

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	GUIDANCE COUNSELOR	File 301
Reports to:	Principal	
Job Objective:	Encourages students to consider a full range of program options. Helps students resolve problems that impede learning, make appropriate choices, and think of school as a positive experience. Encourages parental involvement.	
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.	
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">• Facilitates the effective planning, delivery, and ongoing improvement of guidance services.• Helps ensure that district policies/procedures support non-biased assessment/planning activities.• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Consults with district staff to identify ongoing/emerging guidance needs of students.• Facilitates the transition process for students entering or leaving the school program.• Provides student orientation and follow-up services. Provides information services to parents and students (e.g., testing procedures, program options, graduation requirements, etc.).• Assists the principal with the development of the master schedule as directed.• Coordinates class scheduling and record keeping processes. Helps students make suitable choices to meet graduation requirements.• Assists administrators with standardized and alternative testing programs, test interpretations, and the identification/implementation of student intervention services.• Assists with the coordination of summer school programs when offered.• Helps students better understand themselves and others. Helps students understand why learning is important. Promotes the development of appropriate study skills.• Helps students acknowledge and assume responsibility for setting goals and achieving success.• Conducts guidance activities. Collaborates with teachers on students career planning activities.• Oversees the development of student career passports.• Serves as a liaison to the vocational school. Facilitates enrollment procedures.• Maintains career information materials. Helps students explore training opportunities (e.g., college, university, technical, and proprietary schools; military services, etc.). Coordinates admission visits. Maintains up-to-date scholarships and financial aid information.• Helps students take full advantage of the learning environment (e.g., use of instructional/media resources, access/proximity to activities, etc.).• Communicates expectations, provides guidance, and shows an active interest in student progress.• Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.• Collaborates with other staff. Shares knowledge and resources that enhance student learning.• Upholds the student conduct code. Implements effective pupil management procedures. Maintains a positive learning environment. Helps parents/students understand academic objectives, behavioral standards, and performance expectations.• Consults with staff and families to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.). Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a contact for public agencies.• Serves as a resource for drug prevention awareness and intervention activities.• Collaborates with staff to implement and monitor behavior management plans when required.	

- Supports an inclusive educational environment. Helps staff resolve problems related to the participation of students with disabilities in appropriate learning activities.
- Helps intervention assistance team (IAT) members prepare plans for eligible students. Works with staff to ensure that services are provided in the least restrictive educational environment.
- Conducts individual and group counseling sessions as needed (e.g., personal conduct, conflict mediation, divorce, grief, etc.).
- Maintains accurate records and submits reports on time.
- Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- 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.
- Provides prompt notification of absences.
- 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.

- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**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.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: LIBRARY/MEDIA SPECIALIST

File 302

Reports to: Principal

Job Objective: Teaches and promotes the effective use of library/media resources.

- 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.
 - Ability to interpret, apply, and communicate technical information.
 - Ability and commitment to keep current with innovations in the library/media field.

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.

- Facilitates the effective planning, delivery, and ongoing improvement of library/media services.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Administers the board-approved program budget. Complies with district procedures to account for the collection of authorized student fees and fines.
- Keeps current with library/media resources available in the community.
- Encourages program innovations. Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Develops short/long-range program plans to update the library/media collection.
- Maintains an orderly and functional circulation system. Catalogs materials. Keeps books, periodicals, etc., properly shelved.
- Mends books. Makes minor equipment repairs. Follows board-adopted procedures to discard outdated, nonfunctional, or damaged equipment and materials.
- Provides patron orientation sessions. Facilitates staff and student use of library/media resources.
- Helps patrons understand and comply with copyright and intellectual property laws.
- Keeps current with K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines. Supports grade-level curriculum implementation activities.
- Uses effective communication strategies to introduce new library/media resources to patrons (e.g., E-mail, websites, displays, etc.) and stimulate interest in life-long learning.
- Provides programs that enhance student reading and research skills. Collects and reserves material for classroom assignments when requested.
- Prepares and presents special topics to classes when requested.
- Helps students take full advantage of the learning environment (e.g., computers, peripherals, CD-ROMs, audio tapes, access/proximity to activities, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Plans collaborative learning activities that encourage and support positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Upholds the student conduct code. Implements effective pupil management procedures. Maintains a positive learning environment. Helps parents/students understand academic objectives, behavioral standards, and performance expectations.
- Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Collaborates with staff to implement and monitor behavior management plans when required.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate learning activities.
- Maintains accurate records and submits reports on time.

- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- 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.
- Provides prompt notification of absences.
- 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.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**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 in proximity to moving mechanical parts.
- 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 temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- 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.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SPEECH/LANGUAGE PATHOLOGIST** **File 303**

Reports to: Principal

Job Objective: Facilitates the identification and remediation of communication disorders to help students achieve maximum benefit from the educational program. Encourages parental involvement.

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.
- Training and/or experience in behavioral management techniques.

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.

- Prepares the assigned assessment/treatment area. Requisitions supplies. Sets up equipment.
- Obtains informed consent before providing services. Facilitates decision-making activities. Helps stakeholders understand service goals and how they relate to the educational program.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Performs screening activities (e.g., child find, new students, grades designated by the board, etc.).
- Performs follow-up activities with students who have not passed earlier screening procedures.
- Administers diagnostic tests. Interprets results. Provides objective recommendations that facilitate student participation in educational activities. Monitors the efficacy of interventions.
- Helps intervention assistance team (IAT) members prepare plans for eligible students. Works with staff to ensure that services are provided in the least restrictive educational environment.
- Develops a service schedule. Helps staff resolve problems related to the participation of students with disabilities in appropriate learning activities. Complies with state policies/procedures for the education of students identified as having a disability.
- Uses a variety of service delivery models to treat and/or address speech/language disorders (e.g., verbal/written language, voice, articulation, fluency, interactive communication, auditory and/or visual processing, cognition/communication, etc.).
- Supports an inclusive educational environment. Provides ongoing communication and support for teachers. Encourages and supports positive peer relationships.
- Teaches skills that help students manage their environment. Helps students take full advantage of the learning environment (e.g., assistive technology, augmentative devices, use of instructional/media resources, access/proximity to activities, etc.).
- Collaborates with staff to implement and monitor behavior management plans when required.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Upholds the student conduct code. Implements effective pupil management procedures. Maintains a positive learning environment. Helps parents/students understand academic objectives, behavioral standards, and performance expectations.
- Documents student progress. Ensure the accuracy of records. Prepares an end-of-the year recommendations for each student served.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Maintains accurate records and submits reports on time.
- Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.

- Promotes the proper use, care, and security of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- 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.
- Provides prompt notification of absences.
- 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.

- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**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 in proximity to moving mechanical parts.
- Duties may require performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- 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.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TEACHER** **File 304**

Reports to: Principal

Job Objective: Plans, implements, and assesses student learning experiences. Helps students make appropriate choices. Encourages parental involvement.

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.

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.

- Teaches classes as scheduled. Maintains a thorough understanding of subject material. Creates effective student learning experiences. Documents teaching performance objectives. Uses formal and informal assessment strategies to monitor and manage student learning.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Prepares the assigned classroom or instructional area. Develops written lesson plans that align with state standards and the district's adopted courses of study/curriculum goals.
- Evaluates the academic needs of students. Develops meaningful educational activities that engage and stimulate student learning. Varies instructional techniques to address diverse learning styles.
- Helps students take full advantage of the learning environment (e.g., use of instructional/media resources, access/proximity to activities, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Plans collaborative learning activities that encourage and support positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Upholds the student conduct code. Implements effective pupil management procedures. Maintains a positive learning environment. Helps parents/students understand academic objectives, behavioral standards, and performance expectations.
- Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Collaborates with staff to implement and monitor behavior management plans when required.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate learning activities.
- Initiates referrals for student assistance as needed. Meets mandated paperwork deadlines. Helps the intervention assistance team (IAT) prepare plans for eligible students.
- Helps prepare and implement Section 504, Individualized Education Plans (IEP), and/or other interventions for assigned students meeting eligibility requirements.
- Proctors district testing activities as directed. Upholds security procedures. Helps students with content-area preparation activities.
- Maintains accurate records and submits reports on time.
- Evaluates student achievement/performance. Prepares progress reports. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.

- Participates in staff meetings, conferences, and other required school activities.
- 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.
- Provides prompt notification of absences. Ensures that student lists and teaching materials are readily available for substitutes.
- 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.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**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.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CAREER/TECHNICAL EDUCATION TEACHER** **File 305**

Reports to: Principal

Job Objective: Plans, implements, and assesses student learning experiences. Helps students make appropriate choices. Encourages parental involvement.

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.
- Commitment to keep current with occupational trends and skills deemed essential by employers.

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.

- Consults with district staff to identify ongoing/emerging career/technical needs of students.
- Monitors workforce trends and training needs. Evaluates the relevance of new technology.
- Recommends program purchases. Maintains equipment inventory records as directed.
- Performs equipment safety inspections. Develops rules and procedures that promote the safe use of equipment. Monitors compliance with all licensing agreements.
- Teaches classes as scheduled. Maintains a thorough understanding of subject material. Creates effective student learning experiences. Documents teaching performance objectives. Uses formal and informal assessment strategies to monitor and manage student learning.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Prepares the assigned classroom or instructional area. Develops written lesson plans that align with state standards and the district's adopted courses of study/curriculum goals.
- Evaluates the academic needs of students. Develops meaningful educational activities that engage and stimulate student learning. Varies instructional techniques to address diverse learning styles.
- Helps students take full advantage of the learning environment (e.g., use of instructional/media resources, access/proximity to activities, etc.).
- Facilitates and monitors work-study placements. Supervises supplemental program activities (e.g., summer fairs, camp programs, leadership conferences, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Plans collaborative learning activities that encourage and support positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Upholds the student conduct code. Implements effective pupil management procedures. Maintains a positive learning environment. Helps parents/students understand academic objectives, behavioral standards, and performance expectations.
- Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Collaborates with staff to implement and monitor behavior management plans when required.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate learning activities.
- Initiates referrals for student assistance as needed. Meets mandated paperwork deadlines. Helps the intervention assistance team (IAT) prepare plans for eligible students.
- Helps prepare and implement Section 504, Individualized Education Plans (IEP), and/or other interventions for assigned students meeting eligibility requirements.
- Proctors district testing activities as directed. Upholds security procedures. Helps students with content-area preparation activities.
- Maintains accurate records and submits reports on time.

- Evaluates student achievement/performance. Prepares progress reports. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- 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.
- Provides prompt notification of absences. Ensures that student lists and teaching materials are readily available for substitutes.
- 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.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**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 in proximity to moving mechanical parts.
- 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 temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- 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.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **GIFTED PROGRAM TEACHER** **File 306**

Reports to: Gifted Program Coordinator and Principal

Job Objective: Plans, implements, and assesses student learning experiences. Helps students make appropriate choices. Encourages parental involvement.

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.

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.

- Assists with planning activities (e.g., student participation criteria, program goals, etc.).
- Uses standardized forms/approved checklists to identify eligible students. Collaborates with staff to identify effective approaches for each student (e.g., resource room, inclusion, pull-out, etc.).
- Teaches classes as scheduled. Maintains a thorough understanding of subject material. Creates effective student learning experiences. Documents teaching performance objectives. Uses formal and informal assessment strategies to monitor and manage student learning.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Complies with state policies/procedures for the education of students identified as gifted. Prepares and implements Written Education Plans (WEP).
- Supports an inclusive educational environment. Serves as a resource to teachers with gifted students in their classrooms. Helps staff resolve problems related to the participation of gifted students in appropriate learning activities.
- Prepares the assigned classroom or instructional area. Develops written lesson plans that align with state standards, the district's adopted courses of study/curriculum goals, and student WEP.
- Evaluates the academic needs of students. Develops meaningful educational activities that engage and stimulate student learning. Varies instructional techniques to address diverse learning styles.
- Helps students take full advantage of the learning environment (e.g., use of instructional/media resources, access/proximity to activities, etc.).
- Researches and prepares program materials for gifted students. Recruits mentor volunteers. Directs parents to resources within the district and community.
- Serves as a liaison to parents and staff. Shares information with stakeholders about the involvement of students in the gifted program.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Plans collaborative learning activities that encourage and support positive peer relationships.
- Upholds the student conduct code. Implements effective pupil management procedures. Maintains a positive learning environment. Helps parents/students understand academic objectives, behavioral standards, and performance expectations.
- Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Collaborates with staff to implement and monitor behavior management plans when required.
- Initiates referrals for student assistance as needed. Meets mandated paperwork deadlines. Helps the intervention assistance team (IAT) prepare plans for eligible students.
- Proctors district testing activities as directed. Upholds security procedures. Helps students with content-area preparation activities.
- Maintains accurate records and submits reports on time.

- Evaluates student achievement/performance. Prepares progress reports. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- 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.
- Provides prompt notification of absences. Ensures that student lists and teaching materials are readily available for substitutes.
- 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.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**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.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	INTERVENTION SPECIALIST/SPECIAL EDUCATION TEACHER	File 307
Reports to:	Director of Special Education and Principal	
Job Objective:	Plans, implements, and evaluates student learning experiences. Promotes a full range of learning options. Helps students make appropriate choices. Encourages parental involvement.	
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.• Training and/or experience in behavioral management techniques.	
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">• Teaches classes as scheduled. Maintains a thorough understanding of subject material. Creates effective student learning experiences. Documents teaching performance objectives. Uses formal and informal assessment strategies to monitor and manage student learning.• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Complies with state policies/procedures for the education of students identified as having a disability. Prepares and implements Individualized Education Plans (IEP). Ensures that services are provided in the least restrictive educational environment.• Supports an inclusive educational environment. Serves as a resource to teachers with special education students in their classrooms. Helps staff resolve problems related to the participation of students with disabilities in appropriate learning activities.• Prepares the assigned classroom or instructional area. Develops written lesson plans that align with state standards, the district's adopted courses of study/curriculum goals, and IEP objectives.• Evaluates the academic needs of students. Develops meaningful educational activities that engage and stimulate student learning. Varies instructional techniques to address diverse learning styles.• Helps students take full advantage of the learning environment (e.g., use of instructional/media resources, access/proximity to activities, etc.). Provides accommodations as needed (e.g., differentiated curriculum, extended time, study guides, reading/transcribing assistance, etc.).• Communicates expectations, provides guidance, and shows an active interest in student progress.• Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.• Plans collaborative learning activities that encourage and support positive peer relationships.• Upholds the student conduct code. Implements effective pupil management procedures. Maintains a positive learning environment. Helps parents/students understand academic objectives, behavioral standards, and performance expectations.• Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).• Collaborates with staff to implement and monitor behavior management plans when required.• Initiates referrals for student assistance as needed. Meets mandated paperwork deadlines. Helps the intervention assistance team (IAT) prepare plans for eligible students.• Proctors district testing activities as directed. Upholds security procedures. Helps students with content-area preparation activities.• Maintains accurate records and submits reports on time.• Evaluates student achievement/performance. Prepares progress reports. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).• Respects personal privacy. Maintains the confidentiality of privileged information.• Promotes the proper use, care, and security of school property.	

- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- 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.
- Provides prompt notification of absences. Ensures that student lists and teaching materials are readily available for substitutes.
- 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.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**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 in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- 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.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SUBSTITUTE TEACHER**

File 308

Reports to: Principal

Job Objective: Carries out the absent teacher's prepared lesson plans. *Note:* During a prolonged absence as defined by board policy, the substitute may perform all duties identified in the absent teacher's job description as directed.

Minimum Qualifications:

- Complies with state department of education temporary teaching license requirements. Valid state department of education license/certificate appropriate for the position 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.
- Keeps current with technology and other workplace innovations that support job functions.

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.

- Teaches classes as scheduled. Follows the absent teacher's written lesson plans. Consults with the principal and/or staff to resolve questions and/or concerns.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Reviews emergency procedures (e.g., weather, emergency, lockdown, etc.). Complies with building work schedules/hours. Works cooperatively with other teachers.
- Maintains accurate student attendance/absence records for covered assignments.
- Prepares a written summary of work completed. Makes the absent teacher aware of special situations or problems encountered.
- Varies instructional techniques to address diverse learning styles.
- Helps students take full advantage of the learning environment (e.g., access/proximity to activities, use of instructional/media resources, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Upholds the student conduct code. Implements effective pupil management procedures. Maintains a positive learning environment. Helps parents/students understand academic objectives, behavioral standards, and performance expectations.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate learning activities.
- Maintains accurate records and submits reports on time.
- Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property. Ensures that program supplies/equipment are properly stored.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- 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.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**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 in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- 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.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SOCIAL WORKER**

File 310

Reports To: Principal

Job Objective: Provides case management and therapeutic intervention services that are consistent with the district's mission and mandated requirements. Encourages parental involvement.

Minimum Qualifications:

- Valid license/certificate appropriate for the position. Master's degree 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.
- Keeps current with technology and other workplace innovations that support job functions.
- Training and/or experience in behavioral management techniques.
- Experience writing, implementing, and monitoring behavior management plans.
- Ability to facilitate student/family access to appropriate community resources.

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.

- Monitors education laws, rules, and regulations. Recommends administrative procedures that facilitate compliance with legal mandates.
- Consults with district staff to identify ongoing/emerging behavioral intervention needs of students.
- Provides consultation and therapeutic intervention services. Obtains informed consent before providing services. Facilitates decision-making processes. Helps the family/student understand how services relate to the educational program. Monitors the efficacy of interventions.
- Participates in a differentiated referral system that allows staff and parents to request a multi-factored evaluation (MFE) and/or consultation for non-disabled students.
- Assists administrators with standardized and alternative testing programs, test interpretations, and the identification/implementation of student intervention services.
- Assists with the coordination of summer school programs when offered.
- Supports an inclusive educational environment. Helps staff resolve problems related to the participation of students with disabilities in appropriate learning activities.
- Facilitates intervention assistance team (IAT) members to prepare plans for eligible students. Works with staff to ensure that services are provided in the least restrictive educational environment.
- Helps ensure that district policies/procedures support non-biased assessment/planning activities.
- Develops and implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
- Promotes a professional image of the school district.
- Upholds board policies and follows administrative guidelines/procedures.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers district policy/procedure questions to administrators.
- Advocates for children. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a contact for public agencies.
- Coordinates the development of behavior intervention plans as part of the IEP process.
- Coordinates manifestation determination and functional behavior assessments meetings. Helps staff implement behavior management plans. Monitors student interventions. Provides ongoing communication and support for teachers.
- Complies with federal and state policies/procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment. Participates in due process procedures as requested.
- Assists with "child find" and preschool/kindergarten screening activities as requested.
- Consults with staff to facilitate the early identification of mental health risks.
- Documents observations of students in classroom settings.
- Helps students better understand themselves and others. Conducts counseling sessions as needed (e.g., personal conduct, conflict mediation, grief, etc.).
- Consults with staff and families to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Help parents understand and improve parenting skills.

- Checks on absent students as requested. Helps administrators resolve attendance problems.
- Helps develop and implement retention activities to improve graduation rates for at-risk students.
- Serves as a resource for drug prevention awareness and intervention activities.
- Monitors ongoing student/family participation in community intervention/assistance programs.

SOCIAL WORKER

- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and behavioral/performance standards.
- Helps students identify and make use of supplemental instructional/media resources.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Facilitates parent/family and community partnerships that support student learning. Encourages parent organizations and school-sponsored activities.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Upholds the student conduct code. Implements effective pupil management procedures.
- Promotes the proper care and use of school property. Ensures that supplies and equipment are stored appropriately. Works with staff/students to address equipment safety and security issues.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school 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.
- Provides prompt notification of absences.
- 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.

- Acknowledges personal accountability for decisions and conduct.
- Acts in accordance with the professional code of ethics.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.
- Skillfully manages individual, group, and organizational interactions.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.

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

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.