

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: a cappella Choir - Accompanist

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Provide accompany for all chorus auditions, rehearsals, and performances as mutually determined by the director.
2. Collaborate to provide an efficient schedule for rehearsals.
3. Attend all rehearsals and performances as mutually agreed upon with the director.
4. Produce learning tape masters for all choral pieces.
5. Coach individual singers, ensembles, and section rehearsals.
6. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
7. Help instill in students the belief and practice of ethical principles and democratic values.
8. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
9. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
Excellent oral and written communication skills.
2. Ability to work effectively with students, educators, and parents.
3. Organizational and problem solving skills.
4. A high degree of musical proficiency and musical experience preferred.
5. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: a cappella Choir - Accompanist

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: High School Art Club Advisor

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Recruit students to join the Art Club.
2. Conduct monthly activities that promote drug-free living.
3. Supervise all Art Club activities and events.
4. Sponsor Art Week activities.
5. Support Spirit Week and Prom activities.
6. Complete all reports concerning Art Club activities and fund-raising.
7. Comply with all fund-raising policies and procedures.
8. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
9. Help instill in students the belief in and practice of ethical principles and democratic values.
10. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
11. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: High School Art Club Advisor

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

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Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: February 2008

BUILDING: High School Building

BLDG.NO:

POSITION: Supporting Disciplines Liaison HS
(Art, Music, Phys Ed Dept)

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Model and provide leadership, coordination, and innovation in the curricular area.
2. Conduct regular department meetings focused on teaching and learning.
3. Provide assistance in the implementation of the course of studies.
4. Serve on curriculum articulation and review committees.
5. Provide leadership in curricular issues and advocating for instructional best practices.
6. Assist department colleagues with instructional issues.
7. Review textbook and educational materials/supply orders.
8. Inventory textbooks and other department level materials.
9. Order new and replacement materials when necessary.
10. Assist in the interview process when hiring new department members.
11. Assist in the orientation of teachers new to the building and daily substitute teachers in the department.
12. Serve as a liaison between the principal and department members.
13. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
14. Conducts other duties related to position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Expertise and experience in a selected academic (department) content area or grade level.
1. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Supporting Disciplines Liaison
(Art, Music, Phys Ed. Dept) HS

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Superintendent or Designee

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Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Assistant Band Director

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Co-director of the marching band
2. Co-director of the jazz and pep bands
3. Assistant band director with symphonic band during concert season.
4. Conducting and writing halftime routines
5. Conduct the concert band during concert season.
6. Assists marching band during all band rehearsals and performances.
7. Perform duties as assigned by Marching Band Director.
8. Attends all marching band performances.
9. Assumes leadership responsibility for the band when director is absent.
10. Complete all reports concerning activities and fund-raising.
11. Comply with all fund-raising policies and procedures.
12. Other duties related to drama as assigned by the principal and/or designee.
13. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
14. Help instill in students the belief and practice of ethical principles and democratic values.
15. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
16. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Assistant Band Director

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Superintendent or Designee

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Assistant Speech Director

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Assist speech director with the organization and structure of speech and debate activities, competitions, and especially speech.
2. Coordinate with the director instructional activities and practice sessions for the speech team.
3. Assist in securing judges for competitions.
4. Provide students with positive experiences through speech and debate.
5. Assist with the organization and coordination of fundraising activities.
6. Comply with fund-raising guidelines and procedures.
7. Be aware of the rules and guidelines of the state and national organizations. Demonstrate a commitment to these guidelines.
8. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
9. Help instill in students the belief and practice of ethical principles and democratic values.
10. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
11. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Expertise and experience in forensics and high school speech activities.
6. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Assistant Speech Director

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Superintendent or Designee

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Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Band Director HS

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Supervises and directs the high school grade band.
2. Co-director of symphonic, concert, jazz, pep bands, and various ensembles.
3. Decides upon all rehearsals and performance schedules.
4. Conducts the band concert during the school year.
5. Attends all band performances.
6. Coordinates with the principal all band budget requirements and equipment needs.
7. Advisor for all student band organizations.
8. Member of the Band and Orchestra Booster executive board.
9. Complete all reports concerning activities and fund-raising.
10. Comply with all fund-raising policies and procedures.
11. Other duties related to the high school band as assigned by the principal and/or designee.
12. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
13. Help instill in students the belief and practice of ethical principles and democratic values.
14. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
15. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Band Director HS

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Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: February 2008

BUILDING: High School Building

BLDG.NO:

POSITION: Career Tech Liaison HS

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Model and provide leadership, coordination, and innovation in the curricular area.
2. Conduct regular department meetings focused on teaching and learning.
3. Serve on curriculum articulation and review committees.
4. Communicate instructional issues and act as a liaison with department members and administrators.
5. Review textbook and educational materials/supply orders.
6. Inventory textbooks and other department level materials.
7. Order new and replacement materials when necessary.
8. Assist in the orientation of teachers new to the building and daily substitute teachers in the department.
9. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
10. Conducts other duties related to position as assigned by the principal and/or Career Tech Director.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Expertise and experience in a selected academic (department) content area or grade level.
1. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Career Tech Liaison HS

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

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SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Cat's Meow

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Help students create appropriate theme, play, and music for Cat's Meow performance.
2. Schedule rehearsals and fill out necessary building permits.
3. Assemble cast through an audition process.
4. Recruit and train production crew and executive staff.
5. Recruit musicians (if necessary).
6. Order supplies for set construction.
7. Supervise set construction.
8. Organize costuming, hair, make-up, props, and ushers.
9. Coordinate choreography.
10. Provide direction and coach students on how to perform their parts.
11. Teach performers blocking, music, and choreography.
12. Establish expectations for performers.
13. Establish production deadlines.
14. Comply with fund-raising guidelines and procedures.
15. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
16. Help instill in students the belief in and practice of ethical principles and democratic values.
17. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
18. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Knowledge of and experience in the area of performing arts.
3. Experience directing large-scale performances.
4. Excellent oral and written communication skills.
5. Ability to work effectively with students, educators, and parents.
6. Organizational and problem solving skills.
7. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Cat's Meow

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Superintendent or Designee

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: CougaReview

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Help students create appropriate theme, play, and music for CougaReview performance.
2. Schedule rehearsals and fill out necessary building permits.
3. Assemble cast through an audition process.
4. Recruit and train production crew and executive staff.
5. Recruit musicians (if necessary).
6. Order supplies for set construction.
7. Supervise set construction.
8. Organize costuming, hair, make-up, props, and ushers.
9. Coordinate choreography.
10. Provide direction and coach students on how to perform their parts.
11. Teach performers blocking, music, and choreography.
12. Establish expectations for performers.
13. Establish production deadlines.
14. Comply with fund-raising guidelines and procedures.
15. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
16. Help instill in students the belief and practice of ethical principles and democratic values.
17. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
18. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Knowledge of and experience in the area of performing arts.
3. Experience directing large-scale performances.
4. Excellent oral and written communication skills.
5. Ability to work effectively with students, educators, and parents.
6. Organizational and problem solving skills.
7. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: CougaReview

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Debate Advisor

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Assist speech director with the organization and structure of speech and debate activities, competitions, and especially debate.
2. Coordinate with the director instructional activities and practice sessions for the debate team.
3. Assist in securing judges for competitions.
4. Provide students with positive experiences through speech and debate.
5. Assist with the organization and coordination of fundraising activities.
6. Comply with fund-raising guidelines and procedures.
7. Be aware of the rules and guidelines of the state and national organizations. Demonstrate a commitment to these guidelines.
8. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
9. Help instill in students the belief in and practice of ethical principles and democratic values.
10. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
11. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Expertise and experience in forensics and high school speech activities.
1. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Debate Advisor

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Department Head HS

JOB#:

DEPARTMENT: _____

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Model and provide leadership, coordination, and innovation in the curricular area.
2. Conduct regular department meetings focused on teaching and learning.
3. Monitor that the course of study is being implemented effectively.
4. Serve on curriculum articulation and review committees.
5. Provide leadership in revising the curriculum and advocating for instructional best practices.
6. Assist department colleagues with instructional issues.
7. Review textbook and educational materials/supply orders.
8. Inventory textbooks and other department level materials.
9. Order new and replacement materials when necessary.
10. Participate in the interview process when hiring new department members.
11. Assist in the orientation of teachers new to the building and daily substitute teachers in the department.
12. Within the compensation are five days beyond the teacher work year and one period of release time per day.
13. Serve as a liaison between the principal and department members.
14. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
15. Conducts other duties related to position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Expertise and experience in a selected academic (department) content area or grade level.
1. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Department Head HS

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Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Drama Director (2 plays)

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Select appropriate productions (play or musical) for Drama Club to perform.
2. Schedule rehearsals, arrange for adult supervision at all rehearsals and fill out necessary building permits.
3. Apply for rights and costs for each performance from multiple production companies.
4. Assemble cast through an audition process.
5. Recruit and train production crew.
6. Recruit musicians (if necessary).
7. Order supplies for set construction.
8. Supervise set construction.
9. Organize costuming, hair, make-up, props, and ushers.
10. Coordinate choreography.
11. Provide direction and coach students on how to perform their parts.
12. Teach performers blocking, music, and choreography.
13. Establish expectations for performers.
14. Establish production deadlines.
15. Comply with fund-raising guidelines and procedures.
16. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
17. Help instill in students the belief and practice of ethical principles and democratic values.
18. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
19. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Knowledge of and experience in the area of performing arts.
3. Experience directing large-scale performances.
4. Excellent oral and written communication skills.
5. Ability to work effectively with students, educators, and parents.
6. Organizational and problem solving skills.
7. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Drama Director (2 plays)

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Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Finance Director

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Count and rectify all monies with receipts.
2. Account for all monies collected during each twenty-four hour time period.
3. Deposit all monies with the treasurer's office within each twenty-four hour period.
4. Accurately complete all reports concerning collections, deposits, and fund-raising.
5. Be available for non-contracted days. Fee monies to be accounted for and placed in proper accounts
6. Keep all account numbers accurate and up to date
7. Daily responsibilities in checking safe and talking to secretary to make sure money is counted and deposit slips are filled out.
8. Keeping accurate records for verification of collection, deposit, or refund purposes.
9. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
10. Help instill in students the belief in and practice of ethical principles and democratic values.
11. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
12. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Desired proficiency with spreadsheet software.
3. Excellent oral and written communication skills.
4. Ability to work effectively and respond timely to the duties of the job.
5. Organizational and problem solving skills.
6. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Finance Director

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Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Freshman Class Advisor

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Coordinate class activities that encourage school spirit and student involvement.
2. Collaborate with Student Government advisors to conduct class elections.
3. Facilitate meetings with class officers as needed.
4. Coordinate, attend and supervise homecoming and prom activities with class officers and faculty advisors.
5. Attend and supervise Homecoming Dance.
6. Coordinate Spirit Week activities.
7. Attend class activities and events.
8. Screen and recommend fund-raising activities.
9. Complete all reports concerning class activities and fund-raising.
10. Comply with all fund-raising policies and procedures.
11. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
12. Help instill in students the belief in and practice of ethical principles and democratic values.
13. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
14. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Freshman Class Advisor

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Choreographer – Harmony Road Show

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Develop all choreography for the Harmony Road Show.
2. Teach choreography to all applicable parts in the Harmony Road Show.
3. Schedule all choreography rehearsals in coordination with all other rehearsal schedules.
4. Collaborate with all directors to provide an efficient schedule for rehearsals.
5. Attend all rehearsals and performances as mutually agreed upon with all of the directors.
6. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
7. Help instill in students the belief in and practice of ethical principles and democratic values.
8. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
9. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
Excellent oral and written communication skills.
2. Ability to work effectively with students, educators, and parents.
3. Organizational and problem solving skills.
4. Expertise associated with choreography and musicals preferred.
5. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Choreographer – Harmony Road Show

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: IAT Coordinator HS

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Disseminate information to team members about meeting the needs of at-risk students and inclusionary best practice.
2. Schedule and conduct regular IAT meetings – develop agenda, prioritize students in greatest need, copy referral information for committee members, schedule referring teachers, fill out proper paperwork to secure a building substitute, develop a roving schedule, facilitate the meeting, take meeting notes, and arrange for parents to attend the meeting.
3. Collaborate with referring teacher, school guidance counselor, psychologist, and principal concerning appropriate interventions for students.
4. Track and keep accurate records of IAT student progress.
5. Communicate with referring teachers the status of the IAT interventions.
6. Assign assessment inventories and screenings to IAT members, teachers, and parents.
7. Ensure that paperwork submissions meet established deadlines.
8. Develop with school administrators an articulation plan from year-to-year so that the needs of at-risk students are addressed.
9. Work with the Director of Students services to enhance IAT process.
10. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
11. Help instill in students the belief in and practice of ethical principles and democratic values.
12. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
13. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: IAT Coordinator HS

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

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Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Junior Class Advisor

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Coordinate class activities that encourage school spirit and student involvement.
2. Collaborate with Student Government advisors to conduct class elections.
3. Facilitate meetings with class officers as needed.
4. Coordinate, attend, and supervise homecoming and prom activities with class officers and faculty advisors.
5. Coordinate Spirit Week activities.
6. Attend class activities and events.
7. Screen and recommend fund-raising activities.
8. Complete all reports concerning class activities and fund-raising.
9. Comply with all fund-raising policies and procedures.
10. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
11. Help instill in students the belief in and practice of ethical principles and democratic values.
12. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
13. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Junior Class Advisor

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

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Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Lead Mentor

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Plan and attend August orientation for entry year teachers and mentors.
2. Disseminate information to team members about meeting the needs of at-risk students and inclusionary best practice.
3. Schedule and conduct monthly meetings – develop agenda, prioritize needs, prepare program or presentation, and take meeting notes.
4. Collaborate with mentor teacher, EYT, committee, and curriculum administration concerning appropriate seminars and interventions.
5. Track and keep accurate records of mentor and EYT progress for year end report.
6. Co-chair the steering committee with an administrator.
7. Report to the steering committee the status of the EYT meetings and progress.
8. Schedule orientation meeting for state required assessment.
9. Develop with the administration the annual EYT orientation program prior to the start of the school year.
10. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
11. Help instill in students the belief in and practice of ethical principles and democratic values.
12. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
13. Conducts other duties related to lead mentor.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher.
2. Excellent oral and written communication skills.
3. Ability to work effectively and professionally with other teachers, the steering committee and administrators.
4. Organizational and problem solving skills.
5. Demonstrates a commitment to professional growth in self and other teachers.
6. Demonstrates professionalism in their job.
7. Possesses skills of a self starter and demonstrates ability to lead others
8. Has shown the clerical skills for accurate record keeping
9. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Lead Mentor

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: District

BLDG.NO:

POSITION: LPDC Member

JOB#:

REPORTS TO: Assistant Superintendent

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Review staff goals and objectives (Individual Professional Development Plans).
2. Keep current on state licensure/certification rules and guidelines.
3. Present information to staff members concerning licensure issues.
4. Meet as an LPDC committee on a regular basis to make decisions about student teacher vouchers, IPDPs, and licensing issues.
5. Meet individually with staff members concerning their professional credentials.
6. Keep accurate records of LPDC decisions.
7. Work collaboratively with the secretary to the assistant superintendent to ensure that paperwork has been properly filed.
8. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
9. Help instill in students the belief in and practice of ethical principles and democratic values.
10. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
11. Conducts other duties related to mentor as assigned by the committee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Full time employee.
3. Technology experience in basic windows software.
4. Excellent oral and written communication skills.
5. Ability to work effectively with colleagues.
6. Organizational and problem solving skills.
7. Committed to professional growth in self and others.
8. Such alternative or additional to the above qualifications as stated in the collective bargaining contract.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: LPDC Member

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING:

BLDG.NO:

POSITION: Mentor

JOB#:

REPORTS TO: Entry Year Committee

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Attend August orientation for your entry year teacher.
2. Disseminate information to entry year teacher regarding District practices.
3. Schedule and conduct regular meetings with the entry year teacher.
4. Develop assistive action plans for working with your entry year teacher.
5. Attend and participate in monthly entry year/mentor meetings.
6. Engage in alternative supervisory practices.
7. Provide non-evaluative support and assistance in teaching models and methodology.
8. Schedule two to five full day observations with feedback sessions.
9. Completes appropriate reports on progress to the Lead Mentor.
10. Provide the Lead Mentor with a log of time spent with mentor and program evaluation.
11. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
12. Conducts other duties related to mentor as assigned by the committee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Full time employee.
3. Three years of teaching experience in Sylvania and five years of teaching experience.
4. Pathwise trained.
5. Excellent oral and written communication skills.
6. Ability to work effectively with colleagues.
7. Organizational and problem solving skills.
8. Committed to professional growth in self and others.
9. Such alternative or additional to the above qualifications as stated in the collective bargaining contract.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Entry Year Committee

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Accompanist - Musical

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Provide accompany for all choreography and vocal auditions, rehearsals, and performances for the musical as mutually determined by the directors.
2. Collaborate with all directors to provide an efficient schedule for rehearsals.
3. The accompanist is critical to the early preparation for singers and dancers.
4. Attend all rehearsals and performances as mutually agreed upon with all of the directors.
5. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
6. Help instill in students the belief in and practice of ethical principles and democratic values.
7. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
8. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
Excellent oral and written communication skills.
2. Ability to work effectively with students, educators, and parents.
3. Organizational and problem solving skills.
4. A high degree of musical proficiency is mandatory and musical experience preferred.
5. The ability to transpose is preferred.
6. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Accompanist - Musical

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

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Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Choreographer - Musical

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Develop all choreography for the musical.
2. Teach choreography to all applicable parts in the musical.
3. Schedule all choreography rehearsals in coordination with all other rehearsal schedules.
4. Collaborate with all directors to provide an efficient schedule for rehearsals.
5. Attend all rehearsals and performances as mutually agreed upon with all of the directors.
6. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
7. Help instill in students the belief in and practice of ethical principles and democratic values.
8. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
9. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
Excellent oral and written communication skills.
2. Ability to work effectively with students, educators, and parents.
3. Organizational and problem solving skills.
4. Expertise associated with choreography and musicals preferred.
5. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Choreographer - Musical

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

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Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Instrumental Director - Musical

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Provides input as to which musical will be performed with other directors.
2. Coordinates the instrumental music with the Drama Director.
3. Organize and actively involved in the auditioning process.
4. Conduct and organize pit orchestra for all rehearsals and performances.
5. Collaborate with all directors to provide an efficient schedule for rehearsals.
6. Attend all rehearsals and performances as mutually agreed upon with all of the directors.
7. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
8. Help instill in students the belief in and practice of ethical principles and democratic values.
9. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
10. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
Excellent oral and written communication skills.
2. Ability to work effectively with students, educators, and parents.
3. Organizational and problem solving skills.
4. Knowledge of musical production.
5. Experience in high school musical activities preferred.
6. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Instrumental Director - Musical

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Technical Director - Musical

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Oversee theater soundboard, lighting, and audio system operation.
2. Work with event sponsors to ensure an efficient production.
3. Hire, train, and schedule student technicians.
4. Collaborate with custodial staff on event set-up.
5. Check permit for event needs.
6. Schedule assistant when necessary.
7. Maintain theater equipment and supplies.
8. Coordinate repair of equipment when necessary.
9. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
10. Help instill in students the belief in and practice of ethical principles and democratic values.
11. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
12. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
Excellent oral and written communication skills.
2. Ability to work effectively with students, educators, and parents.
3. Organizational and problem solving skills.
4. Technical expertise associated with theater equipment.
5. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Technical Director - Musical

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Vocal Director - Musical

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Provides input as to which musical will be performed with other directors.
2. Coordinates the vocal music with the Drama Director.
3. Organize and actively involved in the auditioning process.
4. Teach leads as well as other musical parts to all applicable in the musical.
5. Collaborate with all directors to provide an efficient schedule for rehearsals.
6. Attend all rehearsals and performances as mutually agreed upon with all of the directors.
7. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
8. Help instill in students the belief in and practice of ethical principles and democratic values.
9. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
10. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred). Excellent oral and written communication skills.
2. Ability to work effectively with students, educators, and parents.
3. Organizational and problem solving skills.
4. Knowledge of musical production.
5. Experience in high school musical activities preferred.
6. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Vocal Director - Musical

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Newspaper HS

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Teach students effective journalism practices including interview techniques, column, feature and news writing, proofreading, headlines and layout.
2. Select student newspaper officers (editor, layout editor...).
3. Establish publication deadlines and assist students in meeting those deadlines.
4. Supervise the content, layout, printing, and distribution of the newspaper.
5. In conjunction with the principal, develop and uphold student newspaper editorial policy.
6. Involve the principal in final editorial rights for each publication.
7. Comply with all fund-raising guidelines and procedures.
8. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
9. Help instill in students the belief in and practice of ethical principles and democratic values.
10. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
11. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Prior journalism experience (preferred).
3. Knowledge of journalism practices and trends.
4. Excellent oral and written communication skills.
5. Knowledge of basic computing skills (word processing, lay-out...).
6. Ability to work effectively with students, educators, and parents.
7. Organizational and problem solving skills.
8. Such alternative to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Newspaper HS

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: National Honor Society Advisor

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Promote scholarship, leadership, service, and character for students selected for members in NHS.
2. Coordinate all activities of the NHS.
3. Supervise selection of NHS members.
4. Organize induction banquet for new members.
5. Organize and chaperone activities of the NHS.
6. Supervise service projects.
7. Complete chapter reports.
8. Follow criteria set forth by the National Association of Secondary School Principals.
9. Hold monthly meetings.
10. Raise money for scholarships.
11. Order materials for members.
12. Complete all reports concerning activities and fund-raising.
13. Comply with all fund-raising policies and procedures.
14. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
15. Help instill in students the belief in and practice of ethical principles and democratic values.
16. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
17. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: National Honor Society Advisor

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Orchestra Director HS

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Supervises and directs the high school orchestra.
2. Director of various ensemble groups.
3. Decides upon all rehearsals and performance schedules.
4. Conduct the orchestra concerts during the school year.
5. Attends all orchestra performances.
6. Coordinates with the principal all orchestra budget requirements and equipment needs.
7. Advisor for all student orchestra organizations.
8. Member of the Band and Orchestra Booster executive board.
9. Complete all reports concerning activities and fund-raising.
10. Comply with all fund-raising policies and procedures.
11. Other duties related to the high school band as assigned by the principal and/or designee.
12. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
13. Help instill in students the belief in and practice of ethical principles and democratic values.
14. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
15. Conduct other duties related to class advisor as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Orchestra Director HS

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING:	High School Building	BLDG.NO:	
POSITION:	High School Quiz Bowl Advisor	JOB#:	
REPORTS TO:	Principal	TYPE:	Supplemental Limited
FSLA:	Exempt	STATUS:	Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Recruit team members.
2. Conduct tryouts and select team members.
3. Formulate questions for practice and competition.
4. Participate on a bi-weekly basis in the Toledo Area Quiz Bowl League.
5. Determine starters for each match.
6. Host home matches.
7. Hold weekly practice sessions.
8. Participate in area tournaments.
9. Conduct end-of-the-year awards ceremony.
10. Complete all reports concerning class activities and fund-raising.
11. Comply with all fund-raising policies and procedures.
12. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
13. Help instill in students the belief in and practice of ethical principles and democratic values.
14. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
15. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: High School Quiz Bowl Advisor

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Saturday School Supervisor

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Attend Saturday School Supervisor training and implement program rules.
2. Conduct a safe environment at Saturday School for students and staff.
3. Oversee student attendance and documentation of the day's activities.
4. Communicate with and provide documentation to building principals of the days activities.
5. Promote remediation with students.
6. Keep administrative team informed about mediation outcomes.
7. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
8. Help instill in students the belief in and practice of ethical principles and democratic values.
9. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
10. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Saturday School Supervisor

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: February 2008

BUILDING: High School Building

BLDG.NO:

POSITION: School Counselor Liaison HS

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Model and provide leadership, coordination, and innovation in the guidance area.
2. Serve on curriculum articulation and school improvement committees.
3. Conduct regular department meetings focused on guidance and advisement.
4. Provide leadership in revising counseling programs and advocate for the best practices in the field.
5. Assist department colleagues with department issues.
6. Providing colleagues with clarification about new information relative to procedures, state standards, legal issues, testing, and college planning.
7. Discussion of critical issues relative to students, educators, and parents.
8. Providing information on upcoming essential professional development.
9. Define counselor roles – collaboration, facilitation and advocacy.
10. Facilitate departmental discussions to provide interventions for academic, social and emotional needs.
11. Participate in the interview process when hiring new department members.
12. Assist in the orientation of new staff members in the building and within the department.
13. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
14. Help instill in students the belief in and practice of ethical principles and democratic values.
15. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
16. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Expertise and experience in a selected academic (department) content area or grade level.
6. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: School Counselor Liaison HS

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Superintendent or Designee

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Signature

Date

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Science Olympiad Team Advisor

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Recruit students to join the Science Olympiad Team.
2. Conduct weekly Science Olympiad Team meetings starting in November and continuing until competition is over.
3. Supervise all activities and events.
4. Coordinate Science Olympiad Team practice/preparation sessions.
5. Complete all reports concerning Science Olympiad Team activities and fund-raising.
6. Comply with all fund-raising policies and procedures.
7. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
8. Help instill in students the belief in and practice of ethical principles and democratic values.
9. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
10. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Science Olympiad Team Advisor

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Senior Class Advisor

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Coordinate class activities that encourage school spirit and student involvement.
2. Collaborate with Student Government advisors to conduct class elections.
3. Facilitate meetings with class officers as needed.
4. Coordinate, attend, and supervise homecoming and prom activities with class officers and faculty advisors.
5. Coordinate Spirit Week activities.
6. Attend class activities and events.
7. Coordinate, attend, and supervise graduation ceremony.
8. Screen and recommend fund-raising activities.
9. Complete all reports concerning class activities and fund-raising.
10. Comply with all fund-raising policies and procedures.
11. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
12. Help instill in students the belief in and practice of ethical principles and democratic values.
13. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
14. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Senior Class Advisor

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Sophomore Class Advisor

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Coordinate class activities that encourage school spirit and student involvement.
2. Collaborate with Student Government advisors to conduct class elections.
3. Facilitate meetings with class officers as needed.
4. Coordinate, attend, and supervise homecoming and prom activities with class officers and faculty advisors.
5. Coordinate Spirit Week activities.
6. Attend class activities and events.
7. Screen and recommend fund-raising activities.
8. Complete all reports concerning class activities and fund-raising.
9. Comply with all fund-raising policies and procedures.
10. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
11. Help instill in students the belief in and practice of ethical principles and democratic values.
12. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
13. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Sophomore Class Advisor

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: December 2010

BUILDING: High School Building

BLDG.NO:

POSITION: Special Education Liaison HS

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Model and provide leadership, coordination, and innovation in the curricular area.
2. Conduct regular department meetings focused on teaching and learning.
3. Serve on special education committees.
4. Provide leadership in revising the curriculum and advocating for instructional best practices.
5. Assist department colleagues with instructional issues.
6. Providing colleagues with clarification about new information relative to procedures, state standards, legal issues, EMIS, IEPs, testing
7. Discussion of critical issues relative to behavior and discipline.
8. Providing information on upcoming essential professional development (alternate assessments, etc.)
9. Defining intervention specialists' roles – collaborative teaching, curriculum modifications
10. Discussion of multi-factored evaluations, reevaluations, and dismissal of students from services.
11. Participate in the interview process when hiring new department members.
12. Assist in the orientation of teachers new to the building and daily substitute teachers in the department.
13. Within the compensation are five days beyond the teacher work year and one period of release time per day.
14. Serve as a liaison between the principal, special education coordinators, director, and colleagues.
15. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
16. Conducts other duties related to position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Expertise and experience in a selected academic (department) content area or grade level.
6. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Special Education Liaison HS

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 12-10

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Speech Director

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Organize, structure, and oversee speech and debate activities and competitions.
2. Coordinate instructional activities and practice sessions for the speech and debate team.
3. Provide students with positive experiences through speech and debate.
4. Organize, structure, coordinate and oversee budget and fundraising activities.
5. Comply with fund-raising guidelines and procedures.
6. Be aware of the rules and guidelines of the state and national organizations. Demonstrate a commitment to these guidelines.
7. Secure judges for competitions.
8. Scheduling of students for competitions as well as transportation to competitions.
9. Liaison between assistant coaches and provide guidance and direction to coaches.
10. Membership in booster organization.
11. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
12. Help instill in students the belief in and practice of ethical principles and democratic values.
13. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
14. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Leadership and management skills.
4. Ability to work effectively with students, educators, and parents.
5. Organizational and problem solving skills.
6. Expertise and experience in forensics and high school speech activities.
1. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Speech Director

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Student Council Advisor HS

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Provide direction and guidance to elected student body representatives.
2. Organize regular student council meetings.
3. Meet with student government president to establish meeting agendas.
4. Assist student council in planning and implementation of school-wide activities (pep rallies, community service projects, Youth-in-Education Day, Spirit Week, Teacher Appreciation Luncheon).
5. Coordinate with class advisor class elections and other combined activities.
6. Keep faculty and principal apprised of student council activities.
7. Comply with fund-raising guidelines and procedures.
8. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
9. Help instill in students the belief in and practice of ethical principles and democratic values.
10. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
11. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Knowledge of the democratic process and how student council works in a school setting.
3. Excellent oral and written communication skills.
4. Ability to work effectively with students, educators, and parents.
5. Organizational and problem solving skills.
6. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Student Council Advisor HS

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Vocal Director HS

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Supervises and directs the high school vocal music program.
2. Co-director of various ensemble groups.
3. Decides upon all vocal music rehearsals and performance schedules.
4. Conduct the vocal music concerts during the school year.
5. Attends all vocal music performances.
6. Coordinates with the principal all vocal music budget requirements and equipment needs.
7. Advisor for all student vocal music organizations.
8. Member of the Choir Booster executive board.
9. Complete all reports concerning vocal music program activities and fund-raising.
10. Comply with all fund-raising policies and procedures.
11. Other duties related to the high school vocal music program as assigned by the principal and/or designee.
12. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
13. Help instill in students the belief in and practice of ethical principles and democratic values.
14. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
15. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Excellent oral and written communication skills.
3. Ability to work effectively with students, educators, and parents.
4. Organizational and problem solving skills.
5. Alternatives to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Vocal Director HS

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Yearbook Advisor – High School

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Supervise the production of the school yearbook.
2. Teach students effective journalism practices including interview techniques, writing copy to match pictorial content, photography, proofreading, headlines, and layout design.
3. Provide leadership opportunities by assigning students to specific positions (editor-in –chief, advertising sales manager, yearbook sales manager, production editor, section editor, and index manager).
4. Communicate regularly with photography and publishing companies.
5. Train students to use layout and editing software.
6. Train students in basic photography skills.
7. Establish a publication time line and assist students in meeting those deadlines.
8. Communicate regularly with students, parents and staff about important deadlines associated with senior portraits and yearbook orders.
9. Coordinate yearbook distribution.
10. Comply with fund-raising guidelines and procedures.
11. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
12. Help instill in students the belief in and practice of ethical principles and democratic values.
13. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
14. Conduct other duties related to their position as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Prior journalism experience (preferred).
3. Knowledge of journalism practices and trends.
4. Excellent oral and written communication skills.
5. Knowledge of basic computing skills (word processing, lay-out...).
6. Ability to work effectively with students, educators, and parents.
7. Organizational and problem solving skills.
8. Such alternative to the above qualifications as Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Yearbook Advisor – High School

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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

Revised 5-05

Title: Media Support Supplemental

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 position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

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Signature

Date

Revised 5-08