

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING: Elementary School Building

BLDG.NO:

POSITION: Elementary Crossing Guard

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Coordinate Safety Patrol duties, tasks, and violations with the building principal.
2. Provide a prior to school meeting to set the first month schedule.
3. Recruit and select new members in the fall. Select leaders for the next year in the spring.
4. Inventory as well as examine equipment and repair/reorder as needed.
5. Coordinate safety training sessions for all members. Include flag protocol.
6. Train students for their specific Safety Patrol assignment.
7. Aid the patrol captain in arranging substitute patrol.
8. Hold periodic meetings for input, problem solving, and motivation.
9. Secure funding and personally chaperone all safety patrol activities.
10. Order all awards and present awards during spring assembly.
11. Comply with fund-raising guidelines 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.
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: Safety Patrol Advisor Elementary

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: Elementary School Building

BLDG.NO:

POSITION: IAT Coordinator Elementary

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, copy referral information for committee members, schedule referring teachers, facilitate the meeting, take meeting notes, and contact and arrange for parents to attend the meeting.
3. Collaborate with referring teacher, school guidance counselor, social worker, 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 necessary paperwork to IAT members, teachers, and parents.
7. Ensure that paperwork submissions meet established deadlines.
8. Provide 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 Elementary

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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: 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

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Superintendent or Designee

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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

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Superintendent or Designee

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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

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Superintendent or Designee

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Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2008

BUILDING:	Secondary Schools	BLDG.NO:	
POSITION:	Media Support Supplemental	JOB#:	
REPORTS TO:	Instructional Technology Director	TYPE:	Supplemental Limited
FSLA:	Exempt	STATUS:	Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Provide support for the elementary resource consultants and assist other secondary media specialists in meeting library/media content standards.
2. Prepare and organize lessons to be used at the elementary level to cover elementary library content standards.
3. Meet with elementary resource consultants at least 3 times a year between 7:30 am and 4:00 pm to go over issues, relay information, or demonstrate lessons. This can be done during the school day or at a Late Start.
4. Serve as a liaison between the resource consultants and the Instructional Technology Director.
5. Observe each resource consultant in action at least twice (once in each school) during the school year.
6. Provide support for library/media functions.
7. Serves as a liaison between the media staff and the Instructional Technology Director.
8. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
9. Conducts other duties related to advisor as assigned by the principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher with Library certification.
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: Media Support Supplemental

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Superintendent or Designee

Date

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Signature

Date

Revised 5-08

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2008

BUILDING: Elementary School Building

BLDG.NO:

POSITION: Elementary Technology Integrationist

JOB#:

REPORTS TO: Principal/Instructional Technology Director

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Provide technology direction and guidance to elementary teachers.
2. Organize and present 20 short (10-15 minute) lessons before-school lessons throughout the year. These lessons will be provided by the Instructional Technology Director or created with the other Technology Integrationists.
3. Assist teachers after school individually or in small groups with technology issues for up to 1 hour once per week on an as-needed basis.
4. Be prepared to deliver 20 – 40 minute workshops during Late Start or Full Day in-service days.
5. Keep faculty and principal apprised of technology issues and updates.
6. Meet with the Instructional Technology Director one (1) day prior to the beginning or the school year and up to 3 times during the school year to work on integrated lessons and workshop materials to deliver in the elementary schools.
7. Learn to use any technology/resource that is chosen by the district to implement at the elementary level and be able to support it within the school. This will include technology and curricular resources.
8. Complete a technology needs assessment within the school to determine needs, concerns, and strengths/weaknesses of technology use by teachers in that school.
9. Document presentations and help sessions conducted including the names of attendees.
10. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
11. Conducts other duties as assigned by the principal and/or designee.

The focus of these positions will be supporting teachers using technology within each elementary school. The Technology Integrationist will be the liaison between the Instructional Technology Director and the Curriculum Director and the teachers in the school. The content and delivery of most workshops will be consistent in all schools so that all teachers will have an opportunity to learn about best practices in technology use. Of course, many of these workshops will deal in one way or another with SMART Board use and various resources that can be used on the SMART Board. Some workshops will be for teachers at any grade level while others may be geared more specifically to certain grades or ranges of grades.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs.
2. Knowledge of technology and uses of various technology resources.
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: Elementary Technology Integrationist

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Superintendent or Designee

Date

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Signature

Date

Revised 5-05