive driving. Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). Reports traffic citations, accidents, or property damage to the department supervisor.
- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
- Loads and unloads students at assigned stops. Ensures passengers are seated before the vehicle moves. *NOTE:* The driver and bus aide/monitor work as a team on wheelchair lift vehicles to secure seat belts, wheelchairs and other mobility equipment.
- Communicates rules to students (i.e., expectations and consequences). Assumes full responsibility for controlling students on the bus. Keeps supervisors informed about behavior concerns.
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Follows district field trip procedures. Remains available to passengers during trips as instructed.
- Conducts emergency evacuation drills that comply with current state standards.
- Participates in the district's bus safety program as directed.
- Promptly reports work-related injuries to a supervisor.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Adams County/Ohio Valley Local School District is an equal opportunity employer. This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties to be performed by current or future employees. Job descriptions and assigned duties may be modified as needed to address changing needs of the school district. Employees are required to carefully follow the directives of assigned supervisors and appointing authorities. Employee job performance is evaluated according to board policy, administrative procedures and current contractual agreements.

Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Bus Monitor

Reports to: Transportation Supervisor

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Help children safely board the bus. Help special needs children into their seats. Make sure wheelchairs, seat belts, car seats, and booster seats are installed correctly. Cope with behaviorally impaired children.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Manage students and maintain discipline on bus
- Observe mandatory safety regulations for school buses
- Perform pretrip and postrip inspections as required and report problems
- Help maintain pupil control and report any violations to the proper authorities as prescribed
- Notify the supervisor in case of illness so as to permit time to secure a substitute driver
- Maintain respect at all times for confidential information
- Make contacts with the public with tact and diplomacy
- Attend meetings and in-services as required
- Interact in a positive manner with staff, students and parents
- Immediately report all accidents in school vehicles
- Participate in school bus safety programs for students
- Train students and supervise emergency evacuations as directed by supervisor
- Promote good public relations
- Serve as a role model for students in how to conduct themselves as citizens

Other Duties and Responsibilities:

- Report all accidents and complete required reports
- Enforce applicable Board policies
- Attend bus driver meetings and be available in the event of emergency dismissal
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Transportation Supervisor

Qualifications:

- High school diploma or general education degree (GED)
- Less than one year related experience
- FBI/BCII
- 2-Step TB Test
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- Pass pre-employment aptitude test.

Required Knowledge, Skills, and Abilities:

- Familiar with all materials in Ohio Preservice Bus Driver Training Manual
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Knowledge of basic first aid
- Ability to read and understand verbal and written instructions, written warnings and labels

Equipment Operated:

- Wheelchairs, child car and booster seat mechanisms, child restraint (harness)
- Mobile communication devices
- Safety equipment required on school vehicles
- Broom, flashlight, window cleaning equipment

Additional Working Conditions:

- Frequent exposure to blood, bodily fluids and tissue
- Frequent interaction with unruly children
- Occasional extensive sitting
- Occasional requirement to stand and walk
- Frequent requirement to stand, walk, sit, climb, balance, stoop, kneel, crouch, read, hear, and see (occasional color vision required)
- Occasional requirement to lift and carry up to a maximum of 50 pounds
- Occasional requirement to push and pull up to a maximum of 300 pounds (on wheels)
- Occasional requirement to work overtime

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

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Signature

Date

Adoption date: July 12, 2016

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: CHILD NUTRITION STAFF/COOK

File 802

Reports to: Child Nutrition Supervisor

Job Objective: Prepares and serves meals.

- Minimum Qualifications:**
- High school diploma or GED. Work skills verified by training and/or work experience.
 - Consistently performs accurate math calculations.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Physical Demands:** Duties require lifting/moving materials weighing up to fifty pounds, operating commercial kitchen equipment and performing repetitive tasks.

- Essential Functions:**
- 1. Prepares/serves food efficiently. Helps maintain an orderly/sanitary kitchen. Performs ancillary duties that support the effective delivery of quality child nutrition services. Complies with all rules regulations and policies of the child nutrition program.**
 - Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock as directed. Inventories food, materials and equipment as directed.
 - Follows published menus. Anticipates and schedules time to defrost required items. Follows prescribed standardized recipes to maintain quality control. Complies with USDA child nutrition guidelines. Uses products carefully to reduce waste. Records food usage on production records. Works with staff to address the needs of students with dietary restrictions. Prepares a la carte foods as directed.
 - Completes daily milk order. Requests timely replacement of supplies to avoid work interruptions.
 - Complies with health and food safety regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, temperature controls, etc.).
 - Sets up serving lines. Gives attention to the attractive presentation of food. Serves food as directed. Replenishes food to maintain an orderly flow of customers. Provides substitute menu items as needed.
 - Operates the cash register or point-of-sale (POS) system. Follows district guidelines for personal checks/charges. Ensures money is exchanged correctly and cash is not left unattended.
 - Protects the privacy of free and reduced-price meal information.
 - Prepares accurate records. Completes daily usage forms. Accounts for all meals served. Prepares a record of charges collected. Records unpaid charges daily. Reconciles discrepancies. Submits required paperwork on time.
 - Counts money. Reconciles, prepares and makes bank deposits. Submits records as directed.
 - Operates the dishwasher. Verifies sanitization cycles are completed properly.
 - Participates in daily kitchen cleaning. Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.
 - Follows established sanitization procedures to properly clean items that require hand washing.
 - Ensures leftover food, supplies and equipment are stored properly.
 - Helps prepare for health/safety inspections. Learns how to operate fire/safety equipment.
 - Promptly reports work-related injuries to a supervisor.
 - Assists with district special events and non-school use of child nutrition facilities as directed.
 - Protects district property. Implements procedures to prevent the loss of supplies/equipment.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Uses tact and diplomacy. Functions as part of a cohesive team. Develops mutually respectful relationships with staff, students and parents.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.

- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Attends required in-service programs and meetings. Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Re-adoption Date: September 17, 2018

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Head Cook

Reports to: Child Nutrition Supervisor/Superintendent/Principal

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Responsible for kitchen operations and assists in assignment of cafeteria employees. Responsible for scheduling supplies, efficiency of operations and maintaining order. The position involves decision-making and communicating with the entire school community

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Fill out daily usage papers
- Assist with regular inventories of raw food, materials, and equipment
- Adhere to rigid sanitary standards in work and attire
- Report the inferior quality of food or faulty equipment to the appropriate supervisor
- Follow rules, regulations, and policies of the school nutrition program
- Follow the school district menu and see that all necessary foods and supplies are on hand in accordance with the menu
- Complete and submit food orders according to menu and forward to the appropriate supervisor
- Prepare and serve quality food to the students in a quick and pleasant manner
- Adhere to prescribed standardized recipes
- Maintain orderly and clean work areas
- Prepare and serve food in an attractive manner
- Serve food to students when necessary
- Schedule and plan in advance foods that need to be defrosted
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., free and reduced lunch students
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Respond to routine questions and requests in an appropriate manner
- Assists in scheduling of employees
- Assign kitchen personnel to various duties as the need arises and time permits, in order to maintain efficient kitchen operation with the approval of the appropriate supervisor
- Instruct new personnel in regard to job responsibilities along with the appropriate supervisor
- Promote good public relations
- Serve as a role model for students in how to conduct themselves as citizens

Other Duties and Responsibilities:

- Prepare main dishes
- Assist in the daily cleaning of all kitchen equipment
- Assist with meal preparation when time allows
- Direct the preparation of all menued and a la carte foods
- Operate school van when necessary
- Perform other related duties as may be assigned by the appropriate supervisor

Qualifications:

- High school diploma or general education degree (GED)

Head Cook

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- Must be bondable and able to operate cash register
- One to two years related experience
- Valid Ohio driver's license
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 2-Step TB Test
- Pass pre-employment aptitude test.

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to work quickly and efficiently during lunch periods
- Training in the proper care and storage of chemicals OSHA training
- Experience cooking in large quantities
- Experience in preparing school lunches
- Ability to read and understand verbal and written instructions, written warnings, and labels
- Ability to follow recipes
- Knowledge of various cooking procedures
- Ability to estimate the amount of food needed for one day's menu
- Baking and cooking skills
- Basic math skills for preparing recipes proportional to lunch population and cashier responsibilities

Equipment Operated:

- Conventional oven/stove
- Can opener
- Mixer
- Grinder
- Slicer
- Knives
- Microwave
- Food processor
- Dishwasher
- Calculator
- Fryers
- Steamers
- Vending machines
- Electric kettle and grills
- Computer

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly children
- Occasional travel, i.e., to pick up food and/or materials
- Occasional ability to work evenings/weekends/summers
- Frequent requirement to sit, stand, walk, talk, hear, see color differences, read, speak, reach, stretch with hands and arms, scoop, and stoop
- Frequent requirement for excessive standing during assigned work day
- Frequent requirement to lift various food stuffs up to a maximum of 50 pounds
- Frequent repetitive hand motion, e.g., cutting and grinding
- Occasional overtime work as needed
- Frequent requirement to push and pull various food stuffs up to a maximum of 50 pounds
- Occasional requirement to crouch, kneel and climb

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

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Signature

Date

Adoption date:

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Child Nutrition Secretary

Reports to: Child Nutrition Supervisor/Superintendent

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Assist the Child Nutrition Supervisor, general office duties

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Prepare correspondence and other typing duties as may be directed by the Child Nutrition Supervisor
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Operate and maintain all office equipment including copier, fax machine and computer, 10-key adding machine
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Handle routine correspondence independently
- Input information into and retrieve information from computer
- Make contact with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., free and reduced applications, medications and health restrictions, court documents and papers, child nutrition employee information
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Promote good public relations

Other Duties and Responsibilities:

- Provide an accurate accounting for all monies received
- Distribute and collect staff leave forms, if applicable
- Process weekly time sheets, if applicable
- Maintain accurate inventory of each school, e.g., food, non-food items and equipment
- Transmit government reports and commodity information
- Order food and supplies from various suppliers weekly
- Perform other duties as assigned by the Child Nutrition Supervisor

Qualifications:

- High school diploma or general education degree (GED)
- One year related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 2-Step TB Test
- Pass pre-employment aptitude test.

Required Knowledge, Skills, and Abilities:

- Ability to type at least 50 words per minute
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Ability to generate correspondence independently

- Ability to operate office equipment, e.g., copy machine, fax machine

Child Nutrition Secretary

Page 2 of 2

- Excellent computer skills
- Ability to utilize appropriate computer software
- Working knowledge of Microsoft Office
- Ability to take accurate notes at manager's monthly meetings

Equipment Operated:

- Copy machine
- Calculator
- Computer/printer
- Fax machine
- Telephone/cellular phone
- Typewriter
- Postage machine
- Laminator machine

Additional Working Conditions:

- Frequent regular requirement to walk, talk, hear, see, read, speak, reach, and stretch with hands and arms
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional overtime work will be requested and expected of the employee
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled days, except calamity days
- Occasional requirement to stand and sit

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: July 12, 2016

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Courier

Reports to: Assistant to the Superintendent

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Under general supervision, drives courier van to transfer materials between buildings and/or districts as needed

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Operates van safely and in accordance with state law, regulations of the state and local boards of education and regulations established by the Superintendent
- Maintains qualifications of a van driver, i.e., obtains training, abstract, annual physical examination
- Cares for and maintains safety of the van pursuant to directives of Transportation Supervisor
- Follows routes and makes established stops while operating the van
- Maintains physical capability to appropriately lift and manage materials for transportation to and from school buildings
- Conducts walk-around inspection before starting a van run
- Arranges for getting van repaired as required using appropriate form
- Keeps the inside of the van clean and front and rear windows clear
- Drives vehicle to transport materials and written communications between school district buildings following schedule assigned by school district administration
- Performs maintenance checks on the van and reports to the Assistant to the Superintendent
- Ensures correct materials and written communications are given to assigned person(s)

Other Duties and Responsibilities:

- Perform other duties as assigned by the Assistant to the Superintendent

Qualifications:

- High school diploma or equivalent required
- Valid Ohio driver's license
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 2-Step TB Test

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Effective, active listening skills
- Organizational and problem solving skills
- Basic knowledge of operation and maintenance of a motor vehicle
- Ability to handle a multitude of tasks simultaneously and in a timely manner

Equipment Operated:

- Motor vehicle
- Two way radio
- Two wheel dolly

Additional Working Conditions:

- Occasional operation of a vehicle in inclement weather conditions

•
Courier

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- Regular requirement to sit, stand, walk, talk, hear, see (color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
- Requirement to lift/carry up to a maximum of 50 pounds and push/pull up to a maximum of 150 pounds, i.e., various supplies and/or equipment

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

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Signature

Date

Adoption date: July 12, 2016

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: CUSTODIAN

File 601

Reports to: Assigned administrator/supervisor

Job Objective: Performs general custodial duties. *NOTE:* Skill sets and autonomy vary by position. Classification, contract duration, wage rate, work schedule, benefits eligibility, etc., are determined by FLSA status and applicable collective bargaining agreement.

Minimum Qualifications:

- High school diploma or GED. Custodial skills verified by training and/or work experience.
- Available to work a non-traditional schedule and irregular hours when required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

Physical Demands: Duties require lifting/moving materials weighing up to fifty pounds, operating power equipment, using hand tools and working from ladders, scaffolds or mechanical lifts.

Essential Functions:

- 1. Uses technical and manual skill to maintain the appearance and cleanliness of district property. Checks daily schedule to find out if an activity requires preparation or clean up.**
 - Requests timely replacement of supplies to avoid work interruptions.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves furnishings, supplies and equipment as directed.
 - Cleans lockers. Replaces light bulbs. Cleans, sanitizes and re-supplies toilet rooms. Cleans glass, display cases, etc. Cleans/sanitizes handrails, drinking fountains, etc. Vacuums carpets. Spot cleans stains. Cleans carpets, floor mats and runners. Strips, waxes and buffs tile floors.
 - Makes minor repairs when qualified by training and/or work experience.
 - Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when uncertain about product use, storage or disposal procedures. Follows health and safety regulations to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
 - Reports workplace concerns to a supervisor (e.g., equipment damage, mold, structural defects, water leaks, etc.). Monitors safety equipment (e.g., alarm systems, exit lights, etc.) as directed.
 - Promptly reports work-related injuries to a supervisor.
 - Clears snow/ice from walkways and entrances. Assists with snow removal operations as directed.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Protects district property. Implements procedures to prevent the loss of supplies/equipment.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
- 3. Maintains open/effective communications.**
 - Provides prompt notification of personal delays or absences.
 - Refers policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.

- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Adams County/Ohio Valley Local School District is an equal opportunity employer. This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties to be performed by current or future employees. Job descriptions and assigned duties may be modified as needed to address changing needs of the school district. Employees are required to carefully follow the directives of assigned supervisors and appointing authorities. Employee job performance is evaluated according to board policy, administrative procedures and current contractual agreements.

Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Head Custodian

Reports to: Building Principal/Facilities Manager

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Responsible for the cleanliness of assigned building and grounds; cooperate in organizing and coordinating daily work schedules, remove snow and ice from entrance ways. Provides supervision to the custodial staff in cooperation with the building principal and facilities manager. Responsible for performing various minor maintenance tasks as necessary.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Check the heating and cooling systems
- Assist in accurate inventory of all custodial equipment, materials and supplies
- Request needed equipment, materials and supplies
- Shovel and remove snow from entrance ways
- Maintain a clean and safe janitorial closet and mechanical rooms
- Sweep, vacuum, mop and wax floors
- Empty and clean waste receptacles, trash pails and pencil sharpeners in assigned areas
- Refill soap dispensers, paper towel dispensers and bathroom tissue in assigned areas in all school building restrooms
- Remove cobwebs, clean windows and chalkboards in assigned areas
- Secure building as directed by supervisor
- Clean and maintain custodial equipment and materials
- Clean and sanitize restrooms
- Conduct daily inspections of the building
- Complete paperwork as required by supervisor
- Promote good safety practices and procedures
- Make contacts with the public with tact and diplomacy
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Pass on specific oral and/or written instructions for assignments to other custodial employees
- Maintain records and complete reports
- Participate in minor maintenance of buildings
- Share responsibility for the proper cleanliness and upkeep of the facilities
- Assist in ordering supplies for janitorial use
- Respond to routine questions and requests in an appropriate manner
- Maintain respect at all times for confidential information
- All essential functions listed on custodial job description
- Promote good public relations

Other Duties and Responsibilities:

- Establish and maintain effective working relationships with other employees and building occupants
- Perform other duties as assigned by the Support Services Manager

Qualifications:

- High school diploma or general education degree (GED)
- Five years related experience preferred
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII

- 2-Step TB Test

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Some knowledge of heating and cooling systems
- Knowledge of appropriate safety procedures
- Trained in the proper care and storage of chemicals
- Ability to read and understand verbal and written instructions, written warnings and labels
- Knowledge of the care of materials, methods and practices essential to proper cleaning of a facility
- Knowledge of the care and proper use of sweepers, vacuum machines, mops, brushes, wax machines, cleaning fluids and other cleaning materials and equipment
- Ability to work independently
- Ability to maintain simple records and make reports
- Ability to pass pre-employment aptitude tests.

Equipment Operated:

- Various hand tools
- Vacuum cleaner
- Wet and dry vacuum
- Floor waxing machine
- Ladder
- Snowblower
- Floor stripping machine
- Hand carts
- Computer

Additional Working Conditions:

- Frequent exposure to blood, bodily fluids and tissue
- Frequent operation of vehicle in inclement weather conditions
- Occasional interaction with unruly children
- Frequent requirement to lift, carry, push and pull various supplies and materials up to a maximum of 60 pounds, e.g., unloading trucks, carrying copy paper, pushing trash cart, salt, pails
- Frequent climbing of ladders and stairs
- Frequent requirement to sit, stand, walk, talk, hear, see (occasional color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
- Occasional excessive standing, e.g., to perform repairs
- Occasional requirement to walk in excess of 2-3 miles per day
- Frequent repetitive hand motion, e.g., waxing, mopping, sweeping, washing
- Frequent exposure to loud noises, e.g., power tools, vacuum sweeper
- Occasional request to work overtime
- May be required to report to building outside normal working hours to respond to security or fire alarms.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

File: 603

Position: ENVIRONMENTAL SANITATION WORKER

Reports to: Facilities Manager/Building Principal

Description: Performs prescriptive, building-wide cleaning to combat the spread of bacterial, fungal and viral contamination in school facilities.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students.
- Use technical and manual skill to maintain the cleanliness and sanitation of high touch points and commonly used areas and shared supplies of district property.
- Properly uses cleaning equipment, supplies, and chemicals.
- Follows a detailed cleaning schedule and regimen.
- Disinfects and sanitizes desktops, counters, door handles, furnishings, office supplies, shared school equipment and other frequently touched areas within the school building.
- Clean and maintain custodial equipment and materials
- Complete paperwork and maintain records as required by supervisor
- Promote good safety practices and procedures
- Make contacts with the public with tact and diplomacy
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Pass on specific oral and/or written instructions for assignments to other custodial employees
- Share responsibility for the proper cleanliness and upkeep of the facilities
- Respond to routine questions and requests in an appropriate manner
- Maintain respect at all times for confidential information
- Promote good public relations

Other Duties and Responsibilities:

- Establish and maintain effective working relationships with other employees and building occupants
- Perform other duties as assigned by the Facilities Manager
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem solving techniques. Respects diversity, resolves issues tactfully
- Maintains an acceptable work appearance. Wears the provided uniform.
- Maintains high standards for appropriate conduct.
- Reports aggressive behavior.
- Reports discrimination, bullying, or suspected abuse or neglect.
- Helps implement workplace initiatives that advance organizational goals.

Qualifications:

- High school diploma or general education degree (GED)
- Ability to work a non-traditional schedule and irregular hours only when required.
- Ability to work in a fast-paced environment under time constraints.
- Ability to undergo extensive training to obtain knowledge necessary for this position.
- Embodies high ethical standards and integrity.
- Complies with the drug-free workplace rules, policies and administrative guidelines and procedures.
- Maintains a record free of criminal violations that would prohibit public school employment.

- Physical Demands: Walking and standing for long periods of time. Bending, squatting, and reaching overhead.
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 1-Step TB Test

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others with minimal supervision.
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of appropriate safety procedures
- Trained in the proper care and storage of chemicals
- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Ability to read and understand verbal and written instructions, written warnings and labels
- Knowledge of the care of materials, methods and practices essential to proper cleaning of a facility
- Knowledge of the care and proper use of sweepers, vacuum machines, mops, brushes, wax machines, cleaning fluids and other cleaning materials and equipment
- Ability to work independently
- Ability to maintain simple records and make reports
- Ability to pass pre-employment aptitude tests.

Additional Working Conditions:

- Frequent exposure to blood, bodily fluids and tissue
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors, and slippery/uneven surfaces.
- Exposure to bloodborne pathogens and communicable diseases.
- Exposure to weather conditions and extreme temperatures.
- Extensive time working on your feet.
- Performing difficult physical tasks that require dexterity, stamina and strength.
- Working in heights, confined spaces, and in diminished lighting.
- Occasional interaction with unruly children
- Frequent requirement to lift, carry, push and pull various supplies and materials up to a maximum of 60 pounds.
- Frequent climbing of ladders and stairs
- Frequent requirement to sit, stand, walk, talk, hear, see (occasional color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
- Occasional requirement to walk in excess of 2-3 miles per day
- Frequent repetitive hand motion, e.g., waxing, mopping, sweeping, washing
- Frequent exposure to loud noises, e.g., power tools, vacuum sweeper
- Occasional request to work overtime

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: 8/4/2020

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Library/Media Services Aide

Reports to: Building Principal

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Provide direction and assistance to patrons on the use of the district's library/media resources

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Attend library meetings, as approved
- Attend meetings and in-services as required
- Distribute media to faculty
- Assist school staff with questions and acquisitions
- Evaluate and select equipment and materials for purchase
- Instruct students in basic library skills, computer databases
- Interact in a positive manner with staff, students and parents
- Keep accurate records of overdue materials
- Laminate materials
- Maintain accession records for the libraries
- Maintain current price list of equipment
- Maintain overall supervision of system for classifying and cataloging all media in the district's media learning centers
- Maintain proper order of media center collection
- Maintain respect at all times for confidential information
- Make contacts with the public with tact and diplomacy
- Oversee audio-visual equipment
- Prepare and maintain bulletin board displays
- Prepare library materials and textbooks for bindery
- Provide interlibrary loans
- Provide library in-services
- Record educational videotapes
- Record programs for faculty
- Repair damaged library materials
- Repair equipment
- Respond to routine questions and requests in an appropriate manner
- Supervise students in the media center
- Promote good public relations
- Serve as a role model for students

Other Duties and Responsibilities:

- Perform other duties as assigned by the Principal

Qualifications:

- High school diploma or general education degree (GED)
- Two years of higher education; Associate's degree or higher; *or* passing score on State Parapro Assessment
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 2-Step TB Test

- Pass pre-employment aptitude test.

Required Knowledge, Skills, and Abilities:

- Ability and willingness to work with and make modifications for special needs students
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to operate and maintain library equipment
- Ability to work effectively with others
- Effective active listening skills
- Knowledge of general and specialized reference materials
- Knowledge of library science and applications
- Organizational and problem solving skills

Equipment Operated:

- Copy machine
- Calculator
- Computer/Tablet
- printer
- Fax machine
- Laminator
- Telephone
- Binder
- Book taping system
- Book carts
- Scanner
- Paper cutter
- TV/VCR/DVD player
- Ellison cutter
- Book binding machine
- Tape and CD player/recorder
- Alpha smarts
- Projectors (overhead, DVD, VHS)
- Video recorder
- Whiteboard

Additional Working Conditions:

- Exposure to blood, bodily fluids and tissue
- Interaction with unruly children
- Operation of a vehicle in inclement weather conditions
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Requirement to travel daily
- Summer work

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: July 12, 2016

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: MAINTENANCE WORKER

File 602

Reports to: Assigned administrator/supervisor

Job Objective: Performs a wide range of maintenance duties. *NOTE:* Skill sets and autonomy vary by position. Classification, contract duration, wage rate, work schedule, benefits eligibility, etc., are determined by FLSA status and applicable collective bargaining agreement.

Minimum Qualifications:

- High school diploma or GED. Maintenance skills verified by training and/or work experience.
- Available to work a non-traditional schedule and irregular hours when required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Valid driver's license. Qualified to be covered by the district insurance carrier. Valid Commercial Driver's License (CDL) is advantageous.

Physical Demands: Duties require lifting/moving materials weighing up to fifty pounds, operating power equipment, using hand tools and working from ladders, scaffolds or mechanical lifts.

Essential Functions:

- 1. Uses technical and manual skill to maintain buildings, equipment and grounds.**
 - Checks daily schedule to find out if an activity requires preparation or clean up.
 - Requests timely replacement of supplies to avoid work interruptions.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Performs mechanical, electrical, glazing, painting, plastering, plumbing, carpentry and masonry duties. Performs preventive maintenance services (e.g., lubricates fittings, replaces filters, adjusts/replaces belts, changes oil, etc.).
 - Monitors and regulates HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities and/or shutdown.
 - Performs grounds keeping activities (e.g., mows grass, maintains trees/gardens, etc.).
 - Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when uncertain about product use, storage or disposal procedures. Follows health and safety regulations to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
 - Reports workplace concerns to a supervisor (e.g., equipment damage, mold, structural defects, water leaks, etc.). Monitors safety equipment (e.g., alarm systems, exit lights, etc.) as directed.
 - Promptly reports work-related injuries to a supervisor.
 - Clears snow/ice from walkways and entrances. Assists with snow removal operations as directed.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Protects district property. Implements procedures to prevent the loss of supplies/equipment.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
- 3. Maintains open/effective communications.**
 - Provides prompt notification of personal delays or absences.
 - Refers policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- 4. Pursues opportunities to enhance personal performance.**

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MECHANIC**

File 702

Reports to: Transportation Director

Job Objective: Performs vehicle maintenance and repair services. *NOTE:* Driving duties may be assigned. See "bus driver" job description for additional information.

Minimum Qualifications:

- High school diploma or GED. Commercial vehicle maintenance skills substantiated by post-secondary training and/or work experience. ASE Certification is preferred.
- Valid Commercial Driver's License (CDL) with school bus and passenger endorsements. Qualified to be covered by the district insurance carrier.
- Available to work a non-traditional schedule and irregular hours when required.
- Consistently performs accurate math calculations.
- Demonstrates a comprehensive understanding of environmental, health and safety regulations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

Physical Demands: Duties require lifting/moving materials weighing up to fifty pounds, operating power equipment, using hand tools and working from ladders, scaffolds or mechanical lifts.

Essential Functions:

1. Uses technical and manual skill to inspect, repair and maintain district vehicles. Implements procedures to effectively deal with emergency repairs.

- Performs regular vehicle inspections. Schedules repairs to correct identified problems.
- Encourages drivers to identify problems before equipment fails. Inspects, services and tests equipment. Reports irregularities and equipment abuse. Responds when vehicles become disabled on the road. Monitors outside vendor performance.
- Repairs mechanical systems (e.g., air/hydraulic lines, brakes, electrical, engine, transmission, etc.).
- Installs bearings, bushings, gears, pistons, rods, valves, etc. Performs chassis and frame repairs. Replaces heaters, mirrors, radios, wipers, etc.
- Performs preventive maintenance services (e.g., adjusts/replaces belts, changes oil, lubricates fittings, maintains fluid levels, replaces filters, etc.).
- Keeps repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle.
- Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
- Requests timely replacement of supplies to avoid work interruptions.
- Consults with department staff to develop recommendations for replacing/upgrading equipment.
- Helps coordinate State Highway Patrol annual bus inspections.
- Performs departmental housekeeping duties. Maintains orderly work and storage areas.
- Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when uncertain about product use, storage or disposal procedures. Follows health and safety regulations to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Practices defensive driving. Complies with motor vehicle laws (e.g., speed limits, complete stops, etc.). Reports traffic citations, accidents, or property damage to the department supervisor.
- Promptly reports work-related injuries to a supervisor.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Medical Aide

Reports to: Building Principal

Employment Status: Regular/Part-time

FLSA Status: Non-Exempt

Description: Provide first aid to students and staff due to illness or injury. Dispense and document medications on a daily and PRN (as needed) basis. Assist nurse with various office duties, e.g., updating health records, copying, filing. Assist with vision/hearing screening

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Maintain records and perform clerical work
- Administer first aid in accordance with established first-aid procedures
- Conduct hearing and vision screenings
- Refer students in need of medical and dental care
- Maintain up-to-date health records for students
- Assume responsibility for injured students or ill students
- Contact student homes
- Assist in preparation of reports
- Follow up exclusion and re-admission of students in connection with infectious and contagious diseases
- Assist school personnel in establishing sanitary conditions
- Dispense medication
- Type reports, forms and letters
- Chart vision and hearing screening results on all permanent health records of students tested
- Alphabetize the permanent health records into proper classes in all buildings
- Assist in sending out referral letters to parents on the screening results done in the schools
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., information about students
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Keep daily clinic log of students needing health assistance
- Assist with enforcing immunization requirements, screening for lice and other communicable diseases
- Assist with Heimlich maneuver instruction to food service staff, as needed
- Assume responsibility and accountability for individual judgements and actions. Exercises informed judgement and uses individual competence and qualifications as criteria.
- Promote good public relations

Other Duties and Responsibilities:

- Perform other duties as assigned by the Nurse/Building Principal

Qualifications:

- High school diploma with Nurse's Aide licensure preferred
- FBI/BCII
- 2-Step TB Test
- Three to five years related experience
- CPR/First Aid certification
- RN 2/4 Year degree/Ohio License
- LPN 2 Year degree/Ohio License
- RMA Registered with Ohio yearly renewal of card

- CMA Certified nationally/renewal every 5 years
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Organizational and problem-solving skills
- Effective active listening skills
- First aid and CPR training
- Typing and computer skills

Equipment Operated:

- Computer
- Audiometer
- Lighted eye chart
- Telephone
- Copy machine
- Thermometer

Additional Working Conditions:

- Frequent interaction with unruly children
- Frequent exposure to blood, bodily fluids and tissue
- Frequent requirement to sit, stand, walk, talk, hear, see (color vision required), read, speak, reach, stretch with hands and arms, and stoop
- Occasional requirement for a "2 person" lift and carry children
- Good physical condition which would allow for lifting and/or moving of students in school and/or bus
- Frequent repetitive hand motion
- Occasional exposure to fumes, airborne particles, toxic or caustic chemicals
- Frequent operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled days, except calamity days
- Occasional requirement to climb, crouch and kneel
- Occasional requirement to push and pull up to a maximum of 300 pounds (on wheels)
- Occasional requirement to work past scheduled hours on any given day due to emergencies and illnesses
- Occasional overtime work will be requested and expected of the employee
- Occasional requirement to lift and carry (i.e., children)
- Occasional requirement to operate school district vehicle

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Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: July 12, 2016

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Aide/Paraprofessional

Reports to: Principal

Employment Status: Regular/Full-time

FLSA Status: Non-exempt

Description: Assist teacher with classroom duties and/or monitor students as assigned. Assist the administration in implementing all procedures and rules governing student life and conduct and develop reasonable rules of classroom behavior and procedure. Effectively manage the classroom and individual student behavior to maintain a good learning environment

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Work with students both individually and in small groups
- Assist students with classwork and make-up work
- Assist with recess supervision, restroom breaks, etc.
- Promote good social relationships between children
- Distribute communiqués to be sent home with children
- Assist students with toiletry needs as necessary
- Duplicate materials for class
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Provide assistance to classroom teacher
- Maintain and improve professional competence by attending professional growth seminars, workshops, etc.
- Promote good public relations

Other Duties and Responsibilities:

- Play learning games
- Prepare materials for class projects
- Grade papers
- Assist with special school projects
- Chaperone field trips
- Administer first aid to students as necessary
- Perform correspondence, including reports and such other correspondence as may be required
- Prepare supply, material, and equipment requisitions as directed by immediate supervisor
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the classroom teacher and Building Principal
- Serve as a role model for students

Qualifications:

- High school diploma or general education degree (GED)
- Two years of higher education; Associate's degree or higher; or passing score on State Parapro Assessment FBI/BCII
- 1-Step TB Test
- Pass pre-employment aptitude test.

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Basic computer skills
- Ability to be flexible and adaptable to changing situations
- Student management skills
- Basic first aid

Equipment Operated:

- Computer
- Copy machine
- Printer
- Telephone/cellular phone
- Fax machine
- Calculator
- Typewriter
- Laminator
- Ellison machine

Additional Working Conditions

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days, except calamity days
- Frequent interaction with unruly children
- Frequent requirement to travel
- Frequent and regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional requirement to carry, lift, push and pull items up to a maximum of 50 pounds

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Superintendent or designee

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Signature

Date

Adoption date: July 12, 2016

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Pre-School Aide

Reports to: Principal

Employment Status: Regular/Full-time or Part-time

FLSA Status: Non-exempt

Description: Assist pre-school teacher with classroom

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Work with students both individually and in small groups
- Assist students with classwork
- Play learning games
- Assist teacher in planning and implementing daily schedule
- Assist with recess supervision, restroom breaks, etc.
- Promote good social relationships between children
- Prepare materials and equipment for class projects
- Duplicate materials for class
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student records
- Interact in a positive manner with staff, students and parents
- Attend meetings, in-services and parent conferences as required
- Promote good public relations

Other Duties and Responsibilities:

- Chaperone field trips
- Prepare supply, material, and equipment requisitions as directed by immediate supervisor
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Principal
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings

Qualifications:

- High school diploma or general education degree (GED)
- Two years of higher education; Associate's degree or higher or passing score on State Parapro Assessment
- Less than one year related experience
- FBI/BCII
- 2-Step TB Test
- Pass pre-employment aptitude test
- Preschool staff members shall annually complete in-service training of fifteen hours until a total of forty-five hours has been completed.
- Preschool staff members who have met the forty-five hour inservice requirement shall thereafter complete 10 annual clock hours of in-service.
 - ❖ In-service training will be in one or more of the following areas:
 - Child development or early childhood education;
 - Child abuse recognition and prevention;
 - First aide; and/or
 - Prevention, recognition, and management of communicable diseases.

- Annual completion refers to the school year from July first to June thirtieth or every twelve months from the date of hire for the staff member employed after the school year begins.
- *Staff will meet all state quality ratings for Step Up to Quality 3, 4, or 5 Star rating, as prescribed by ODE.

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Basic computer skills and excellent keyboarding skills
- Ability to be flexible and adaptable to changing situations
- Student management skills

Equipment Operated:

- Computer
- Copy machine
- Printer
- Telephone/cellular phone
- Fax machine
- Calculator
- Typewriter

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Frequent interaction with unruly children
- Frequent requirement to travel
- Frequent and regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional requirement to carry, lift, push and pull items up to a maximum of 50 pounds

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Superintendent or designee

Date

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Signature

Date

Adoption date: July 12, 2016

Revised and Adopted: February 13, 2017

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Central Office Receptionist

Reports to: Superintendent

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Provide clerical assistance for the Child Nutrition Department & the Technology Department

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Answers telephone - places and receives calls and routes messages appropriately
- Welcomes and directs visitors
- Receipts and distributes mail
- Prepares letters, reports, requisitions, and other documents; proofs to ensure accuracy
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Prints and maintains an inventory of forms
- Prints forms, brochures and booklets as directed
- Performs routine office duties
- Promote good public relations

Other Duties and Responsibilities:

- Works cooperatively with others in small groups
- Perform other duties as assigned by the Superintendent, Assistant to the Superintendent, Director of Curriculum, Instruction and Professional Development or Office Manager

Qualifications:

- High school diploma or general education degree (GED)
- One to two years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 2-Step TB Test
- Pass pre-employment aptitude test.

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and efficiently, both orally and in writing
- Effective active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills
- Ability to handle a multitude of tasks simultaneously and in a timely manner

Equipment Operated:

- Computer/printer
- Calculator/adding machine
- Telephone/cellular phone
- Typewriter
- Fax machine
- Postage meter
- Poster printer

- Copy machine
- Scanner
- Electric shredder
- Binding machine
- Laminator
- Electric hole punch
- Electric stapler
- Motor vehicle

Additional Working Conditions:

- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional requirement to work overtime, evenings, and/or weekends
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Occasional requirement to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds
- Occasional requirement to travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all school days except calamity days

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Superintendent or designee

Date

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Signature

Date

Adoption date: July 12, 2016

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Curriculum Supervisor/Facilities Secretary

Reports to: Director of Curriculum/Facilities Manager

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Provide clerical assistance for the Curriculum Supervisor and the Facilities Manager.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Process all student attendance referrals
- Answers telephone - places and receives calls and routes messages appropriately
- Welcomes and directs visitors
- Receipts and distributes mail
- Prepares letters, reports, requisitions, and other documents; proofs to ensure accuracy
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Demonstrate proficiency in using district email and locating curriculum resources within district webpage
- Demonstrate fluency in using district software programs: Microsoft Office, Excel, PowerPoint, and Publisher
- Operate copier, fax, and telephone system to coordinate services with central office administrative staff, district personnel in the seven buildings, and the public
- Assist in preparation of documents for upcoming curriculum related events
- Type minutes of district meetings
- Field questions regarding curriculum related items
- Communicate with curriculum supervisor regarding the district-wide textbook and supplemental resource inventory
- Maintain detailed records of district inventory (bookroom, teacher textbook requests, shipments, and deliveries) & (# of textbooks shipped to each teacher by building)
- Notify curriculum supervisor of low inventory
- Adhere to procedures and protocols for textbook requests, shipment, and delivery
- Follow-up communication with teachers and principals regarding materials and textbooks being prepared and distributed
- Confirm shipment of new textbooks approved by the BOE and purchased for K-12 instruction
- Unpack, sort, stamp, prepare textbooks/ancillary materials for shipment and delivery to the schools
- Forward supplemental materials based on the advance planning calendar: KDI Kits, Opening Day In-Services, 3rd grade Summer School, OGT Summer Tutoring, Textbook Selection Process, K-Larva Kits, K-8 Go Math consumables, K-6 Science consumables, etc.
- Work with used book vendor to recycle outdated textbooks
- Prepare requisitions to purchase K-12 curriculum materials
- Order textbooks and software from selected vendor based on board-approved amount within the budget guidelines
- Assist in maintaining positive balances within the curriculum budget
- Verify accuracy of invoices before issuing payment
- Track orders and secure delivery in a timely manner
- Provide budgetary summaries on request
- Prepare and email contact hour certificates based on professional development hours completed by certified staff
- Manage course codes as a blueprint for the K-12 scheduling
- Prepare stipend sheets for educator events predetermined to receive a stipend
- Finalize total payment of educators receiving a stipend and forward onto the treasurer's office
- Assist curriculum supervisor with district-wide events including ordering food in advance, setting-up the site, and serving breakfast and/or lunch

- Promote good public relations

Other Duties and Responsibilities:

- Works cooperatively with others in small groups
- Perform other duties as assigned by the Superintendent, Assistant to the Superintendent, Director of Curriculum, Instruction and Professional Development or Office Manager

Qualifications:

- High school diploma or general education degree (GED)
- One to two years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 2-Step TB Test
- Pass pre-employment aptitude test.

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and efficiently, both orally and in writing
- Effective active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills
- Ability to handle a multitude of tasks simultaneously and in a timely manner

Equipment Operated:

- Computer/printer
- Calculator/adding machine
- Telephone/cellular phone
- Typewriter
- Fax machine
- Postage meter
- Poster printer
- Copy machine
- Scanner
- Electric shredder
- Binding machine
- Laminator
- Electric hole punch
- Electric stapler
- Motor vehicle

Additional Working Conditions:

- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional requirement to work overtime, evenings, and/or weekends
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Occasional requirement to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds
- Occasional requirement to travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all school days except calamity days

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Superintendent or designee

Date

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Signature

Date

Adoption date: July 12, 2016

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: School Secretary (Elementary)

Reports to: Superintendent, Principal

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Provide clerical assistance for the efficient and effective operation of the school administrative offices. Assist where appropriate the instructional and support staff as well as students, parents and members of the community

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Open office at the beginning of each work day
- Prepare correspondence and other typing/word processing duties as directed by the Principal
- Deposit and account for all monies received
- Prepare homeroom enrollment and various enrollment reports
- Prepare attendance and announcement list for staff
- Enroll, register, and withdraw students
- Assist in the maintenance of scheduled appointments, conferences, and interviews for Principal
- Maintain student and personnel folders and emergency cards via computer data base
- Prepare transcripts requests, including those for withdrawn students
- Maintain check in/out register
- Administer medication to students in the absence of the school nurse
- Administer first aid when necessary
- Contact parents/emergency contacts if severe student injuries
- Serve as clerk-custodian for the school activity accounts
- Prepare both statistical and routine reports, memoranda, bulletins, etc.
- Maintain and account for requisitions and purchase orders
- Coordinate maintenance, repair, and supplies for copy machine, fax machine and other office equipment
- Process new student information
- Maintain accounting of general fund transactions
- Distribute and collect staff leave forms
- Process weekly time sheets
- Contact parents of students who have not reported to school by designated time
- Use EMIS for registration, etc.
- File, collate, copy, and distribute materials
- Open and sort mail daily
- Type P.O.'s, verify orders, send packing list and copy of P.O. to Treasurer for payment
- Collect record fees, field trip fees, lost book fees etc., bill students for unpaid fees
- Submit office supply budget each year and keep inventory of office supplies
- Maintain student EMIS information, e.g., change of address, phone number, guardian, medical history, etc.
- Schedule and process parent conferences and paperwork
- Oversee discipline of students who are sent to the office when no one is available
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Promote good public relations

Other Duties and Responsibilities:

- Respond to routine questions and requests in an appropriate manner
- Prepare supply, material, and equipment requisitions
- Assist with student scheduling
- Issue appropriate passes to students
- Prepare academic progress reports for mailing
- Order and distribute departmental and individual classroom supplies, teacher and student handbooks
- Perform other duties as assigned by the Principal or Superintendent
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings

Qualifications:

- High school diploma or general education degree (GED)
- Associate's degree preferred
- One year related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 1-Step TB Test
- Pass pre-employment aptitude test and be proficient in Microsoft office which includes WORD and EXCEL.

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Ability to generate correspondence independently
- Excellent computer skills
- EMIS knowledge
- First-aid training
- Knowledge of medication disbursement
- Bookkeeping and accounting skills

Equipment Operated:

- Copy machine
- Calculator
- Computer/printer
- Fax machine
- Telephone/cellular phone
- Typewriter
- Postage machine
- Laminator machine

Additional Working Conditions:

- Exposure to blood, bodily fluids, and tissue
- Exposure to loud noises
- Requirement to travel
- Requirement to work overtime
- Interactions with unruly children
- Exposure to loud noises
- Repetitive hand motion, e.g., computer keyboard, typing
- Interruption of duties by students, visitors, staff and/or telephoning

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Superintendent or designee

Date

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Signature

Date

Adoption date: July 12, 2016

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: School Secretary (Secondary)

Reports to: Superintendent, Principal

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Provide clerical assistance for the efficient and effective operation of the school administrative offices. Assist where appropriate the instructional and support staff as well as students, parents and members of the community

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Prepare correspondence and other typing duties as may be directed by the Principal or Assistant Principal
- Provide an accurate accounting for all monies received
- Prepare supply, material, and equipment requisitions
- Prepare attendance and announcement list for staff
- Maintain check out/in register
- Assist in the maintenance of scheduled appointments, conferences, and interviews of immediate supervisor
- Prepare both statistical and routine reports, memoranda, bulletins, etc.
- Maintain and account for departmental requisitions and purchase orders
- Coordinate maintenance, repair and supplies for copy machine, fax machine and other office equipment
- Order and distribute departmental and individual classroom supplies, teacher and student handbooks
- Maintain accounting of general fund transactions
- Distribute and collect staff leave forms
- Process weekly time sheets
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Operate and maintain all office equipment including copier, fax machine and computer
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Handle routine correspondence independently
- Input information into and retrieve information from computer
- Open office at the beginning of each work day
- Prepare correspondence and other typing duties as may be directed by the Principal
- Prepare supply, material and equipment requisitions
- Assist in the supervision and training of office aides
- Instruct new employees in office procedures and duties
- Open and sort mail daily
- Issue appropriate passes to students
- Keep accurate records of staff absences and compensatory time
- Prepare for graduation
- Keep a record of all visitors to the building
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information
- Promote good public relations

Other Duties and Responsibilities:

- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required

- Perform other duties as assigned by the Principal or Superintendent

School Secretary (Secondary)

Page 2 of 2

Qualifications:

- High school diploma or general education degree (GED)
- Associate's degree preferred
- One year related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 1-Step TB Test
- Pass pre-employment aptitude test and be proficient in Microsoft office which includes WORD and EXCEL.

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copy machine, fax machine
- Excellent computer skills
- Ability to utilize appropriate computer software

Equipment Operated:

- Copy machine
- Calculator
- Computer/printer
- Fax machine
- Telephone/cellular phone
- Typewriter
- Postage machine
- Laminator machine

Additional Working Conditions:

- Exposure to blood, bodily fluids and tissue
- Interactions with unruly children
- Repetitive hand motion, e.g., computer keyboard, typing
- Interruption of duties by students, visitors, staff and/or telephone
- Requirement to work overtime as approved by the Superintendent

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Superintendent or designee

Date

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Signature

Date

Adoption date: July 12, 2016

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **SUBSTITUTE SECRETARY**

File 202

Reports to: Assigned administrator/supervisor

Job Objective: Performs office duties that support effective school services. *NOTE:* Skill sets and autonomy vary by position. Classification, contract duration, wage rate, work schedule, benefits eligibility, etc., are determined by FLSA status and the collective bargaining agreement. Duties may be modified without notice to address unanticipated district needs. Substitutes may be required to perform all duties in the absent employee's job description.

Minimum Qualifications:

- High school diploma or GED. Secretarial skills verified by training and/or work experience.
- Ability to identify and correct syntax, number usage, punctuation and spelling errors.
- Advanced office-related technology skills deemed essential at the time of hire.
- Consistently performs accurate math calculations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Speaks clearly using correct grammar. Bilingual ability is advantageous.

Essential Functions:

- 1. Performs secretarial and ancillary duties that facilitate the timely attainment of district objectives. Complies with building work schedules/hours.**
 - Takes responsibility for learning emergency procedures (e.g., evacuations, lock downs, adverse weather, power failures, etc.). Promptly reports work-related injuries to a supervisor.
 - Consults with the assigned supervisor to receive support and address concerns.
 - Learns the proper procedure for operating equipment associated with the assignment.
 - Collects and organizes information. Confirms data to prevent entry errors. Prepares documents using database, presentation application, spreadsheet and word processing software.
 - Maintains an effective records management system. Files and retrieves information.
 - Completes assigned tasks within required time-frames.
 - Collaboratively develops effective solutions for work-related problems.
 - Greets office visitors. Offers assistance. Directs inquiries to appropriate staff.
 - Answers and directs telephone calls to the appropriate individual or takes messages.
 - Sorts/distributes mail. Prepares photocopies. Scans documents. Collates printed materials.
 - Provides back-up support for other departments. Assists with special projects as directed.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Maintains the confidentiality of privileged information.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Provides prompt notification of personal delays or absences.
 - Refers policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: **Transportation Secretary**

Reports to: Transportation Supervisor/Assistant Supervisor

Employment Status: Secondary (9:00 a.m.-1:00 p.m.) as needed

FLSA Status: Non-Exempt

Description: Work with transportation supervisor to make the office run as smoothly and effectively as possible. Interact with both parents and employees in a positive and pleasant nature. Utilize phone, radio dispatch, and payroll skills

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Maintain radio contact with drivers
- Handle routine correspondence independently
- Input information into and retrieve information from computer
- Interact in a positive manner with staff, students and parents
- Maintain respect at all times for confidential information
- Make contacts with the public with tact and diplomacy
- Operate and maintain all office equipment including copier, fax machine and computer, Bus software
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Perform receptionist duties and handle distribution of mail as required
- Promote good public relations

Other Duties and Responsibilities:

- Receive and check incoming office supplies, materials, and equipment
- Maintain desk, storage and work room areas in a neat and orderly manner
- Utilize emergency procedure knowledge, i.e., Ohio Transportation Policies and Procedures
- Perform other duties as assigned by the Transportation Supervisor

Qualifications:

- High school diploma or general education degree (GED)
- Less than one year related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 2-Step TB Test
- Pass pre-employment aptitude test.

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copy machine, fax machine
- Ability to utilize appropriate computer software
- Ability to work effectively with others
- Effective active listening skills
- Excellent computer skills
- Organizational and problem solving skills

- Bookkeeping skills
- Typing ability
- Radio dispatching skills
- Knowledge of immediate area and surrounding areas
- Knowledge of routing students and buses

Equipment Operated:

- Computer
- Fax machine
- Various office machines
- FCC-radio dispatch
- Telephone/cellular phone

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional requirement to lift and carry office supplies and materials up to a maximum of 50 pounds
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled days, except calamity days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, and stoop
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Occasional requirement to travel
- Occasional overtime work will be requested and expected of the employee
- Occasional requirement to push and pull items up to a maximum of 20 pounds
- Occasional requirement to kneel and crouch
- Occasional requirement to lift, carry, push and pull up to a maximum of 25 pounds

Adoption date: July 12, 2016

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: SECRETARY (EXEMPT)

File 203

Reports to: Assigned administrator/supervisor

Job Objective: Performs office duties that support effective administrative services. *NOTE:* Skill sets and autonomy vary by position. Classification, contract duration, wage rate, work schedule, benefits eligibility, etc., are determined by FLSA status and authorized employment contract.

Minimum Qualifications:

- High school diploma or GED. Advanced secretarial skills and ability to implement principals of office administration (i.e., practices, procedures, etc.).
- Ability to analyze and present complex information in easy-to-understand formats.
- Advanced office-related technology skills deemed essential at the time of hire.
- Consistently performs accurate math calculations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Follows complex instructions. Recognizes and corrects errors independently.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Speaks clearly using correct grammar. Bilingual ability is advantageous.

Essential Functions:

- 1. Serves as a confidential secretary and personal assistant to one or more administrators. Manages effective office operations that facilitate the timely attainment of district objectives.**
Manages concurrent responsibilities effectively in a dynamic and challenging work environment.
 - Collects and organizes information. Confirms data to prevent entry errors. Prepares documents using database, presentation application, spreadsheet and word processing software.
 - Maintains an effective records management system. Files and retrieves information.
 - Collaboratively develops effective solutions for work-related problems.
 - Prioritizes tasks. Completes assignments within required time-frames.
 - Greets office visitors. Offers assistance. Directs inquiries to appropriate staff.
 - Answers and directs telephone calls to the appropriate individual or takes messages.
 - Sorts/distributes mail. Prepares photocopies. Scans documents. Collates printed materials.
 - Investigates vendor prices. Assists with Invitation for Bid (IFB) and Request for Proposal (REP) procedures. Maintains procurement files (e.g., letters, contracts, confirmations, guarantees, etc.).
 - Ensures office supplies are reordered as needed to maintain reliable service levels.
 - Receives office deliveries. Verifies contents with packing lists/purchase orders. Reconciles invoices for payment. Maintains a transaction/account balance ledger.
 - Coordinates preparations for meetings. Attends meetings to transcribe minutes when requested.
 - Provides back-up support for other departments. Assists with special projects as directed.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Cultivates community relationships that promote strong public support for the district.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - Sustains an effective working environment. Performs all aspects of the job.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Provides prompt notification of personal delays or absences.
 - Refers policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SECRETARY (NON-EXEMPT)**

File 204

Reports to: Assigned administrator/supervisor

Job Objective: Performs office duties that support effective school services. *NOTE:* Skill sets and autonomy vary by position. Classification, contract duration, wage rate, work schedule, benefits eligibility, etc., are determined by FLSA status and the collective bargaining agreement.

Minimum Qualifications:

- High school diploma or GED. Secretarial skills verified by training and/or work experience.
- Ability to identify and correct syntax, number usage, punctuation and spelling errors.
- Advanced office-related technology skills deemed essential at the time of hire.
- Consistently performs accurate math calculations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Speaks clearly using correct grammar. Bilingual ability is advantageous.

Essential Functions:

- 1. Performs secretarial and ancillary duties that facilitate the timely attainment of district objectives. Keeps informed about program and procedure changes.**
 - Collects and organizes information. Confirms data to prevent entry errors. Prepares documents using database, presentation application, spreadsheet and word processing software.
 - Maintains an effective records management system. Files and retrieves information.
 - Completes assigned tasks within required time-frames.
 - Collaboratively develops effective solutions for work-related problems.
 - Greets office visitors. Offers assistance. Directs inquiries to appropriate staff.
 - Answers and directs telephone calls to the appropriate individual or takes messages.
 - Sorts/distributes mail. Prepares photocopies. Scans documents. Collates printed materials.
 - Investigates vendor prices. Assists with Invitation for Bid (IFB) and Request for Proposal (REP) procedures. Maintains procurement files (e.g., letters, contracts, confirmations, guarantees, etc.).
 - Ensures office supplies are reordered as needed to maintain reliable service levels.
 - Receives office deliveries. Verifies contents with packing lists/purchase orders. Reconciles invoices for payment. Maintains a transaction/account balance ledger.
 - Coordinates preparations for meetings. Attends meetings to transcribe minutes when requested.
 - Provides back-up support for other departments. Assists with special projects as directed.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Maintains the confidentiality of privileged information.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Provides prompt notification of personal delays or absences.
 - Refers policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Special Needs Aide

Reports to: Principal/Special Education Coordinator

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Assists students with physical limitations

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Teach and evaluate the students using sound instructional practices
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Maintain accurate, complete and correct records as required
- Maintain respect at all times for confidential information
- Provide guidance and counsel to the students which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Counsel with colleagues, students and parents
- Attend educational field trips
- Make provisions for being available to students and parents for educational-related purposes outside the instruction day
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Instruct assigned classes in the locations and at the times designated
- Notify parents if student is not meeting classroom goals
- Attempt to meet the goals and objectives of the instructional program as defined in the IEP which has been approved by the IEP team
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Evaluate students with severe behavior problems
- Assess the needs of SBH students and develop individualized education programs
- Implement strategies to accomplish individualized program goals
- Evaluate the accomplishments of SBH students on a regular basis
- Develop IEP's for each assigned SBH student
- Identify and address inappropriate behavior traits
- Counsel students as needed
- Regularly communicate with parents and administrators
- Responsible for teaching SBH students all academic subject areas as well as good behavior techniques and strategies
- Requisition needed supplies and materials
- Assist school psychologist with placement recommendations and testing procedures and IAT or IEP team testing procedures
- Maintain accurate attendance records
- Physically restrain students who are potentially dangerous to themselves or others
- Design programs to modify student behavior
- Document all incidents of physical restraint and inappropriate behavior
- Schedule and plan special classes, e.g., physical education, art and music
- Work with other SBH teacher assistants to plan and develop new concepts to improve student behaviors
- Utilize a wide variety of instructional aids, including technology, to teach reading and math objectives
- Actively participate in professional in-service to improve program each year

- Keep accurate records of student progress and report them to supervisor and parents
- Plan and discuss instructional strategies for each student
- Be available for scheduled and nonscheduled conferences with parents when possible
- Prepare materials needed for student's instructional needs
- Schedule appropriate "pullout" times for students with regular classroom teacher
- Perform bus duty, lunch duty and playground duty, as requested
- Plan, schedule and organize educational field trips and assemblies
- Plan and schedule activities to meet individual student needs and activities to support the grade level curriculum
- Make contacts with the public with tact and diplomacy
- Interact in a professional manner with staff, students and parents
- Attend meetings and in-services as required
- Assist students who are physically limited
- Escort students during school
- Assist in preparing classroom material to accommodate the limitation of the student
- Promote good public relations

Other Duties and Responsibilities:

- Respond to routine questions and requests in an appropriate manner
- Establish and maintain cooperative professional relationships
- Serve on committees and cocurricular activities as mutually agreed upon
- Attend professional growth seminars, workshops, etc., to keep current on relevant issues
- Discipline students when necessary
- Counsel, advise, encourage and motivate students
- Interact with other departments and school personnel when necessary
- Interact with public in official capacity when required
- Interact with Superintendent and/or Board of Education and present information as requested
- Duplicate classroom materials
- Assist students during lunchtime
- Assist students with toiletry needs as necessary
- Write for the student
- Communicating needs of the student to the proper authority
- Perform other duties as assigned by the Principal and/or Special Education Coordinator
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Instill in students the belief in and practice of ethical principles and democratic values

Qualifications:

- High school diploma or GED
- Two years of higher education; associate's degree or higher or passing score on State Parapro Assessment
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 2-Step TB Test
- Pass pre-employment aptitude test.

Required Knowledge, Skills, and Abilities:

- Knowledge of academic area and teaching methodology
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Basic first-aid and CPR training
- Knowledge of child development and an understanding of age appropriate tasks
- Ability to work in a team environment
- Ability to interpret test data
- Knowledge and training in various restraint methods

- Training in behavior modification
- Training in organizational and behavioral management
- Training in conflict resolution
- Training in various counseling techniques
- Knowledge of state and federal special education laws and guidelines

Equipment Operated:

- Overhead projector
- Copy machines
- Computer
- Printer
- Calculator
- Laminator
- Typewriter
- Telephone
- Tape recorder
- LCD
- Ellis machine
- Language master
- Hydraulic lift
- Wheelchairs

Additional Working Conditions:

- Exposure to blood, bodily fluids and tissue
- Operation of a vehicle under inclement weather conditions, i.e., being prepared to attend to classes on all scheduled school days, except calamity days
- Interaction with unruly children
- Requirement to travel, i.e., between school buildings if necessary
- Evening/weekend/summer work
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Requirement to lift, push, pull and carry various classroom materials, supplies and/or equipment up to a maximum of 100 pounds, e.g., overhead projector, books, supplies, audio-visual cart and children

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date**Adoption date: July 12, 2016**

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **ATHLETIC DIRECTOR**

File 401

Reports to: High School Principal

Job Objective: Directs the interscholastic athletic program.

- Minimum Qualifications:**
- Holds/maintains required state department of education credentials. Advanced program leadership skills verified by training and work experience. Comprehensive understanding of Ohio High School Athletic Association Constitution, Bylaws and Sports Regulations.
 - Available to work a non-traditional schedule and irregular hours when required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

1. Professionally manages athletic programs. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.

- Provides direction, support and accountability to help students benefit from program participation.
- Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
- Serves as an adviser to the superintendent and active member of the administrative team.
- Administers program compliance with all required OHSA criteria.
- Ensures athletic fields comply with conference/league and state athletic association regulations.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.
- Oversees the collection of accurate program data and the timely processing of paperwork.
- Recruits/selects highly-qualified staff based on credentials and work experience.
- Secures game officials except those contracted by the league commissioner. Hires home game personnel (e.g., security, timers, score keepers, announcers, field staff, ticket sellers/takers, etc.).
- Communicates staff responsibilities and work schedules before the start of each program activities. Establishes/maintains high standards of conduct for all program staff and volunteers.
- Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
- Directs the development and dissemination of program information (e.g., calendar, policy/procedure handbooks, participation criteria, registration forms, etc.).
- Actively markets program activities (e.g., displays, open houses, relationship management, speeches, special events, etc.). Responds promptly to requests for information.
- Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
- Builds community coalitions that provide financial support for program priorities.
- Develops/implements a ticket sales policy. Manages ticket sales programs.
- Prepares program reports/attendance records. Monitors staff compliance with accounting procedures (i.e., sales receipts, bank deposits, time sheets, payment vouchers, audits, etc.).
- Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
- Collaborates with program staff to develop recommendations for replacing/upgrading equipment.
- Works with the superintendent and treasurer to align budget proposals with district goals.
- Encourages student involvement. Oversees the management medical records and verification of scholastic eligibility. Promotes academic success as an important priority.
- Ensures students receive appropriate instruction, support and opportunities to participate.
- Ensures equipment is appropriate for the physical development and skill level of participants.
- Promotes sportsmanship (i.e., ethics, fairness, fellowship, respect, etc.).

- Helps staff deal with discipline issues. Prepares conduct reports/discipline recommendations.
- Arranges student transportation for sanctioned activities.
- Organizes recognition events. Verifies students have fulfilled requirements for awards.
- Administers community use of athletic facilities.
- Represents the district at athletic league meetings as directed.
- Attends meetings, provides direction and facilitates athletic booster association activities.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs all aspects of the job. Sustains effective working/learning environments.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ATTENDANCE (TRUANCY) OFFICER**

File 501

Reports to: Assigned administrator/supervisor

Job Objective: Works with district administrators and the community to address student attendance, behavior problems and ineligible non-resident enrollments.

- Minimum Qualifications:**
- Valid state department of education license/permit as determined at the time of appointment.
 - Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
 - Available to work a non-traditional schedule and irregular hours when required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
 - Nonviolent Crisis Intervention (CPI) training may be required for some assignments.
 - Speaks clearly using correct grammar. Bilingual ability is advantageous.
 - Valid driver's license. Qualified to be covered by the district insurance carrier.

NOTE: Blood-borne pathogen/communicable disease, child abuse/neglect, CPR and/or first aid/injury prevention training may be required as a condition of employment.

Essential Functions:

1. Manages the development, delivery and advancement of student services that improve attendance, advance academic progress and support a safe school environment.

- Prioritizes tasks. Completes assignments within required time-frames.
- Responds promptly to requests for assistance with student truancy/behavioral concerns.
- Contacts parents/guardians when the school has not been notified about absent/tardy students.
- Helps families/students understand the consequences of continued truancy and/or misconduct.
- Evaluates student circumstances and recommends discipline for attendance-related concerns.
- Processes legal complaints with the prosecutor's office when truancy persists. Corroborates evidence to prevent procedural errors. Represents the district at hearings. Provides testimony. Prepares written recommendations and/or resolutions for each truancy action undertaken.
- Verifies legal residences. Identifies non-resident students enrolled in district programs. Facilitates removal of ineligible students according to district policy and available legal remedies.
- Interprets custody rulings. Documents employment. Helps resolve jurisdiction issues. Assists the treasurer with billing and collection of tuition based on custody assignment.
- Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.

- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT COACH

File 402

Reports to: Athletic Director and Head Coach

Job Objective: Coaches assigned student athletic activity as directed.

Minimum Qualifications:

- Sport-specific coaching skills verified by training and/or work experience.
- Available to work a non-traditional schedule and irregular hours when required.
- Comprehensive understanding of current interscholastic athletic program regulations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Successful completion of cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) and National Federation of State High School Associations (NFHS) fundamentals of coaching and concussion awareness/prevention training is prerequisite requirement.

Physical Demands: Duties require lifting/moving heavy athletic equipment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

1. Helps coach assigned athletic activities (e.g., instruction, practice, games, etc.). Provides direction, support and accountability to help students benefit from program participation.

- Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Conducts program risk assessments. Implements corrective measures as needed.
- Helps prepare/restore shared activity sites. Maintains orderly work/storage areas.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.
- Assists with the ordering, distribution, collection and refurbishing of program uniforms.
- Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
- Publicizes program information. Participates in preseason parent-student meetings. Informs students about rules and personal responsibilities. Verifies authorized fees have been paid.
- Helps conduct unbiased professionally administered tryouts to select program participants.
- Helps confirm scholastic eligibility. Verifies medical authorization forms for each participant are on file and readily available. Teaches safety precautions. Investigates/documents injuries.
- Ensures equipment is appropriate for the physical development and skill level of participants.
- Makes sure all athletes receive appropriate instruction, support and opportunities to participate.
- Instructs participants in physical conditioning tactics.
- Promotes sportsmanship (i.e., ethics, fairness, fellowship, respect, etc.).
- Helps coordinate off-season activities (e.g., practice schedules, training clinics, etc.).
- Arranges transportation and accompanies students to/from sanctioned activities.
- Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
- Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
- Helps organize recognition events. Verifies students have fulfilled requirements for awards.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.

- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: CLUB OR STUDENT ACTIVITY ADVISOR

File 405

Reports to: Assigned administrator/supervisor

Job Objective: Facilitates student participation in an assigned organization or enrichment activity.

- Minimum Qualifications:**
- Program specific skills verified by training and/or work experience.
 - Available to work a non-traditional schedule and irregular hours when required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

1. Manages the development, delivery and advancement of program activities. Provides direction, support and accountability to help students benefit from program participation.

- Develops a purpose statement, budget and activity schedule for administrative approval.
- Conducts program risk assessments. Implements corrective measures as needed.
- Encourages student involvement. Publicizes program information. Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
- Directs the preparation and restoration of shared activity sites.
- Manages the proper use and care of program resources. Maintains orderly work/storage areas.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Informs students about personal responsibilities. Verifies authorized fees have been paid.
- Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
- Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
- Keeps administrators/parents informed about program activities and emerging issues.
- Coordinates participation in board-approved competitions and community service projects.
- Arranges transportation and accompanies students to/from sanctioned activities.
- Organizes recognition events. Verifies students have fulfilled requirements for awards.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Provides opportunities for program participants to critique activities and suggest improvements.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FLAG AND DRILL TEAM ADVISOR**

File 406

Reports to: Assigned administrator/supervisor

Job Objective: Choreographs routines to provide visual aspects to musical performances. Promotes school pride.

- Minimum Qualifications:**
- Program specific skills verified by training and/or work experience.
 - Available to work a non-traditional schedule and irregular hours when required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

1. Manages the development, delivery and advancement of program activities. Provides direction, support and accountability to help students benefit from program participation.

- Collaborates with the band director to implement a unified performance program.
- Ensures compliance with copyright/intellectual property laws.
- Develops a purpose statement, budget and activity schedule for administrative approval.
- Conducts program risk assessments. Implements corrective measures as needed.
- Encourages student involvement. Publicizes program information. Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
- Conducts unbiased professionally administered tryouts to select program participants.
- Confirms scholastic eligibility. Verifies medical authorization forms for each participant are on file and readily available. Teaches safety precautions. Investigates/documents injuries.
- Develops/refines performance routines, visual effects, interpretive movements, props, etc.
- Coordinates warm-ups and synchronized movement instruction. Supervises performances.
- Coordinates off-season activities (e.g., practice schedules, training clinics, etc.).
- Promotes sportsmanship (i.e., ethics, fairness, fellowship, respect, etc.).
- Directs the preparation and restoration of shared activity sites.
- Manages the proper use and care of program resources. Maintains orderly work/storage areas.
- Oversees the ordering, distribution, collection and refurbishing of program uniforms.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Informs students about personal responsibilities. Verifies authorized fees have been paid.
- Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
- Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
- Keeps administrators/parents informed about program activities and emerging issues.
- Coordinates participation in board-approved competitions and community service projects.
- Arranges transportation and accompanies students to/from sanctioned activities.
- Organizes recognition events. Verifies students have fulfilled requirements for awards.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Provides opportunities for program participants to critique activities and suggest improvements.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.

- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: HEAD COACH

File 403

Reports to: Athletic Director

Job Objective: Coaches assigned student athletic activity.

Minimum Qualifications:

- Sport-specific coaching skills verified by training and/or work experience.
- Available to work a non-traditional schedule and irregular hours when required.
- Comprehensive understanding of current interscholastic athletic program regulations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Successful completion of cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) and National Federation of State High School Associations (NFHS) fundamentals of coaching and concussion awareness/prevention training is prerequisite requirement.

Physical Demands: Duties require lifting/moving heavy athletic equipment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

1. Coaches assigned athletic activities (e.g., instruction, practice, games, etc.). Provides direction, support and accountability to help students benefit from program participation.

- Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Conducts program risk assessments. Implements corrective measures as needed.
- Directs the preparation/restoration of shared activity sites. Maintains orderly work/storage areas.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.
- Works with district maintenance staff to ensure athletic fields are properly maintained and comply with conference/league and state athletic association regulations.
- Oversees the ordering, distribution, collection and refurbishing of program uniforms.
- Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
- Publicizes program information. Participates in preseason parent-student meetings. Informs students about rules and personal responsibilities. Verifies authorized fees have been paid.
- Trains assistant coaches in methods to accomplish duties effectively.
- Conducts unbiased professionally administered tryouts to select program participants.
- Confirms scholastic eligibility. Verifies medical authorization forms for each participant are on file and readily available. Teaches safety precautions. Investigates/documents injuries.
- Ensures equipment is appropriate for the physical development and skill level of participants.
- Make sure all athletes receive appropriate instruction, support and opportunities to participate.
- Instructs participants in physical conditioning tactics.
- Promotes sportsmanship (i.e., ethics, fairness, fellowship, respect, etc.).
- Coordinates off-season activities (e.g., practice schedules, training clinics, etc.).
- Arranges transportation and accompanies students to/from sanctioned activities.
- Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies. Conveys accurate timely scores and post-game reports to appropriate media as directed.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
- Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
- Helps prepare end-of-season performance evaluations of all assigned staff and volunteers.
- Helps organize recognition events. Verifies students have fulfilled requirements for awards.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: LPDC MEMBER

File 407

Reports to: The committee is self-governing.

Job Objective: Reviews and acts on Individual Professional Development Plans (IPDP) submitted by employees.

- Minimum Qualifications:**
- Representatives – Teachers (currently under contract) with three years tenure selected by the association and administrators appointed by the superintendent as subject to adopted By-Laws.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Duties require working a non-traditional schedule and irregular hours.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Effective communication, problem-solving and time management skills.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Verification of credentials and work history is required.

Essential Functions: **1. Reviews and sets standards for professional development. Ensures educational activities build on past experience and improve future performance. Helps maintain the integrity of the staff development process.**

Chairperson:

- Presides at committee meetings. Directs collaborative planning of agendas, meeting schedules reviews of issues/concern, etc. Serves as a committee spokesperson.
- Ensures committee members comply with negotiated agreements, board policies and administrative guidelines/procedures.
- Keeps the superintendent and association membership informed about emerging issues.
- Keeps committee members informed about licensure and professional development issues.
- Acts as a appeals process liaison between the committee and staff.
- Submits completed certificated/license applications to the superintendent's office.

Recorder/Secretary:

- Takes minutes of committee meetings. Maintains a filing system that ensures the safe retention of committee documents. Maintains a record of committee activities.
- Updates the membership directory and mailing lists as needed.
- Prepares correspondence and other documents as directed.
- Notifies the superintendent's office about the status of each professional growth plan and/or credit requests (e.g., approval, resubmission, denial, etc.).
- Serves as a communication link between committee members and staff.

Committee Member:

- Keeps current with state licensing regulations and endorsements. Monitors exemplary instructional practices/innovations. Attends training sessions as directed.
- Maintains a thorough knowledge of the district's programs and strategic plans.
- Facilitates communications between staff and committee members. Helps staff understand personal responsibility and accountability for the proper preparation and timely submission of professional growth plans.
- Evaluates professional growth plans. Approves, denies, or requests plan modifications.
- Prepares licensing credit recommendations.
- Reviews and acts on applicant appeals.
- Reviews written suggestions from staff concerning procedural amendments.
- Periodically reviews committee by-laws and votes on recommended modifications.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Cultivates community relationships that promote strong public support for the district.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MARCHING BAND DIRECTOR**

File 409

Reports to: Assigned administrator/supervisor

Job Objective: Directs the marching band program. Promotes school pride.

- Minimum Qualifications:**
- Program specific skills verified by training and/or work experience.
 - Available to work a non-traditional schedule and irregular hours when required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

1. Manages the development, delivery and advancement of program activities. Provides direction, support and accountability to help students benefit from program participation.

- Develops a purpose statement, budget and activity schedule for administrative approval.
- Develops half-time shows, spirit day activities, parades/civic event performances, etc.
- Ensures compliance with copyright/intellectual property laws.
- Conducts program risk assessments. Implements corrective measures as needed.
- Encourages student involvement. Publicizes program information. Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
- Conducts unbiased professionally administered tryouts to select program participants.
- Confirms scholastic eligibility. Verifies medical authorization forms for each participant are on file and readily available. Teaches safety precautions. Investigates/documents injuries.
- Develops/refines performance routines, visual effects, interpretive movements, props, etc.
- Coordinates warm-ups and synchronized movement instruction. Supervises performances.
- Coordinates off-season activities (e.g., practice schedules, training clinics, etc.).
- Promotes sportsmanship (i.e., ethics, fairness, fellowship, respect, etc.).
- Directs the preparation and restoration of shared activity sites.
- Manages the proper use and care of program resources. Maintains orderly work/storage areas.
- Oversees the ordering, distribution, collection and refurbishing of program uniforms.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Informs students about personal responsibilities. Verifies authorized fees have been paid.
- Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
- Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
- Keeps administrators/parents informed about program activities and emerging issues.
- Coordinates participation in board-approved competitions and community service projects.
- Arranges transportation and accompanies students to/from sanctioned activities.
- Organizes recognition events. Verifies students have fulfilled requirements for awards.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Provides opportunities for program participants to critique activities and suggest improvements.
- Attends meetings and provides direction for music booster association activities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.

- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **RESIDENT EDUCATOR & NEW TEACHER MENTOR**

File 408

Reports to: Assigned administrator/supervisor

Job Objective: Provides high quality support, assessment and on-going learning to develop and enhance resident educator's professional skills and successful completion of program requirements.

- Minimum Qualifications:**
- Selection/appointment by school district mentor program administrator.
 - Recognized as an exemplary teacher and professional role model.
 - Holds a valid state department of education credentials appropriate for the position.
 - Teaching experience within the district. Completion of mentor training deemed appropriate at the time of appointment. Commitment to the continuous improvement of the mentoring program.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Duties require working a non-traditional schedule and irregular hours.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Effective communication, problem-solving and time management skills.
 - Complies with Ohio Bureau of Criminal Investigation (BCI) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Verification of credentials and work history is required.

Essential Functions:

1. Implements a structured program of support including mentoring, standardized assessment tools and protocols to help teachers advance professional skills.

- Keeps current with state licensing regulations and endorsements. Monitors exemplary instructional practices/innovations. Attends on-going teacher mentoring program training as directed.
- Maintains a thorough knowledge of district policies/procedures, programs and strategic plans.
- Receives assignment and instructions from the building administrator. Meets with the resident educator before the opening of school to review mentoring objectives. Provides information about the district, policies/procedures and the formative assessment process.
- Initiates mentoring activities. Schedules meetings. Collaborates with administrators as needed.
- Keeps the program coordinator informed about current activities and emerging needs/concerns.
- Helps the program coordinator develop annual goals and document accomplished objectives.
- Promotes the social integration of the resident educator into the work/learning environment.
- Facilitates reflective thinking to help the resident educator engage in self-directed learning.
- Helps the resident educator develop classroom management and curriculum implementation skills.
- Performs observations of resident educators in the classroom and completes required forms. Provides constructive feedback and support as needed.
- Demonstrates effective instructional strategies that exemplify best practice.
- Guides the resident educator in the development of effective lesson plans (e.g., preparation, implementation, reflection, modification, etc.). Helps the resident educator improve pupil management, organizational/recordkeeping skills, student assessment techniques, etc.
- Helps resident educators refine classroom skills in preparation for licensure determination.
- Facilitates opportunities for the new teacher to observe other experienced classroom teachers.
- Offers the resident educator help to develop a Individual Professional Development Plan (IPDP).
- Shows an active interest in the resident educator progress. Provides meaningful advice, completes collaborative logs to record progress and keeps records of reflective practices.
- Helps resident educators adjust to videotaping, teaching analysis and assessment practices.
- Ensures resident educators complete and submit all required documents in a timely manner.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Cultivates community relationships that promote strong public support for the district.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.

- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MOCK TRIAL ADVISOR**

File 404

Reports to: Assigned administrator/supervisor

Job Objective: Coordinates student participation in mock trial competitions.

- Minimum Qualifications:**
- Program specific skills verified by training and/or work experience.
 - Available to work a non-traditional schedule and irregular hours when required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

- 1. Manages the development, delivery and advancement of program activities. Provides direction, support and accountability to help students benefit from program participation.**
 - Develops a purpose statement, budget and activity schedule for administrative approval.
 - Conducts program risk assessments. Implements corrective measures as needed.
 - Encourages student involvement. Publicizes program information. Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
 - Conducts unbiased professionally administered tryouts to select program participants.
 - Supervises practice sessions/contests. Evaluates performance. Refines competition strategies.
 - Promotes sportsmanship (i.e., ethics, fairness, fellowship, respect, etc.).
 - Secures contest workers (e.g., timers, judges, etc.).
 - Directs the preparation and restoration of shared activity sites.
 - Manages the proper use and care of program resources. Maintains orderly work/storage areas.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Informs students about personal responsibilities. Verifies authorized fees have been paid.
 - Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
 - Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
 - Keeps administrators/parents informed about program activities and emerging issues.
 - Coordinates participation in board-approved competitions and community service projects.
 - Arranges transportation and accompanies students to/from sanctioned activities.
 - Organizes recognition events. Verifies students have fulfilled requirements for awards.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 - Provides opportunities for program participants to critique activities and suggest improvements.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Maintains the confidentiality of privileged information.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Prepares and maintains accurate records. Submits required paperwork on time.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **NATIONAL HONOR SOCIETY ADVISOR**

File 410

Reports to: Assigned administrator/supervisor

Job Objective: Coordinates student participation in the National Honor Society.

- Minimum Qualifications:**
- Program specific skills verified by training and/or work experience.
 - Available to work a non-traditional schedule and irregular hours when required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required.

Essential Functions:

- 1. Manages the development, delivery and advancement of program activities. Provides direction, support and accountability to help students benefit from program participation.**
 - Develops a budget and activity schedule for administrative approval.
 - Conducts program risk assessments. Implements corrective measures as needed.
 - Encourages student involvement. Publicizes program information. Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
 - Organizes and chairs a committee to implement the National Honor Society mission. Ensures nominated students meet all membership criteria. Maintains the integrity of the selection process.
 - Coordinates the induction ceremony (e.g., date, time, location, speakers, etc.).
 - Supervises the election and installation of National Honor Society officers.
 - Serves as a communication link between committee members, staff, students and families.
 - Monitors academic records. Sends letters to students and parents/guardians regarding membership requirements, probation status and termination in conformity with chapter by-laws.
 - Directs the preparation and restoration of shared activity sites.
 - Manages the proper use and care of program resources. Maintains orderly work/storage areas.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Informs students about personal responsibilities. Verifies authorized fees have been paid.
 - Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
 - Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
 - Keeps administrators/parents informed about program activities and emerging issues.
 - Coordinates participation in board-approved competitions and community service projects.
 - Arranges transportation and accompanies students to/from sanctioned activities.
 - Organizes recognition events. Verifies students have fulfilled requirements for awards.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 - Provides opportunities for program participants to critique activities and suggest improvements.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Cultivates community relationships that promote strong public support for the district.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Provides leadership for the advancement of best practices and academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.

- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **PERFORMING ARTS DIRECTOR (CHOIR, CONCERT, OR DRAMA)** **File 411**

Reports to: Assigned administrator/supervisor

Job Objective: Directs student performing arts productions (i.e., vocal, instrumental, or theater).

- Minimum Qualifications:**
- Program specific skills verified by training and/or work experience.
 - Available to work a non-traditional schedule and irregular hours when required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

- Essential Functions:**
- 1. Manages the development, delivery and advancement of program activities. Provides direction, support and accountability to help students benefit from program participation.**
 - Develops a purpose statement, budget and activity schedule for administrative approval.
 - Selects a production program that is age-appropriate and attainable for students.
 - Ensures compliance with copyright/intellectual property laws.
 - Conducts program risk assessments. Implements corrective measures as needed.
 - Encourages student involvement. Publicizes program information. Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
 - Conducts unbiased professionally administered tryouts to select program participants.
 - Confirms scholastic eligibility. Verifies medical authorization forms for each participant are on file and readily available. Teaches safety precautions. Investigates/documents injuries.
 - Supervises all rehearsals/performances. Directs performers and production staff.
 - Coordinates videotaping/photography activities.
 - Keeps production records (e.g., advertising, attendance, correspondence, journals, photographs, publicity, scheduling, scrapbooks, etc.). Supervises tickets sales.
 - Directs the preparation and restoration of shared activity sites.
 - Manages the proper use and care of program resources. Maintains orderly work/storage areas.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Informs students about personal responsibilities. Verifies authorized fees have been paid.
 - Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
 - Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
 - Keeps administrators/parents informed about program activities and emerging issues.
 - Coordinates participation in board-approved competitions and community service projects.
 - Arranges transportation and accompanies students to/from sanctioned activities.
 - Organizes recognition events. Verifies students have fulfilled requirements for awards.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 - Provides opportunities for program participants to critique activities and suggest improvements.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.

- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: PROM ADVISOR

File 412

Reports to: Assigned administrator/supervisor

Job Objective: Coordinates prom activities.

- Minimum Qualifications:**
- Program specific skills verified by training and/or work experience.
 - Available to work a non-traditional schedule and irregular hours when required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential Functions:

1. Manages the development, delivery and advancement of program activities. Provides direction, support and accountability to help students benefit from program participation.

- Develops a purpose statement, budget and activity schedule for administrative approval.
- Organizes and chairs the prom/after-prom committee. Serves as a communication link between committee members, staff, students, families and the community.
- Conducts program risk assessments. Implements corrective measures as needed.
- Encourages student involvement. Publicizes program information. Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
- Helps participants develop and carry out meaningful program activities.
- Directs the preparation and restoration of shared activity sites.
- Manages the proper use and care of program resources. Maintains orderly work/storage areas.
- Coordinates volunteer activities (e.g., recruitment, preparing decorations, food service, etc.).
- Verifies vendor contracts (e.g., printing, floral arrangements, photography, music, etc.).
- Ensures program activities are self-sustaining except when authorized by the administration.
- Informs students about personal responsibilities. Verifies authorized fees have been paid.
- Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
- Seeks civic, business and individual donations that enhance program activities.
- Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
- Keeps administrators/parents informed about program activities and emerging issues.
- Arranges transportation and accompanies students to/from sanctioned activities.
- Provides opportunities for program participants to critique activities and suggest improvements.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.

- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SAFETY PATROL ADVISOR**

File 413

Reports to: Assigned administrator/supervisor

Job Objective: Coordinates student participation in the safety patrol program.

- Minimum Qualifications:**
- Program specific skills verified by training and/or work experience.
 - Available to work a non-traditional schedule and irregular hours when required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

- Essential Functions:**
- 1. Manages the development, delivery and advancement of program activities. Provides direction, support and accountability to help students benefit from program participation.**
 - Develops a purpose statement, budget and activity schedule for administrative approval.
 - Conducts program risk assessments. Implements corrective measures as needed.
 - Develops participant qualification criteria. Implements an application process. Selects participants.
 - Encourages student involvement. Publicizes program information. Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
 - Confirms scholastic eligibility. Verifies medical authorization forms for each participant are on file and readily available. Teaches safety precautions. Investigates/documents injuries.
 - Supervises student crossing-guards. Trains participants in safety rules and crossing procedures when and where applicable. Documents injuries that require treatment.
 - Attends to student concerns discreetly when assistance is requested.
 - Initiates action to protect students and equipment during adverse weather.
 - Reports unsafe conditions to the principal and/or appropriate staff (e.g., equipment malfunctions, hazardous tree limbs, damaged pavement, standing water, ice, etc.). Keeps the principal informed about persistent pedestrian behavior problems and vehicle operation/parking concerns.
 - Manages the proper use and care of program resources. Maintains orderly work/storage areas.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
 - Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
 - Keeps administrators/parents informed about program activities and emerging issues.
 - Coordinates participation in board-approved competitions and community service projects.
 - Arranges transportation and accompanies students to/from sanctioned activities.
 - Organizes recognition events. Verifies students have fulfilled requirements for awards.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 - Provides opportunities for program participants to critique activities and suggest improvements.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.

- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCIENCE FAIR ADVISOR**

File 414

Reports to: Assigned administrator/supervisor

Job Objective: Coordinates student participation in science fair competitions.

- Minimum Qualifications:**
- Program specific skills verified by training and/or work experience.
 - Available to work a non-traditional schedule and irregular hours when required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

- Essential Functions:**
- 1. Manages the development, delivery and advancement of program activities. Provides direction, support and accountability to help students benefit from program participation.**
 - Attends planning meetings (to be determined by assigned administrator/supervisor).
 - Develops a purpose statement, budget and activity schedule for administrative approval.
 - Conducts program risk assessments. Implements corrective measures as needed.
 - Encourages student involvement. Publicizes program information. Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
 - Directs the preparation and restoration of shared activity sites.
 - Manages the proper use and care of program resources. Maintains orderly work/storage areas.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Informs students about personal responsibilities. Verifies authorized fees have been paid.
 - Works with students to showcase scientific talents.
 - Prepares required paperwork (e.g., participation applications, facility use, work orders, etc.). Ensures display areas are properly prepared (e.g., lighting, sound equipment, seating, etc.).
 - Coordinates videotaping of program activities.
 - Helps students explore creative research experiments and scientific methods (e.g., questions, hypothesis, materials, procedures, results, analysis, conclusions, etc.). Encourages students to pursue individual interests. Provides advice and insight to help students develop project ideas.
 - Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
 - Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
 - Keeps administrators/parents informed about program activities and emerging issues.
 - Coordinates participation in board-approved competitions and community service projects.
 - Arranges transportation and accompanies students to/from sanctioned activities.
 - Organizes recognition events. Verifies students have fulfilled requirements for awards.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 - Provides opportunities for program participants to critique activities and suggest improvements.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.

- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **STUDENT COUNCIL ADVISOR**

File 415

Reports to: Assigned administrator/supervisor

Job Objective: Helps student council representatives fulfill leadership responsibilities.

- Minimum Qualifications:**
- Program specific skills verified by training and/or work experience.
 - Available to work a non-traditional schedule and irregular hours when required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

- Essential Functions:**
- 1. Manages the development, delivery and advancement of program activities. Provides direction, support and accountability to help students benefit from program participation.**
 - Develops a purpose statement, budget and activity schedule for administrative approval.
 - Conducts program risk assessments. Implements corrective measures as needed.
 - Encourages student involvement. Publicizes program information. Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
 - Directs the preparation and restoration of shared activity sites.
 - Manages the proper use and care of program resources. Maintains orderly work/storage areas.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Informs students about personal responsibilities. Verifies authorized fees have been paid.
 - Supervises the election and installation of student council representatives.
 - Helps participants develop and carry out meaningful program activities.
 - Schedules and supervises student council meetings. Provides training in parliamentary procedures. Helps maintain the general functioning of the elected body. Mediates impasses.
 - Encourages participation council activities (e.g., spirit days, assemblies, social events, etc.).
 - Coordinates homecoming activities (e.g., election of the queen/king and court, coronation ceremony, dance preparations - guest lists, ticket sales, decorations, musicians, cleanup activities, etc.). Recruits, trains and supervises program volunteers.
 - Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
 - Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
 - Keeps administrators/parents informed about program activities and emerging issues.
 - Coordinates participation in board-approved competitions and community service projects.
 - Arranges transportation and accompanies students to/from sanctioned activities.
 - Organizes recognition events. Verifies students have fulfilled requirements for awards.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 - Provides opportunities for program participants to critique activities and suggest improvements.
 - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.

- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: YEARBOOK ADVISOR

File 416

Reports to: Assigned administrator/supervisor

Job Objective: Coordinates the production, sale and distribution of the school yearbook.

- Minimum Qualifications:**
- Program specific skills verified by training and/or work experience.
 - Available during the summer to fulfill necessary yearbook obligations.
 - Available to work a non-traditional schedule and irregular hours when required.
 - Desktop publishing, graphic design, photography and a variety of writing style skills.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

- Essential Functions:**
- 1. Manages the development, delivery and advancement of program activities. Provides direction, support and accountability to help students benefit from program participation.**
 - Develops a purpose statement, budget and activity schedule for administrative approval.
 - Conducts program risk assessments. Implements corrective measures as needed.
 - Directs the preparation and restoration of shared activity sites.
 - Manages the proper use and care of program resources. Maintains orderly work/storage areas.
 - Recruits, evaluates and selects yearbook staff. Maintains the integrity of the selection process.
 - Assigns student job duties. Helps with organizational functions (e.g., staff supervision, sales, financial management, recordkeeping, etc.). Ensures contractual obligations are fulfilled.
 - Promotes journalistic integrity. Guides students in the development of their assignments. Helps yearbook staff portray the student population and events accurately.
 - Ensures compliance with copyright/intellectual property laws.
 - Helps students develop a distinctive publication format. Offers guidance with layout, picture/artwork selection, writing styles, etc. Helps students with proofreading/editing functions.
 - Manages program communications. Supervises the sale of advertising.
 - Coordinates print technology activities (e.g., software updates, data security, maintenance, etc.).
 - Selects a yearbook vendor and photographer when outsourced. Monitors production quality and publication deadlines. Oversees the timely coordination of photography sessions.
 - Acquires/verifies event information. Acts as a liaison between students, staff, club/athletic advisors, community members/organizations, etc.
 - Encourages all students to submit creative writing, photographs and artwork for publication.
 - Oversees the selection of publication materials. Ensures yearbook content is accurate and appropriate. Provides the principal an opportunity to review proof materials before publication.
 - Oversees the collection, storage and safe return of artwork, photos, etc.
 - Oversees yearbook security and distribution procedures.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Informs students about personal responsibilities. Verifies authorized fees have been paid.
 - Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
 - Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
 - Keeps administrators/parents informed about program activities and emerging issues.
 - Coordinates participation in board-approved competitions and community service projects.
 - Arranges transportation and accompanies students to/from sanctioned activities.
 - Organizes recognition events. Verifies students have fulfilled requirements for awards.

- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Provides opportunities for program participants to critique activities and suggest improvements.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 12, 2016

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Volunteer

Reports to: Superintendent, Principal, Head Coach (as appropriate)

Employment Status:

FLSA Status: N/A

Description: Assist teachers or front office staff with classroom and office duties; assist teacher in providing additional assistance in the required subject, and/or monitor students at lunch, recess, and study hall

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Work with students both individually and in small groups
- Assist students with classwork
- Play learning games
- Assist students with programmed materials
- Assist with recess supervision, restroom breaks, etc.
- Assist students with make-up work if absent
- Promote good social relationships between children
- Prepare materials for class projects
- Distribute communiqués to be sent home with children
- Assist students with toiletry needs as necessary
- Duplicate materials for class
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student records, free/reduced lunch forms, student test scores
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required

Other Duties and Responsibilities:

- Assist in the school office as needed
- Assist with special school projects, e.g., closed-circuit television productions
- Chaperone field trips
- Make school-related telephone calls for teacher
- Administer first aid to children as necessary
- Perform correspondence, including reports and such other correspondence as may be required
- Prepare supply, material, and equipment requisitions as directed by immediate supervisor
- Supervise general housekeeping duties
- Keep permanent records up-to-date
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the classroom teacher or Building Principal
- Serve as a role model for students
- By example, instill in students the belief in and practice of ethical principles and democratic values

Qualifications:

- Less than one year related experience
- High school diploma or general education degree (GED)
- Background check required

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Basic computer skills and excellent keyboarding skills
- Ability to be flexible and adaptable to changing situations
- Student management skills

Equipment Operated:

- Computer/printer
- Copy machine
- Telephone/cellular phone
- Fax machine
- Calculator
- Typewriter

Additional Working Conditions

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days, except calamity days
- Frequent interaction with unruly children
- Frequent requirement to travel
- Frequent and regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional requirement to carry, lift, push and pull items up to a maximum of 50 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: July 12, 2016

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

Title:	COMPUTER COORDINATOR/SITE TECHNOLOGY SPECIALIST	File 506
Reports to:	Assigned Administrator/Director of Technology	
Job Objective:	Maintains technology equipment and provides staff support. Implement the technology plan on site. Provide on-site assistance. <i>NOTE:</i> Skill sets and autonomy vary by position. Classification, contract duration, wage rate, work schedule, benefits eligibility, etc., are determined by FLSA status and applicable collective bargaining agreement.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teaching certificate, Computer Sciences Major/Degree or Media Specialist Degree preferred.• Strong technical skills and an understanding of technology applications in an academic environment verified by training and/or work experience.• Ability to communicate technical information and work with a wide range of staff interest/skill levels.• Effective communication, problem-solving and time management skills.• Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.• Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.• Maintains a record free of criminal violations that would prohibit public school employment.• Meets 1 Step TB skin screening test requirements following a conditional offer of employment.	
Essential Functions:	<p>1. Uses technical and manual skill to install, configure and maintain technology resources (i.e., hardware, software, networks, etc.).</p> <ul style="list-style-type: none">• Checks daily schedule to find out if an activity requires preparation.• Wi-Fi networks and file servers (e.g., users, space allocations, backups, etc.).• Promotes the proper use/care of technology resources. Responds promptly to end-user requests for help with equipment. Troubleshoots equipment, connections, software, switches, etc. Replaces defective components and installs enhancements.• Provides technical support to help students/staff use computers, software programs, printers and other peripherals effectively. Maintains information sheets, user guides and reference manuals.• Helps resolve problems associated with administrative services, distance learning activities, internet access, IP communication equipment, security systems, etc.• Resolves connectivity and internal technical problems. Avoids disrupting building activities except during emergencies.• Works with supervisors to help staff improve proficiency with technology resources. Assists with in-service programs. Helps teachers to explore adaptations that will enhance classroom activities.• Uses performance-based safety standards to recommend the replacement of equipment.• Picks-up and delivers equipment/supplies as directed.• Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when uncertain about product use, storage or disposal procedures.• Promptly reports work-related injuries to a supervisor.• Directs visitors to the office.• Protects district property. Follows procedures to prevent the loss of supplies/equipment. <p>2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.</p> <ul style="list-style-type: none">• Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.• Contributes to an effective working environment. Performs all aspects of the job.• Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.• Keeps an acceptable attendance record and is punctual.	

- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.

The Adams County Ohio Valley Local School District is an equal opportunity employer. This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties to be performed by current or future employees. Job descriptions and assigned duties may be modified as needed to address changing needs of the school district. Employees are required to carefully follow the directives of assigned supervisors and appointing authorities. Employee job performance is evaluated according to board policy, administrative procedures and current contractual agreements.

Adoption Date: May 21, 2018

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

Title: Teacher – Early Childhood (Itinerant)

Reports to: Special Education Director

Job Objective: The Early Childhood Special Education Itinerant teacher works collaboratively with evaluation teams, teachers, parents, and other early childhood professionals to provide support to general and special education staff in developing and adhering to the Individuals with Disabilities Education Act (IDEA) to ensure services to children with disabilities are developed and implemented appropriately. The Itinerant teacher follows Ohio standards and special education policies to develop Individualized Education Plans (IEPs), identifying and creating least restrict environment accommodations/modifications, classroom organization, and environment/behavioral management. The Itinerant teacher will provide weekly educational experiences to preschool children based on the IEP goals and objectives in the home based preschool.

The Itinerant Teachers will be held accountable for the following responsibilities:

- Provide direct instruction and consultative services as written in student IEP's.
- Collaborate with general education teachers, related services staff, and other school staff to provide strategies for student success in the LRE. Identify and implement adaptations and modifications to the classroom curriculum, physical setting, and instructional strategies.
- Coordinate and facilitate educational and behavioral strategies between home and school environments.
- Collect and maintain data to document progress towards mastery of IEP goals and benchmarks.
- Establish a positive working relationship with students, school staff, and parents.
- Attend and participate in IEP and annual IEP meetings.
- Conduct classroom observations and provide support as assigned or requested.
- Update caseload and schedule and submit to manager on a weekly basis.

Minimum - Bachelor's Degree

Qualifications - Ohio Department of Education license as an Early Childhood Intervention Specialist or Ohio Department of Education license/certificate in Education of the Handicapped with Early Education of the Handicapped endorsement.

- Holds and maintains required state department of education credentials. Valid Ohio teaching certificate.
- Effective communication, problem-solving and time management skills.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Possession of a valid Ohio driver's license and be able to provide own transportation in conduct of work assignments (mileage reimbursement).

Essential Functions - Comply with the Operating Standards for Ohio's Schools Serving Children with Disabilities regarding assessment, placement, instruction, and evaluation of students with disabilities.

- Comply with all state and federal health and safety standards.
- Establish an effective, preschool classroom instructional program aligned with the Ohio Department of Education Early Learning Content Standards and the Board adopted preschool curriculum.
- Prepare daily curriculum plans; plan strategies and activities to meet identified needs of students; implement individual education plans (IEP) for preschool students
 - Assess students and evaluate student's progress using designated assessment tools.
 - Utilize assessments and observations of children to support the development of daily programming.
 - Interpret assessment information to parents or guardians.
- Demonstrate the ability to maintain an effective classroom management system, provide for special behavioral needs of individual students, and document/report all significant behavior.
 - Provide direction and guidance to instructional assistants through the

discussion of established procedures, development of a daily schedule, and coordinated implementation of program goals and objectives.

- Utilize the resources of the school district, county and region to constantly improve the quality of instruction.
- Prepare classrooms for class activities and provide a variety of materials and resources to promote student learning
- Maintain a safe classroom environment; report any safety concerns to program supervisor
- Refer parents to local support agencies.
- Monitor students, as assigned, in non-academic situations (e.g. unloading busses and/or loading departing busses).
- Develop, with health coordinator and program supervisor, appropriate emergency procedure plans for individual students.
- Dispense medications, as needed, after training with health coordinator.
- Develop a collaborative communication system with parents and/or caregivers that promotes teacher/parent partnerships. This may include telephone calls, newsletters, and notes.
- Coordinate and conduct monthly parent involvement activities; collaborate with the preschool parent involvement coordinator
- Consult with diagnostic team regarding the social, sensory, motor, intellectual, adaptive, and language development of students.
- Collaborate with all pupil services staff to develop an appropriate, effective transdisciplinary approach to meet the individual needs of students.
- Participate in programs designed for parents, regular education personnel and community.
- Participate in IEP meetings and transition meetings
- Participate in Intervention Assistance Team meetings on request.
- Act as resource person for classroom teachers in transitioning classrooms regarding strategies, adaptations, and resource materials.
- Maintain accurate and complete student records; prepare and submit all required reports.
- Collect data to evaluate the effectiveness of the preschool program, make recommendations to the program supervisor for program improvements.
- Seek opportunities to improve skills and grow professionally; attend all required meetings and in-services.

**Physical
Demands &
Work
Environment**

While performing duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate computer and other technology devices. The employee must occasionally lift and/or move up to fifty pounds (e.g. notebooks, reports). Specific vision duties of this job include close vision. The employee may occasionally have to lift a small child.

This position may require local travel. This position may also require attendance at meetings outside of regular work hours (e.g. early morning, evening).

Must possess a valid Ohio driver's license and be able to provide own transportation in conduct of work assignment (mileage reimbursed)

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: 4/16/2018

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ALTERNATIVE CLASSROOM / ONLINE SUPERVISOR**

File 115

Reports to: Superintendent

Job Objective: Serves as the program's head administrator

- Minimum Qualifications:**
- Holds and maintains required state department of education credentials. Demonstrates the ability to advance district goals and objectives through program improvements based on evaluated data and research-based best practices.
 - Ability to analyze and present complex information in easy-to-understand formats.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective supervisory, communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCI) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
 - Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

1. Professionally manages Alternative and Online programs

Establishes appropriate levels of employee autonomy and accountability.

- Serves as an adviser to the superintendent and active member of the administrative team.
- Oversees the collection of accurate program data and the timely processing of paperwork.
- Ensures compliance with special education services for students with disabilities.
- Collaborates with juvenile court system regarding progress of students in the alternative school and online program.
- Communicates and collaborates with central office staff as necessary.
- Follows through with professional responsibilities consistent with the alternative school and online academy mission and legal requirements.
- Ensures student compliance with standardized testing requirements.
- Administers state-mandated testing programs and maintains test security.
- Communicates with parents regarding progress of their child.
- Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
- Assumes responsibility for the results of delegated duties.
- Oversees enrollment/withdrawal procedures and the management of student files in the programs.
- Collaboratively resolves problems that impede student learning.
- Advocates for students. Facilitates full access to inclusive educational opportunities.
- Assists staff with pupil management issues. Participates in student planning meetings as needed.
- Supervises and provides support to the classroom teacher, is a substitute for the teacher when necessary.
- Conducts suspensions as necessary.
- Makes arrangements and provides classroom supplies and resources.
- Makes arrangements for implementation of classroom technology.
- Responsible for entering attendance and pertinent information daily into DASL.
- Conducts intake meetings and paperwork with students and parents.
- Collaborates with building principal and teachers to ensure work completion.
- Follows through with all state requirements (state reports, completing surveys, conducting meetings, etc.)
- Communicates with building staff regarding the progress of students.
- Ensure students are compliant with building rules and procedures.
- Communicates and collaborates with SRO's as necessary.
- Collaborates with students, building principals, and guidance counselors to enroll students in on line courses.
- Monitors student progress in on-line course work to ensure course completion and hours requirement are met.
- Communicates with students and parents regarding on-line progress and truancy issues.

- Reports truancy issues to district truancy officer and attends court hearings as necessary.
- Conducts enrollment meetings with students and parents/guardians to ensure all required documentation is signed off on, course expectations are discussed and an overview of the program is provided.
- Reports student progress frequently to building principals and counselors.
- Communication with building secretaries regarding attendance for full-time online students and grades.
- Develops and updates virtual academy handbook and all on-line forms for the programs as necessary.
- Communicates grades and courses to be placed in student schedules to building counselors to be placed in DASL.
- Communicates with EMIS coordinator to add necessary on-line courses and EMIS codes for state reporting.
- Communicates with teachers of record regarding student roster.
- Communicates with on-line company to problem solve any issues related to the program.
- Collaborates with building teachers regarding resources of on-line program.
- Maintains current knowledge of technology and applications that relate to the on-line program.
- Identify, monitor and provide service to students who are struggling to be successful in the on-line program.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Identifies short/long-range program needs and opportunities.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.

- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: July 27, 2018

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ATTENDANCE (TRUANCY) OFFICER & SAFETY OFFICER	File 116
Reports to:	Superintendent	
Job Objective:	Works with district administrators to address student attendance, behavior problems and ineligible non-resident enrollments. Helps to maintain an orderly school environment.	
Minimum Qualifications:	<ul style="list-style-type: none">· Have extensive work with law enforcement agencies. Able to work with police and safety personnel as well as school district staff. Have a certificate of having satisfactorily completed an approved basic peace officer training program or a minimum of 20 years active duty as a peace officer as that term is defined in R.C. 109.71 Hold and maintain a valid driver's license with no serious violations. Have excellent integrity and demonstrate good moral character and initiative. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.	
Nature and Scope of Job:	The Director of School Safety coordinates building safety, and law enforcement throughout the school district. The Director works in collaboration with the Superintendent and building principals to establish appropriate regulations, procedures, and plans to ensure safe and secure school facilities. The Director works in conjunction with the Director of Human Resources and Board of Education to conduct internal investigations and refer incidents to Federal and State Law enforcement agencies.	
Essential Functions:	<ol style="list-style-type: none">1. Manages the development, delivery and advancement of student services that improve attendance, advance academic progress and support a safe school environment.<ul style="list-style-type: none">· Prioritizes tasks. Completes assignments within required time-frames.· Responds promptly to requests for assistance with student truancy/behavioral concerns.· Contacts parents/guardians when the school has not been notified about absent/tardy students.· Helps families/students understand the consequences of continued truancy and/or misconduct.· Evaluates student circumstances and recommends discipline for attendance-related concerns.· Processes legal complaints with the prosecutor's office when truancy persists. Corroborates evidence to prevent procedural errors. Represents the district at hearings. Provides testimony. Prepares written recommendations and/or resolutions for each truancy action undertaken.· Verifies legal residences. Identifies non-resident students enrolled in district programs. Facilitates removal of ineligible students according to district policy and available legal remedies.· Reviews custody orders. Documents employment. Helps resolve jurisdiction issues. Assists the treasurer with billing and collection of tuition based on custody assignment.· Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.<ul style="list-style-type: none">· Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.· Contributes to an effective working environment. Performs all aspects of the job.· Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.· Keeps an acceptable attendance record and is punctual.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy. Maintains the confidentiality of privileged information.· Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.3. Maintains open/effective communications. Serves as a reliable information resource.<ul style="list-style-type: none">· Provides prompt notification of personal delays or absences.· Refers policy interpretation questions to an appropriate administrator.· Seeks clarification when directives are unclear.· Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.	

- Responds to security threats at school buildings and at school events which the employee is required to attend.
- Provide recommendations for security enhancements and immediately brings to the attention of the Superintendent any security risks of which employee becomes aware.
- Maintains conceal carry permit or other applicable certificate and immediately notifies the Superintendent of any change in the status of the employees permit or certificate.

5. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

1. Establish clear lines of accountability and command within the school safety forces.

2. Develop school safety plans that would help direct emergency responses.

3. Establish and maintain a district Safety program, including:

- Building safety systems;
- Building surveillance systems;
- Student and personnel identification procedures;
- Visitor registration and identification procedures;
- Emergency plans for evacuations, lock downs, and other crisis;
- Safety staff orientation and training programs;
- Effective and efficient deployment of safety personnel; and
- Coordination of services with local, State and Federal Law enforcement and emergency agencies.

4. In collaboration with the Director of Human Resources, recruit, employ and train safety personnel as required.

5. Direct the deployment of safety and law enforcement personnel to manage routing operations and emergency situations.

6. Supervise district and contracted law enforcement and safety personnel.

7. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Employment
Terms:**

1. Work year of twelve months.

2. Salary, benefits, leave time and conditions as negotiated.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, especially when ***duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Adams County Ohio Valley Local School District is an equal opportunity employer. This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties to be performed by current or future employees. Job descriptions and assigned duties may be modified as needed to address changing needs of the school district. Employees are required to carefully follow the directives of assigned supervisors and appointing authorities. Employee job performance is evaluated according to board policy, administrative procedures and current contractual agreements.

Adoption Date: 7/3/2018

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SPECIAL SERVICE INTERN**

File 117

Reports to: Director of Special Education; Supervising School Psychologist

Job Objective: Under direction of the Director of Special Education and Supervising School Psychologist, is responsible for confidential information and records. Serves as information liaison between supervisor, school psychologist(s), district staff, and the general public.

Minimum Qualifications: · An Associate Degree (minimum), currently enrolled in a Bachelor Degree education or psychology program from an accredited university/college with intent to pursue credentials at the graduate level as a School Psychologist and one to three years related experience and/or training. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Directly responsible for preparing, processing, and maintaining confidential psychological files
 - Performs a majority of clerical duties
 - Prepares written communication such as reports, bulletins, agendas, memoranda,
 - Receives, date stamps, and routes mail; maintains files and records; compiles and prepares reports
 - Maintains appointment calendar for Special Education Department, especially those related to time lines regarding referral, testing and Individual Education Program meetings as well as confidential files
 - Arrange group meetings, coordinate schedules with outside agencies and district personnel; assists with district Special Education arrangements
 - Converses with and furnishes information to outside agencies, principals, and other personnel throughout the district at all levels and with the public in general
 - Behavioral observations of students using structured behavior measures or frequency counts of directly observable behaviors (under direct supervision of school psychologist)
 - Collection of background data through structured interviews of school personnel or structured reviews of school records
 - Recording data provided by the supervising school psychologist on appropriate forms
 - Maintaining files, under the direction of the supervising school psychologist
 - Specific follow-up tasks assigned by the supervising school psychologist
 - The special services intern shall not be assigned any duties for which she/he has not received adequate, pre-service and continuous in-service training as determined by the supervising school psychologist
 - The LEA shall determine objective evaluation criteria for the performance of the special services intern. These criteria shall form the basis for an evaluation of the performance of the special services intern as least annually.
 - Complies with supervision requirements based upon ORC 4732-13.
2. Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures. English usage, spelling, grammar and punctuation. Ability to operate common office machines including data processing equipment such as computer terminals, printers and word processors. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Compose routine correspondence independently and process documents using word processing equipment and software. Meet the public tactfully and courteously and answer questions correctly. Compile and maintain accurate records and files. Understand and carry out oral and written directions. Establish and maintain cooperative relationships with those contacted in the course of work.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, especially when ***duties involve any the following situations:***

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days, except calamity days
- Frequent interaction with unruly children
- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: 7/23/2018

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SCHOOL PSYCHOLOGIST ASSISTANT	File 118
Reports to:	Director of Special Education; Supervising School Psychologist	
Job Objective:	Provides psycho-educational assessments, intervention planning and consultation services consistent with the district mission and legal requirements.	
Minimum Qualifications:	<ul style="list-style-type: none">· Holds and maintains required state department of education credentials.· Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.· Master of Education or Psychology from an accredited university/college.· Graduate courses in assessment of children.· Effective communication, problem-solving and time management skills.· Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.· Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.· Maintains a record free of criminal violations that would prohibit public school employment.· Meets 1 Step TB skin screening test requirements following a conditional offer of employment.· Nonviolent Crisis Intervention (CPI) training may be required for some assignments.	
Essential Functions:	<p>1. Provides student assessments to identify developmental, learning, behavioral and/or mental health problems. Develops interventions to prevent/remediate identified concerns.</p> <ul style="list-style-type: none">· Assists with program planning. Identifies opportunities to enhance student learning.· Contributes to the development of dropout prevention, re-entry and school completion programs.· Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.· Coordinates the Multi-Factored Evaluation (MFE) process and parent/student conferences.· Administers/interprets academic tests. Recommends student services relevant to needs.· Allots time for individual/group and classroom counseling. Helps students improve personal skills (e.g., accountability, interpersonal communication, responsible behavior, self-confidence, etc.).· Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request a consultation and/or student evaluation.· Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.· Conducts and/or participates in manifestation determination and functional behavior assessments.· Helps staff with Individualized Education Plans (IEP).· Completes Evaluation Team Reports (ETR) by required deadlines.· Works with staff to monitor intervention efficacy. Recommends modifications as needed.· Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.· Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills. <p>The school psychologist assistant shall not be assigned any duties for which she/he has not received adequate, pre-service and continuous in-service training as determined by the supervising school psychologist</p> <p>2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.</p> <ul style="list-style-type: none">· Acts in accordance with the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.· Complies with drug-free/tobacco workplace rules, board policies and administrative guidelines/procedures.· Contributes to an effective working environment. Performs all aspects of the job.· Encourages community involvement in school-sponsored activities.· Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.	

- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Complies with supervision requires based upon ORC 4732-13.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, especially when ***duties involve any the following situations:***

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days, except calamity days
- Frequent interaction with unruly children
- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: 8/13/2018

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **PSYCHOLOGY SUPPORT FACILITATOR**

File: 119

Reports to: Director of Special Education; Supervising School Psychologist

Job Objective: Provides psycho-education facilitation, intervention planning and consultation services consistent with the district mission and legal requirements.

Minimum Qualifications:

- Holds and maintains required state department of education credentials.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Bachelor or Master of Education or Psychology from an accredited university/college.
- College courses in assessment of children preferred.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within the time frames prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 1 Step TB skin screening test requirements following a conditional offer of employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions: **1. Provides student assessments to identify developmental, learning, behavioral and/or mental health problems. Develops interventions to prevent/remediate identified concerns.**

- Assists with program planning. Identifies opportunities to enhance student learning.
- Conducts structured behavior observations.
- Facilitates correspondence among team members for dispersal and acquisition of data for multi-factored evaluations.
- Delineates and assigns norm referenced rating scales to team member via Q-Global scoring system.
- Enters ratings from norm referenced rating scales.
- Contributes to the development of dropout prevention, re-entry and school completion programs.
- Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
- Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request a consultation and/or student evaluation.
- Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
- Facilitates development of Behavior Intervention Plans (BIPs).
- Helps staff with Individualized Education Plans (IEP).
- Works with staff to monitor intervention efficacy. Recommends modifications as needed.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- The school psychologist assistant shall not be assigned any duties for which she/he has not received adequate, pre-service and continuous in-service training as determined by the supervising school psychologist
- Perform other duties as assigned by the Director of Special Education; Supervising School Psychologist

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free/tobacco workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.

- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Complies with supervision requires based upon ORC 4732-13.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, especially when ***duties involve any the following situations:***

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days, except calamity days
- Frequent interaction with unruly children
- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: 2/24/2020

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ASSISTANT SAFETY OFFICER	File 120
Reports to:	ATTENDANCE (TRUANCY) OFFICER & SAFETY OFFICER	
Job Objective:	Works with ATTENDANCE (TRUANCY) OFFICER & SAFETY OFFICER to address those objectives listed in "File 116, Duties of District Safety and Attendance". Helps to maintain an orderly school environment.	
Minimum Qualifications:	Have extensive work with law enforcement agencies. Able to work with police and safety personnel as well as school district staff. Have a certificate of having satisfactorily completed an approved basic peace officer training program or a minimum of 20 years active duty as a peace officer as that term is defined in R.C. 109.71 Hold and maintain a valid driver's license with no serious violations. Have excellent integrity and demonstrate good moral character and initiative. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.	
Nature and Scope of Job:	The ASSISTANT SAFETY OFFICER coordinates building safety, and law enforcement throughout the school district. Works in collaboration with the ATTENDANCE (TRUANCY) OFFICER & SAFETY OFFICER to establish appropriate regulations, procedures, and plans to ensure safe and secure school facilities	
Essential Functions:	<p>1. Arrives prepared to start working on time. Follows established sign in/out procedures. Complies with program and/or building work hours/schedules.</p> <ul style="list-style-type: none">• Consults with staff to identify factors that impact the school environment (e.g., anti-social behavior, crime, fear of retribution, harassment, physical aggression, racism, sexism, threats, etc.).• Takes an active role in policing activities. Patrols public areas. Maintains a conspicuous presence. Actively interacts with staff/students/visitors. Responds immediately to address safety concerns.• Checks daily schedule to ensure suitable security coverage for school and community activities.• Communicates rules as needed (i.e., expectations and consequences).• Responds promptly to requests for assistance. Documents security incidents and/or injuries.• Monitors students during bus loading and unloading procedures.• Enforces school rules (e.g., prohibited use of cell phones, laptops, drink/food consumption, etc.).• Directs visitors to the office. Assists with crowd control during public events.• Verifies individuals have permission to be in the building during class periods/public events.• Prohibits loitering. Ensures identification badges and student hall passes are displayed properly.• Identifies risk factors (e.g., individual/group behaviors, situational factors, etc.) that indicate potential security threats. Initiates action to address safety concerns. Immediately notifies an administrator regarding the suspected presence of drugs and/or weapons.• Exercises extreme caution when confrontation and/or physical restraint is required.• Follows district protocols to request assistance from community law enforcement/safety personnel.• Assists with community service projects, safety/crime prevention presentations, special classes, and student clubs as directed. Shares information about the criminal justice system. Assists with conflict-resolution skill-building activities.• Monitors parking lots. Upholds school policies governing driving privileges.• Directs private vehicles to designated student drop-off/pickup zones.• Documents/reports vehicles that fail to comply with traffic regulations.• Checks building security systems to ensure equipment is operating properly.• Monitors public areas to ensure clear routes are maintained for emergency egress. Secures doors/windows. Activates alarms systems. Assists with building evacuations during emergencies.• Keeps the main office informed about building concerns (e.g., equipment damage, leaks, structural defects, unusual noises/odors, etc.). <p>2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.</p> <ul style="list-style-type: none">• Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.• Contributes to an effective working environment. Performs all aspects of the job.• Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.	

- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Responds to security threats at school buildings and at school events which the employee is required to attend.
- Provide recommendations for security enhancements and immediately brings to the attention of the Superintendent any security risks of which employee becomes aware.
- Maintains conceal carry permit or other applicable certificate and immediately notifies the Superintendent of any change in the status of the employees permit or certificate.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

1. Establish clear lines of accountability and command within the school safety forces.

2. Develop school safety plans that would help direct emergency responses.

3. Establish and maintain a district Safety program, including:

- Building safety systems;
- Building surveillance systems;
- Student and personnel identification procedures;
- Visitor registration and identification procedures;
- Emergency plans for evacuations, lock downs, and other crisis;
- Safety staff orientation and training programs;
- Effective and efficient deployment of safety personnel; and
- Coordination of services with local, State and Federal Law enforcement and emergency agencies.

4. Direct the deployment of safety and law enforcement personnel to manage routing operations and emergency situations.

5. Performs other specific job-related duties as directed.

**Employment
Terms:**

- 1. Works during the school year.**
- 2. Salary, benefits, leave time and conditions as negotiated.**

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, especially when ***duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.

- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date: 2/24/2020

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position:

Reports to: Superintendent

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description:

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Answers telephone - places and receives calls and routes messages appropriately
- Welcomes and directs visitors
- Receipts and distributes mail
- Process and distribute teaching certificates and maintain file of certification updates/qualifications
- High ethical standards/integrity. Accepts responsibility for personal decisions/conduct
- Follows instructions, recognizes and corrects errors independently
- Maintains a record free of criminal violations that would prohibit public school employment.
- Speaks clearly using correct grammar.
- Performs fingerprinting services as needed
- Maintains an effective records management system. Files and retrieves information.
- Prioritizes tasks. Completes assignments within required time-frames
- Prepares letters, reports, requisitions, and other documents; proofs to ensure accuracy
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff and visitors
- Prints and maintains an inventory of forms
- Prints forms, brochures and booklets as directed
- Performs routine office duties
- Promote good public relations

Other Duties and Responsibilities:

- Maintain respect at all times for confidential information
- Interact in a positive manner with staff and visitors
- Attend meetings and in-services as required
- Perform other duties as assigned by the Superintendent
- Promote good public relations
- Works cooperatively with others in small groups
- Perform other duties as assigned by the Superintendent, Director of Personnel and Child Nutrition Supervisor
- Provide an accurate accounting for all monies received
- Distribute and collect staff leave forms, if applicable
- Process weekly time sheets, if applicable
- Maintain accurate inventory of each school, e.g., food, non-food items and equipment
- Transmit government reports and commodity information
- Order food and supplies from various suppliers weekly

Qualifications:

- High school diploma or general education degree (GED)
- One to two years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII

- 1-Step TB Test
- Pass pre-employment aptitude test.

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and efficiently, both orally and in writing
- Effective active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills
- Ability to handle a multitude of tasks simultaneously and in a timely manner
- General bookkeeping skills
- Ability to generate correspondence independently
- Ability to take dictation

Equipment Operated:

- Computer/printer
- Calculator/adding machine
- Telephone/cellular phone
- WebCheck fingerprinting system
- Fax machine
- Postage meter
- Copier/scanner
- Electric shredder
- Binding machine
- Laminator
- Electric hole punch
- Electric stapler
- Motor vehicle

Additional Working Conditions:

- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional requirement to work overtime, evenings, and/or weekends
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Occasional requirement to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds
- Occasional requirement to travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all school days.
- Exposure to blood, bodily fluids and tissue
- Requirement to travel
- Interaction with unruly children

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: July 12, 2016

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Title IX Coordinator

File: 121

Reports to: Superintendent

FLSA Status: Non-Exempt

NOTE: The below lists are not ranked in order of importance

Essential Functions: Understand Title IX to ensure that procedural requirements of the legislation are being met. This means developing a working knowledge of Title IX, having a copy of the law available and understanding its requirements. To meet this responsibility, coordinators need to keep informed of current research and legal and judicial decisions related to Title IX.

- Ensure the school district is complying with Title IX. This involves reviewing school district policies to ensure that it is not discriminating based on sex and that information about the school district's practices, including counseling, are non-discriminatory.
- Coordinate the grievance procedure for Title IX complaints which includes assisting students and parents in filing and investigating the concerns or issues.
- Work to decrease sex discrimination in the school district. This is done by providing technical assistance to other district personnel through program development and in-service training to eliminate sex discrimination and to promote gender equity. Also, these efforts include finding and implementing programs to prevent sexual harassment and discrimination. It is necessary to conduct student surveys to determine athletic interest of all students and ensure that budget and participation are proportionate for both sexes.

The Title IX coordinator must have the authority necessary to fulfill this coordination responsibility. Ultimately, the coordinator must have the full support of his or her school district to be able to effectively coordinate the district's compliance with Title IX. Furthermore, supporting the Title IX coordinator in the establishment and maintenance of a strong and visible role in the community helps to ensure that members of the school community know and trust that they can reach out to the Title IX coordinator for assistance.

- Understand your role and responsibilities – The OCR expects a school district's Title IX coordinator to have full knowledge of the law and be able to discuss all of the school's Title IX compliance efforts. Schools need to understand that when the Title IX coordinator is working closely with school district personnel, it is the personnel who may not know or fully appreciate the expectations of the federal government; however, the Title IX coordinator must know the law.
- Understand your responsibilities and then carry them out – Title IX coordinators must know how to conduct a civil rights investigation that will meet the community's and OCR's expectations. There are many considerations when conducting an investigation, and if the Title IX coordinator does not have an understanding of what is expected, he or she must acquire the knowledge.
- Balance the responsibilities – The duties of the Title IX coordinator can be challenging when the coordinator's views about Title IX compliance may be opposite of other school district personnel or even school board members. The best plan is a balanced approach to show that the coordinator is both a valuable partner who works closely with all stakeholders, but that he or she also understands that compliance is ultimately his or her responsibility.
- Seek opportunities for training – Title IX covers sex discrimination in a variety of forms. The responsibilities of the Title IX coordinator can seem overwhelming, but when those responsibilities are carried out properly, they help create and maintain a welcoming, supportive, equitable and safe environment for all students and school district personnel.

Qualifications:

- High school diploma or general education degree (GED)
- One to two years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 1-Step TB Test
- Pass pre-employment aptitude test.

Working Conditions: Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, *if duties involve any the following situations:*

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: 9/21/2020

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

File: 122

Position: Assistant Transportation Director

Reports to: Transportation Supervisor

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Work with transportation supervisor to make the office run as smoothly and effectively as possible. Interact with both parents and employees in a positive and pleasant nature. Utilize phone, radio dispatch, and payroll skills

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Maintain radio contact with drivers
- Attend meetings and in-services as required
- Handle routine correspondence independently
- Input information into and retrieve information from computer
- Interact in a positive manner with staff, students and parents
- Maintain respect at all times for confidential information
- Make contacts with the public with tact and diplomacy
- Operate and maintain all office equipment including copier, fax machine and computer
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Prepare correspondence and other typing duties as may be directed by the Transportation Supervisor
- Process weekly time sheets and payroll computation
- Prepare reports as assigned
- Perform logistics management of all field trips-sent to district list
- Substitute for the supervisor when they attend workshops or are on personal or sick leave
- Scheduling buses, routing buses/students regular runs and field trips as necessary
- Arrange for substitute drivers to cover runs
- Inform new applicants of requirement for driving bus and schedule classes/tests
- Be prepared to handle emergencies and notify proper department
- Promote good public relations

Other Duties and Responsibilities:

- Distribute and collect staff forms
- Receive and check incoming office supplies, materials, and equipment
- Maintain desk, storage and work room areas in a neat and orderly manner
- Utilize emergency procedure knowledge, i.e., Ohio Transportation Policies and Procedures
- Perform other duties as assigned by the Transportation Supervisor

Qualifications:

- High school diploma or general education degree (GED)
- One year minimum related experience
- Routing Exceptions Management
- Routing Roll Out System Management
- Advanced AVL Mapping Management
- Traversa – Tyler Drive System Management
- Traversa Student Data Base Management
- Ride 360⁰ System Set up & Management
- Traversa Fleet Maintenance

- Crisis Planning (Transportation)
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- FBI/BCII
- 2-Step TB Test
- Pass pre-employment aptitude test.

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copy machine, fax machine
- Ability to utilize appropriate computer software
- Ability to work effectively with others
- Effective active listening skills
- Excellent computer skills
- Organizational and problem solving skills
- Bookkeeping skills
- Typing ability
- Radio dispatching skills
- Knowledge of immediate area and surrounding areas
- Knowledge of routing students and buses using Traversa & Tyler Drive Systems
- Critical thinking skills

Equipment Operated:

- Computer
- Fax machine
- Various office machines
- FCC-radio dispatch
- Telephone/cellular phone
- Traversa Tablet Software & Data Base System

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional requirement to lift and carry office supplies and materials up to a maximum of 50 pounds
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled days, except calamity days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, and stoop
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Occasional requirement to travel
- Occasional overtime work will be requested and expected of the employee
- Occasional requirement to push and pull items up to a maximum of 20 pounds
- Occasional requirement to kneel and crouch
- Occasional requirement to lift, carry, push and pull up to a maximum of 25 pounds

Adoption date: July 19, 2021

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

**ADAMS COUNTY OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

File: 123

Title: Assistant Director of Exceptional Education

Reports to: Director of Exceptional Education Department

Job Objective: Directs the provision of special education/intervention services.

Minimum Qualifications

- Holds and maintains required state department of education credentials. Demonstrates the ability:
- to advance district goals and objectives through program improvements based on evaluated data and research-based best practices.
- Ability to analyze and present complex information in easy-to-understand formats.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective supervisory, communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets 2 Step TB skin screening test requirements following a conditional offer of employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

1. Professionally manages special education programs. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.

- Directs the development, delivery, and advancement of educational programs consistent with the district mission and legal requirements. Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.
- Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time frames.
- Serves as an adviser to the superintendent, Director of the Exceptional Education Department, and active member of the administrative team.
- Facilitates program compliance with all pertinent local, state, and federal laws.
- Oversees the collection of accurate program data and the timely processing of paperwork.
- Recruits highly-qualified program staff. Oversees program orientation programs.
- Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
- Directs educational services for students identified as having a learning need or disability (e.g., autism, behavioral/emotional disturbance, health, hearing, intellectual, orthopedic, specific learning disability, speech/language, traumatic brain injury, vision impairments, etc.).
- Helps coordinate home instruction, specialized transportation, and transition planning services.
- Facilitates collaborative planning of department and special project committee meetings.
- Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
- Identifies/secures consultants and other resources necessary to attain program objectives.
- Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
- Works with the Director of the Exceptional Education Department, superintendent, and treasurer to align budget proposals with district goals.
- Collaboratively develops curriculum, selects instructional materials, and identifies teaching methods best suited to address state standards and district curriculum goals. Guides staff in the use of formal/informal assessment strategies to gauge student progress toward achievement benchmarks.
- Monitors literature on teaching effectiveness. Disseminates/models best practices information.

- Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
- Coordinates Individual Education Plans (IEPs) development/review processes.
- Implements non-biased assessment protocols to ensure objective documentation of student data.
- Coordinates student placements in alternative and out-of-district programs.
- Monitors Medicaid activities to ensure compliance and timely completion of all required reports.
- Administers state-mandated testing programs to identify students with disabilities.
- Collaboratively resolves problems that impede student learning. Helps staff identify teaching techniques, interventions and aligned resources best suited for each student.
- Advocates for students. Facilitates full access to inclusive educational opportunities.
- Assists staff with pupil management issues. Participates in student planning meetings as needed.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.
- Other duties as assigned by the Director of the Exceptional Education Department and superintendent.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the Licensure Code of Professional Conduct for Ohio Educators.
- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
-

- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date:

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Superintendent or Designee Signature

Date

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Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

File: 124

Title: Principal- School Oliver School

Reports to: Director of Exceptional Education

Job Objective:

- The essential purpose of the Principal of the School Oliver School position is to manage student behavior and attendance; promote a safe, positive learning environment; and facilitate student recognition.

Minimum Qualifications:

- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within the timeframes prescribed by law.
- A Masters degree required which includes a valid Ohio License in supervision or school administration.
- Knowledge of Special Education policies and regulations.
- OTES credentialed.

Essential Functions:

- 1. Professionally managed Oliver School programs. Actively coordinates School staff.**
 - Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.
 - Efficiently manages concurrent responsibilities.
 - Prioritizes assigned tasks.
 - Develops effective solutions for work-related problems.
 - Completes tasks within required time-frames.
 - Assumes responsibility for the results of delegated duties.
 - Directs development of program information and student handbooks.
 - Coordinate the board-approved budget as assigned.
 - Plans for equipment replacement using district performance goals and applicable safety standards.
 - Guides staff in the use of formal/informal assessment strategies to gauge student progress toward achievement benchmarks.
 - Disseminates/models best practices information.
 - Oversees student testing programs. Maintains test security.
 - Establishes standardized procedures to ensure the accurate recording and timely preservation of test data. Analyzes test results.
 - Uses longitudinal analysis of test results to identify emerging student needs, relationships between interventions, achievements and time forecasts for students to master expected skills.
 - Identifies opportunities/methods for staff to share timely tangible assessment data with parents.
 - Advocates for students.
 - Facilitates full access to inclusive educational opportunities.
 - Participates in student planning meetings as needed.
 - Evaluates operational performance. Identifies short/long-range program needs and opportunities.
 - Evaluates teaching and paraprofessional staff.
 - Help provide supervision at extra-curricular

Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the Licensure Code of Professional Conduct for Ohio Educators. Cultivates community relationships that promote strong public support for the district.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.

- Provides leadership for the advancement of best practices and academic standards.
 - Respect privacy. Maintains the confidentiality of privileged information.
 - Sustains an effective working environment. Performs all aspects of the job.
- 3. Pursues opportunities to enhance personal performance.**
- Keeps current with professional standards associated with work duties.
 - Updates skills as needed to use task-appropriate technology effectively.
 - Counsel students and parents regarding school and district policies related to discipline and attendance.
 - Supervise students during unstructured times of the school day. (before/after school, passing time, lunches, bus duty)
 - Apply appropriate consequences for behavior and attendance issues including detention and in school suspension. Work with an administrator regarding out of school suspension, or expulsion.
 - Oversee in-school suspension
 - Coordinate staff assigned to attendance duty.
- 4. Performs other specific job-related duties as directed.**
- Implements workplace initiatives that advance organizational goals.
 - Work with Law Enforcement when necessary
 - Serve as a resource to staff about classroom management issues.
 - Assist staff and parents in developing student behavioral expectations.
 - Assist in planning, developing, and implementing student behavioral plans.
 - Assist in developing programs to promote positive student recognition as well as intervention strategies.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, **if duties involve any the following situations:**

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

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Adoption Date:

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Superintendent or Designee Signature

Date

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Employee Signature

Date

ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ATHLETIC SITE MANAGER (Fall, Winter, Spring)**

File 125

Reports to: Principal/Athletic Director

Job Objective: Supervise/coordinate all student athletes, athletic contest attendants, volunteers, parents, and other guest that attend school events.

Minimum Qualifications:

- Previous coaching/athletic experience preferred.
- High moral character, proper role model for the students and the community, integrity, and effectively communicates well with student athletes, parents, community members, coaches, school officials, and other personnel.
- Ability to organize, supervise, and give direction at athletic contests,
- Proper working knowledge of rules and regulations established by the league, the school, Ohio High School Athletic Association, and the Board of Education.
- Available to work a non-traditional schedule and irregular hours when required.
- Comprehensive understanding of current interscholastic athletic program regulations.
- Effective communication, problem-solving.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.

Physical Demands: Duties require lifting/moving heavy athletic equipment.

Essential Functions:

- To assist in all matters pertaining to the successful management at athletic contests as directed by the Athletic Director or principal.
- To be visible and solve concerns/ problems during events.
- To establish proper supervision and crowd control during contests.
- To ensure the highest regards of sportsmanship occur on and off the field of play.
- To make sure all athletic areas are properly staffed and secure.
- To help collect receipts and properly report the findings to the Athletic Director.
- To have a good knowledge of events management that are held in athletic stadiums and/or on school grounds.

Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Supervise assigned games/events. Addresses administrative issues that arise in the absence of the Athletic Director.
- Promotes a professional image of the school and the athletic department,
- Provides accurate and timely information during athletic contests.
- Immediately reports unsafe or suspected problems to the Principal and/or Athletic Director.
- Actively patrols the athletics area(s), restroom, locker room(s), and other areas to ensure the health, safety, and well-being of all participants.
- Opens and closes the facility prior to the athletic contest and maintains security of the athletic grounds.
- Instructs support staff: custodians, security, gate personnel, and other volunteers.
- Supervises game officials and offers assistance as needed.

- Greet visiting teams, coaches, and officials and escort them to the locker rooms or field site. After the teams and officials begin the contest secures the locker room area. At intermission, re-opens the locker rooms for all contents.
- Collect and secure all gate receipts. Count receipts and report findings to the Athletic Director.
- Assist visiting teams and officials.
- Responds to emergencies and properly documents all incidents and injuries.
- Secures the locker rooms areas for teams and officials.
- Is responsible for enforcing the Code of Conduct governing students in his/her direct charge and for assuming authority, as warranted.
- Establishes good relationships with students, parents and staff members in order to build partnerships.
- Take all reasonable measures to assure student health and safety, being alert to unusual mental or physical condition of students and refers these to the appropriate personnel (principal, athletic director, trainer, and/or parents.)
- Assists in upholding and enforcing school rules, administrative regulations and Board Policy.
- Demonstrates professionalism, exhibits a professional attitude, and models appropriate behavior.
- Upholds district policies and procedures.
- Maintain professional confidentiality.
- Perform other duties as assigned by the Athletic Director or Building Principal/Assistant Principal.

Working Conditions: Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

Evaluation: Performance of this position will be evaluated in accordance with provisions of the Board's policy.

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Adoption Date:

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY BOARD OF EDUCATION
JOB DESCRIPTION**

File: 126

Position: Benefit Coordinator/Budgetary

Reports to: Treasurer

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Coordinates medical benefits, workers compensation, unemployment, and processes receipts. Works with the Treasurer to meet all office requirements and deadlines

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Help Treasurer render a monthly statement to the Board
- Help Treasurer make papers and documents entrusted to the Treasurer for filing available to members of the Board, administration and the public
- Coordinate Medical Benefits – Employee Navigator
- Sedgewick/BWC/Public School Works
- Sedgewick Unemployment
- Process Receipts
- Student Activities
- Assist in grant application, program implementation, evaluation, and reporting process
- Work overtime as needed
- Attend required meetings and in-services
- Verify employment of current and former employees

Other Duties and Responsibilities:

- Balances payroll accounts
- Prepares monthly reports for Board
- Reconciles paid checks on payroll side
- Prints all month-end/year-end reports for 1095s
- Maintain proper record storage and retrieval
- Perform other duties as assigned by the Treasurer, Superintendent, and/or Board of Education

Qualifications:

- High school diploma or general education degree (GED)
- Two to three years of related experience
- FBI/BCII
- 2-Step TB Test
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge of general accounting principles and financial statements
- Ability to research, comprehend, and interpret applicable laws
- Knowledge of state software
- Experience in payroll and accounts payable procedures
- Accurate and timely performance of work related tasks

Equipment Operated:

- Computer
- Printer
- Telephone
- Calculator

Additional Working Conditions:

- Evening/weekend/summer work
- Repetitive hand action, e.g., computer keyboard, calculator, adding machine, typewriter

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Adoption Date: December 20, 2022

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

File: 127

Title: Program Director of Behavioral Health

Reports to: Superintendent/Director of Exceptional Education

Job Objective: Directs the provision of Behavioral Health services.

Confidential 260 day Employee

Minimum Qualifications

- Holds and maintains appropriate credentials or educational background in behavioral health services. Minimum of a Bachelor's degree in human services or related field. Demonstrates the ability:
- To advance district goals and objectives through program improvements based on evaluated data and research-based best practices.
- Ability to analyze and present complex information in easy-to-understand formats.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective supervisory, communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. Complies with Ohio Bureau of Criminal Investigation (BCII) and/or Federal Bureau of Investigation (FBI) criminal background check(s) within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets TB skin screening test requirements following a conditional offer of employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential Functions:

1. Professionally manages behavioral health services within the Oliver school setting as the Program Director and applies best practice behavioral health services throughout the district in conjunction with existing programs and services. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.

- Directs the development, delivery, and advancement of behavioral health programs consistent with the district mission and legal requirements. Helps implement a shared vision of social emotional learning that supports continuous measurable improvements in student wellness.
- Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time frames.
- Serves as an adviser to the superintendent, Director of the Exceptional Education Department, and active member of the administrative team.
- Facilitates program compliance with all pertinent local, state, and federal laws.
- Oversees the collection of accurate program data and the timely processing of paperwork.
- Recruits highly-qualified program staff. Oversees program orientation programs.
- Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
- Directs behavioral health services for students identified as having a social emotional need.
- Facilitates collaborative planning of department and special project committee meetings.
- Identifies/secures consultants and other resources necessary to attain program objectives.
- Works with the Director of the Exceptional Education Department, superintendent, and treasurer to align budget proposals with district goals.
- Collaboratively develops curriculum, selects instructional materials, and identifies teaching methods best suited to address behavioral health needs that fit within the national best practice standards.

- Guides staff in the use of formal/informal assessment strategies to gauge student progress toward achievement benchmarks related to social emotional needs.
- Collaborates with staff to identify students struggling with social-emotional issues. Helps investigate student concerns.
- Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
- Oversees staff involved in Individual Education Plans (IEPs) development/review processes related to social emotional needs.
- Acts as a liaison with community mental health providers to monitor Medicaid activities to ensure compliance and best practice standards.
- Serves as an Ohio Prevention Consultant to provide prevention training.
- Works with community mental health providers to provide consultation in day treatment planning and implementation within the Oliver school setting and Ohio Valley School District.
- Provider's supervision and direction of behavioral health staff assigned to the Oliver school setting.
- Ensures compliance of behavioral health standards and oversees day to day operations related to behavioral health care within the Oliver school setting.
- Advocates for students and families.
- Other duties as assigned by the superintendent.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the scope of state requirements for Behavioral Health Care in Ohio.
- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed by superintendent

- Implements workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, *if duties involve any the following situations:*

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Adams County Ohio Valley Local School District is an equal opportunity employer. This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties to be performed by current or future employees. Job descriptions and assigned duties may be modified as needed to address changing needs of the school district. Employees are required to carefully follow the directives of assigned supervisors and appointing authorities. Employee job performance is evaluated according to board policy, administrative procedures and current contractual agreements.

Adoption Date: January 23, 2023

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date

**ADAMS COUNTY OHIO VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

File: 128

Title: Instructional Coach

Reports to: Curriculum Director

Job Objective: Supporting student achievement through instructional coaching of staff.

Minimum Qualifications:

- Holds and maintains required state department of education credentials.
- Demonstrates the ability to advance district goals and objectives through program improvements based on evaluated data and research-based practices.
- Ability to analyze and present complex information in easy-to-understand formats.
- Displays flexibility, reliability, self-discipline, and a willingness to take on challenging tasks.
- Effective communication, problem solving, and time management skills.
- Embodies high ethical standards/integrity.
- Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCI) and/or Federal Bureau of Investigation (FBI) criminal background checks within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets TB skin screening test requirements following a conditional offer of employment.

Essential Functions:

- Provides high-quality professional development around effective literacy and math practices.
- Coaches instructional staff by providing feedback, one-on-one coaching, and modeling best practices.
- Trains and assists with the implementation of instructional materials.
- Acts as a coach to support implementation and fidelity of universal curriculum and assessments.
- Provides training for new teachers on adopted curriculum and assessment.
- Supports Title teachers and classroom teachers with an MTSS model that will improve student achievement at all tiers of instruction.
- Collaborates with the administration and specialists to enhance MTSS.
- Assists teachers in analyzing student data and developing action plans for differentiated instruction.
- Assists the Curriculum Department and building level administration by helping to coordinate each school's training, screening, diagnostic, progress monitoring, and outcome assessment programming.
- Provides feedback to administration on the overall elements and operation of successful instructional programs.
- Regularly uses fidelity checklists to monitor adult implementation of programming.
- Researches and recommends materials for purchase.
- Partnership and regular meetings with the Curriculum Department and building administration to support and strengthen teacher capacity
- Attends TBT, BLT, DLT and curriculum meetings as assigned.
- Supports the work of the District Literacy Team.
- Develops and leads vertical team meetings.
- Supports teachers with effective parent communication and family involvement.
- Communicates instructional planning and results with all stakeholders.
- Builds relationships within and across buildings with all stakeholders.
- Efficient management of responsibilities. Prioritizes assigned tasks. Develops effective solutions for

- work-related problems. Completes tasks on time.
- Produces Federal, State and District reports, as required.
- Participates in regional meetings and professional development as deemed necessary.
- Maintains a schedule approved by the Curriculum Department and log of coaching activities that includes monthly submission of coaching summaries.
- Exemplifies professionalism. Fosters goodwill to enhance the district's public image.
 - Acts in accordance with the Licensure Code of Professional Conduct for Ohio Educators.
 - Cultivates community relationships that promote strong public support for the district.
 - Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Provides leadership for the advancement of best practices and academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information. • Sustains an effective working environment. Performs all aspects of the job.
- Maintains open/effective communications. Serves as a reliable information resource.
 - Provides prompt notification of personal delays or absences.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
 - Works with staff to ensure shared resources are used effectively.
- Pursues opportunities to enhance personal performance.
 - Keeps current with professional standards associated with work duties.
 - Updates skills as needed to use task-appropriate technology effectively.
- Keeps informed about workplace safety procedures. Initiates action to manage risks.
 - Helps update and implement a comprehensive school emergency operations plan.
 - Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
 - Manages student behavior using positive behavioral support techniques.
- Performs other specific job-related duties as directed.
 - Implements workplace initiatives that advance organizational goals

Working Conditions:

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Adoption Date: 5/16/2023

Superintendent or Designee Signature

Date

I have read the job description and understand the requirements of the position as verified by my signature below:

Employee Signature

Date