

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	BOARD OF EDUCATION MEMBER	File 101
Reports to:	State government and school district residents	
Job Objective:	Exercises responsible civic leadership. Performs statutory and permissive board duties. Monitors the effective and judicious use of community resources.	
Qualifications:	· Meets all prerequisite state qualifications to be elected or appointed to the school board.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Recognizes that the board's primary responsibility is governance. Establishes policies that support the safe and effective delivery of educational programs. Exercises board authority only during legally convened meetings. Accepts the majority decision as binding on stakeholders.· Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.· Attends board and assigned committee meetings. Notifies the board president, treasurer, or superintendent when an absence cannot be avoided.· Upholds applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.).· Recruits, assesses, and hires a superintendent and treasurer. Empowers the superintendent and treasurer to manage the district's daily operations. Supports the district's chain of command.· Establishes and approves all employment contract terms and compensation packages.· Analyzes data to improve school operations. Requests sufficient information to permit a complete review of matters brought before the board.· Establishes, assesses, updates, and authorizes board policies. Ensures that guidelines and resources are adequate to carry out directives.· Adopts an annual budget and appropriation measures that enables the school district to operate effectively. Monitors the fiscal management of the district.· Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.· Fosters consensus development. Works with the superintendent to address community concerns/recommendations and resolve problems.· Participates in strategic planning activities to ensure that adequate financial resources and facilities are provided to achieve short/long-range objectives.· Promotes a professional image of the school district. Encourages partnerships and program innovations that enhance district services. Facilitates the development of a continuous improvement plan. Promotes proactive strategies to accomplish identified objectives.· Promotes a positive work and learning environment. Expresses enthusiasm and shows an active interest in helping staff, students, and parents achieve a successful educational experience.· Implements assessment programs to measure the superintendent's and treasurer's performance before board action to renew or non-renew contracts.· Promotes a safe, efficient, and effective work/learning environment. Works with stakeholders to manage or eliminate risk factors.· Respects personal privacy. Maintains the confidentiality of privileged information.· Reports suspected child abuse and/or neglect to civil authorities as required by law.· Encourages parent organizations and supports school-sponsored activities.· Pursues growth opportunities that enhance professional performance and advance district goals.· Strives to develop rapport and serves as a positive role model for others.· Maintains a professional appearance. Wears work attire appropriate for the position.· Performs other specific job-related duties as directed by the board president.	
Abilities Required:	The following personal characteristics and skills are important for the successful performance of assigned duties.	

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Supervises and evaluates the performance of the superintendent and treasurer. Assumes oversight responsibility for the results of duties delegated to the superintendent and treasurer.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CHIEF FISCAL OFFICER/TREASURER** **File 102**

Reports to: Coldwater Exempted Village School District Board of Education

Job Objective: Serves as the board's fiscal adviser and secretary to the board of education. Keeps the superintendent and board informed about the district's financial status and emerging issues.

Minimum Qualifications:

- Bachelor's degree in accounting or alternative training/experience that meet state department of education treasurer's license requirements. Obtains a board-approved treasurer's bond.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Experience with governmental fiscal operating procedures.
- Effective organizational, planning, and project management skills.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as the chief fiscal officer and custodian of district funds. Maintains accurate financial records. Recommends operational improvements that enhance the district's fiscal accountability.
- Participates as an active member of the management team. Upholds board policies and follows administrative procedures. Promotes a professional image of the school district.
- Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.
- Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.
- Provides staff leadership and consensus development. Establishes time lines and implements proactive strategies to accomplish identified organizational objectives. Helps resolve problems.
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Promotes professionalism. Implements assessment programs to measure performance of assigned staff. Oversees the delivery of effective development programs for assigned staff as needed.
- Serves as the board secretary and custodian of the district's policy book. Prepares board minutes. Publishes legal notices. Accepts summons served on the board. Manages board communications.
- Arranges depository contracts with eligible banking institutions. Follows board-approved procedures to achieve a favorable return on investments. Works cooperatively with auditors.
- Collaborates with the board and superintendent to prepare tax budget and annual appropriation measures. Reviews borrowing needs and administers debt programs.
- Participates in strategic planning activities to ensure that adequate financial resources and facilities are provided to achieve short/long-range objectives. Helps prepare prospectus for bond sales.
- Seeks legal opinions regarding the treasurer's responsibilities as needed.
- Participates in the selection and orientation of treasurer's office staff.
- Assists the board during employee bargaining negotiations.
- Maintains personnel files. Prepares employment contracts. Oversees the preparation of payrolls and all related records (e.g., unemployment, workers compensation, retirement, medical/life insurance, severance pay, etc.).
- Oversees the preparation of authorized salary schedules and wage change notices.
- Administers the timely collection of accounts receivable. Prepares revenue projections. Recommends appropriation modifications, transfers, and advances.
- Acts as the board's agent for signing authorized contracts.
- Supervises fiscal control of budgetary accounts. Receives, opens, and documents competitive bids. Authorizes purchase orders. Certifies the availability of funds as required by law. Receives invoices. Processes payments. Signs checks.

- Reviews and certifies all financial reports to the state department of education.
- Conducts in-service training sessions to update staff on financial accountability procedures.
- Manages insurance programs (e.g., property, liability, fleet, student, etc.).
- Prepares annual financial reports following generally accepted accounting principles (GAAP).
- Oversees a perpetual inventory control system for fixed assets. Maintains depreciation schedules. Prepares an end-of-year inventory report.
- Discards archived records following the board-adopted records retention/disposal schedule.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.).
- Supervises collection, verification, and recording of program information as directed.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed by the board of education.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Supervises and evaluates staff as authorized by board policy, administrative guidelines, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	DEAN OF STUDENTS/ATHLETIC DIRECTOR	File 103
Reports to:	High School Principal	
Job Objective:	Administers the student conduct code and compulsory attendance requirements. Directs the planning, delivery, assessment, and ongoing improvement of the athletic program.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid state department of education license/certificate appropriate for the position.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Keeps current with technology and other workplace innovations that support job functions.• Successful teaching and administrative experience.• Effective organizational, planning, and project management skills.• Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.• Training and/or experience in behavioral management techniques.• Completion of pupil activity supervisor validation requirements (e.g., first aid/CPR, etc.).• Comprehensive knowledge of interscholastic athletic program regulations.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Participates as an active member of the management team. Upholds board policies and follows administrative procedures. Promotes a professional image of the school district.• Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.• Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.• Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.• Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district. <p>Dean of Student Duties:</p> <ul style="list-style-type: none">• Monitors attendance and employment laws, rules, and regulations. Recommends administrative procedures that facilitate compliance with legal mandates.• Addresses issues that arise during the absence of the principal.• Investigates student attendance and conduct concerns. Helps stakeholders understand legal requirements and the consequences of continued truancy and/or misconduct. Helps students acknowledge and manage responsible personal conduct.• Develops and implements motivational programs to improve attendance.• Verifies legal residences. Documents places of employment. Reviews and interprets custody rulings. Assists the treasurer with billing and collection of tuition based on custody assignment.• Investigates hardship, neglect, and suspected child abuse cases.• Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.• Administers appropriate discipline for unexcused tardiness, unexcused absences, class cuts, and failure to serve attendance-related detentions. Performs discipline related data entry activities. <p>Athletic Director Duties:</p> <ul style="list-style-type: none">• Administers the district's interscholastic athletic program. Articulates a clear philosophy and shared vision of learning. Ensures that all athletes receive appropriate instruction, support, and opportunities to participate. Administers community use of athletic facilities.	

- Administers the board-approved budget for assigned areas of responsibility. Requisitions supplies and equipment. Ensures the equitable apportionment of program resources.
- Participates in strategic planning activities to ensure that adequate financial resources and facilities are provided to achieve short/long-range objectives.
- Oversees an ongoing maintenance program to protect and preserve program resources (e.g., buildings, grounds, equipment, etc.).
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Represents the district at athletic league meetings as directed.
- Monitors interscholastic athletic regulations. Recommends administrative procedures that facilitate compliance with directives. Participates in due process procedures as requested.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Participates in coaching staff selection and orientation processes. Verifies that all coaches are properly qualified. Review procedures and schedules with staff before the start of the season.
- Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective staff development programs.
- Secures game officials except those contracted by the league commissioner. Hires home game personnel (e.g., security, timers, score keepers, announcers, field staff, ticket sellers/takers, etc.).
- Processes payment vouchers for game officials and athletic workers.
- Develops and distributes a program calendar. Coordinates scheduling to ensure the efficient use of district facilities. Publicizes athletic activities. Responds to requests for information.
- Prepares game programs and brochures for the principal's approval.
- Develops and carries out a ticket sales policy. Oversees pre-game ticket sales.
- Prepares game reports and attendance records. Ensures that receipt and expense records are suitable for audits. Prepares/makes bank deposits.
- Oversees the revision and distribution of the athletic program handbook.
- Encourages student involvement in program activities. Helps maintain medical records. Verifies scholastic eligibility. Promotes academic success as an important priority for all students.
- Ensures that equipment is appropriate for participants' physical development and skill level.
- Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Models behavior that demonstrates respect for rules, officials, and opponents. Helps coaches deal with discipline issues. Prepares student conduct reports/discipline recommendations.
- Organizes and participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or certificates.

General Duties:

- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities. Works closely with the athletic boosters association.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.

- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the high school principal. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION ADDENDUM

Title: **FEDERAL PROGRAMS COORDINATOR** **File 104**

Reports to: Superintendent

Job Objective: Coordinates the planning, delivery, assessment, and ongoing improvement of federally funded programs.

NOTE: This addendum describes auxiliary responsibilities added to another primary job assignment. Duties are assigned based on staff availability, time constraints, job demands, and unique employee skills. Responsibilities may be altered to meet current or emerging district needs.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Successful teaching and administrative experience.
- Effective organizational, planning, and project management skills.
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Coordinates federally funded program services.
- Implements strategies and time-frames to accomplish program objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Directs program development. Coordinates student placements. Evaluates service outcomes.
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Participates in staff selection and orientation processes. Expresses high expectations and monitors staff performance (e.g., individual observations, consultations, staff meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective staff development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines. Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Assists with student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Monitors education laws, rules, and regulations. Recommends administrative procedures that facilitate compliance with legal mandates. Participates in due process procedures as requested.
- Complies with state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Performs other specific job-related duties as directed.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: PRINCIPAL

File 105

Reports to: Superintendent

Job Objective: Administers the planning, delivery, assessment, and ongoing improvement of the school program.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Successful teaching and administrative experience.
- Effective organizational, planning, and project management skills.
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as the school's head administrator and instructional leader. Articulates a clear philosophy and shared vision of learning.
- Participates as an active member of the management team. Upholds board policies and follows administrative procedures. Promotes a professional image of the school district.
- Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.
- Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Participates in staff selection and orientation processes. Expresses high expectations and monitors staff performance (e.g., individual observations, consultations, staff meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective staff development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Administers the instructional program. Promotes academic excellence in a nurturing environment. Develops curriculum guides and courses of study. Manages the planning process to select textbooks and instructional materials.
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines. Promotes the continuity of the instructional program.
- Develops a master schedule. Ensures the equitable distribution of workloads. Ensures that classrooms are covered during teacher absences.
- Administers the athletic program. Coordinates district representation at athletic league meetings. Oversees student eligibility verification and medical records functions. *Secondary-Level Assignment*
- Administers the development of program schedules (e.g., courses, auxiliary services, student activities, etc.). Coordinates program assessment processes.
- Oversees enrollment and withdrawal procedures. Administers policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
- Oversees student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).

- Complies with state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports/discipline recommendations.
- Ensures that students are appropriately supervised (e.g., arrivals/departures, parking lots, lunch periods, changing classes, extracurricular programs, etc.).
- Oversees the revision and distribution of student/parent and teacher handbooks.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Oversees the evaluation and revision of emergency preparedness/crisis management plans (e.g., fire, weather, evacuation, etc.). Administers threat reporting, assessment, and response procedures.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: SUMMER SCHOOL PRINCIPAL

File 106

Reports to: Superintendent

Job Objective: Directs the planning, delivery, assessment, and ongoing improvement of the summer school program.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Successful teaching and administrative experience.
 - Effective organizational, planning, and project management skills.
 - Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the assigned summer school program. Articulates a clear philosophy and shared vision of learning. Promotes close working relationships with all stakeholders.
- Seeks suggestions from stakeholders when elective course are offered. Avoids scheduling conflicts with community activities when feasible.
- Participates as an active member of the management team. Upholds board policies and follows administrative procedures. Promotes a professional image of the school district.
- Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Helps mobilize the community to maintain a strong commitment of support for the school district.
- Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Develops a fee schedule based on costs. Ensures that the program is self-sustaining except for financial support authorized by the board or administration.
- Directs the development, printing, and distribution of program information/registration materials.
- Verifies that students have paid authorized fees. Ensures that all financial activities are processed through the proper student activity account.
- Directs program development. Evaluates service outcomes.
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Participates in staff selection and orientation processes. Expresses high expectations and monitors staff performance (e.g., individual observations, consultations, staff meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective staff development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines. Promotes the continuity of the instructional program.
- Assists with student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Monitors education laws, rules, and regulations. Recommends administrative procedures that facilitate compliance with legal mandates. Participates in due process procedures as requested.
- Participates in parent conferences and student planning meetings as requested.
- Provides guidance, communicates expectations, and shows an active interest in student progress.

- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports/discipline recommendations.
- Ensures that students are appropriately supervised (e.g., arrivals/departures, parking lots, lunch periods, changing classes, extracurricular programs, etc.).
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Oversees the evaluation and revision of emergency preparedness/crisis management plans (e.g., fire, weather, evacuation, etc.). Administers threat reporting, assessment, and response procedures.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SUPERINTENDENT** **File 107**

Reports to: Coldwater Exempted Village School District Board of Education

Job Objective: Administers the planning, delivery, assessment, and ongoing improvement of district operations. Serves as the board's professional adviser.

Minimum Qualifications:

- Valid state department of education superintendent's license/certificate. Academic preparation and work experience in educational administration, curriculum and instruction, and school finance.
- Meets all mandated health requirements (e.g., a negative tuberculosis etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Successful teaching and administrative experience.
- Effective organizational, planning, and project management skills.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as the district's chief executive officer. Uses all available resources to provide high-quality educational services. Articulates a clear philosophy and shared vision of learning.
- Analyzes data to improve school operations. Develops and implements the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.
- Prepares board meeting agendas. Evaluates the on-going relevance of board policies. Provides recommendations on all issues considered by the board.
- Develops and updates administrative procedures. Uses personal discretion to address situations not covered by board policy or administrative procedures.
- Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Directs the district's business affairs. Prepares annual budget and appropriation measures. Authorizes the purchase of equipment, supplies, and services that are appropriate for the purposes and needs of the school system.
- Manages human resource functions. Recommends appointments. Administers continuing contracts, demotions, transfers, non-renewals and termination processes. Formulates salary schedules and benefit packages. Directs negotiation processes with employee bargaining units.
- Administers the instructional program. Promotes academic excellence in a nurturing environment. Directs the development, assessment, and revision of curriculum guides and courses of study. Manages the planning process to select textbooks and instructional materials.
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Provides guidance, communicates expectations, and shows an interest in student progress.
- Promotes professionalism. Implements assessment programs to measure staff performance. Directs the planning and delivery of effective staff development programs.
- Participates in strategic planning activities to ensure that adequate financial resources and facilities are provided to achieve short/long-range objectives. Oversees an ongoing program to protect and maintain district resources (e.g., buildings, grounds, equipment, etc.).
- Enforces applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.).
- Directs the evaluation and revision of emergency preparedness/crisis management plans (e.g., fire, weather, evacuation, etc.). Administers threat reporting, assessment, and response procedures. Responds to emergencies as needed.

- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Oversees the provision of effective transportation and food service programs.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed by the board of education.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Supervises and evaluates staff as authorized by board policy, administrative guidelines, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **DIRECTOR OF STUDENT SERVICES**

File 108

Reports to: Superintendent

Job Objective: Directs the planning, delivery, assessment, and ongoing improvement of pupil services programs.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Successful teaching and administrative experience.
 - Effective organizational, planning, and project management skills.
 - Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs pupil services programs. Articulates a clear philosophy and shared vision of learning. Promotes close working relationships with all stakeholders.
- Participates as an active member of the management team. Upholds board policies and follows administrative procedures. Promotes a professional image of the school district.
- Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.
- Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Helps the treasurer prepare financial data (e.g., excess cost invoices, tuition payments, foundation calculations /deductions, expenditure reports, etc.).
- Coordinates the "child find" and preschool/kindergarten screening programs.
- Oversees IDEA Part-B applications and program reporting requirements.
- Serves as the home schooling officer and liaison to chartered non-public schools.
- Directs program development. Coordinates student placements. Evaluates service outcomes.
- Helps manage the instructional program. Promotes academic excellence in a nurturing environment. Develops curriculum guides and courses of study. Evaluates and recommends instructional materials.
- Serves on the local professional growth committees as directed.
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Participates in staff selection and orientation processes. Expresses high expectations and monitors staff performance (e.g., individual observations, consultations, staff meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective staff development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines. Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Assists with student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.

- Monitors education laws, rules, and regulations. Recommends administrative procedures that facilitate compliance with legal mandates. Participates in due process procedures as requested.
- Complies with state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports/discipline recommendations.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TECHNOLOGY COORDINATOR**

File 109

Reports to: Superintendent

Job Objective: Coordinates the planning, delivery, assessment, and ongoing improvement of technology programs.

- Minimum Qualifications:**
- Bachelor's degree in computer science or alternative training and work experience that meet state department of education requirements. Valid state department of education license/certificate with a computer/technology endorsement is preferred
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Proficiency in computer software languages, applications, tools, database management systems, and operating systems (e.g. COBOL, C++, Java, etc.).
 - Keeps current with technology and other workplace innovations that support job functions.
 - Effective organizational, planning, and project management skills.
 - Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.
 - Expertise in the identification and use of technology equipment/software applications suitable for diverse instructional settings and user abilities. Ability to address the needs of adult learners.
 - Available to work irregular hours and/or a non-traditional schedule.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Coordinates the implementation of the district's technology plan. Administers state and federal technology grants. Develops and implements strategies to enhance staff and student use of technology resources. Promotes close working relationships with all stakeholders.
- Participates as an active member of the management team. Upholds board policies and follows administrative procedures. Promotes a professional image of the school district.
- Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.
- Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Ensures hardware and software compatibility. Receives, inspects, and tests equipment and software. Works with maintenance staff on construction/installation activities. Prepares support documentation (e.g., date installed, location, upgrades, etc.).
- Designs wired/wireless networks (e.g., voice, data, video, etc.). Oversees the installation and maintenance of network connections (e.g., servers, hubs, routers, voice/data switches, wiring, etc.).
- Maintains an effective configuration management system. Sets up and maintains file servers (e.g., users, space allocations, backups, etc.) for local and wide area networks (LAN/WAN).
- Develops procedures that promote the proper use, care, and security of technology resources (e.g., consent forms, maintenance, storage, etc.). Monitors compliance with all licensing agreements.
- Oversees the maintenance and routine cleaning of equipment. Keeps work areas orderly. Schedules repairs by vendors as needed. Maintains repair records.
- Oversees a perpetual inventory control system for fixed assets. Prepares an end-of-year report.
- Provides help desk services. Develops and maintains the district's web site.
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.

- Provides leadership in the provision of technology in-service and self directed learning programs.
- Keeps current with the K-12 courses of study, the district’s scope and sequence framework, and state standards/guidelines. Works with curriculum committees to improve student learning through the effective use of technology in all areas of the curriculum.
- Works with teachers to explore adaptations that enhance classroom activities.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports/discipline recommendations.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working in proximity to moving mechanical parts.
- Potential for exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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