

PIQUA CITY SCHOOL DISTRICT

Job Descriptions

400 ATHLETIC PROGRAM AND SUPPLEMENTALS

ATHLETIC PROGRAM

401	Athletic Administrator/HPE	
402	Athletic Faculty Manager	
403	Cheerleading Advisor	4
404	Coach – Assistant	
405	Coach – Head	
406	Strength/Conditioning Coordinator	
407	Trainer – Assistant Athletic	
408	Trainer – Athletic	

SUPPLEMENTALS

409	Academic Competition Advisors (Science Olympiad, etc.)	423	Library/Media Coordinator – District
		4424	Literary or Publication Advisor (Tomahawk Beat, etc.)
410	Assistant Director – Band Camp	4425	Marching Band Director
411	Building Coordinator – IAT Teams	4426	Marching Band Director – Assistant
412	Building Technology Coordinator	4427	Mentor Teacher
413	Chairperson – Division	4428	National Honor Society Advisor (Sr. & Jr. High)
414	Choreographer – Show Choir & Spring Musical	4429	North Central Chairperson
415	Class Advisor (Freshman, Sophomore, Junior, and Senior)	4430	North Central Special Area Coordinator
416	Class Play Advisor – Senior	4431	Safety Patrol Advisor
417	Club Advisors (Key, Muse Machine, etc.)	432	Spring Musical – Director – Drama/Staging
418	Color Guard Advisor	433	Spring Musical – Director/Orchestra
419	District Technology Director	434	Spring Musical – Director/Technical
420	Drama Advisor – Junior High	435	Student Leadership Advisor
421	Grade Level Chairperson	4436	Title I Chairperson
422	High School Choir/Show Choir	4437	Yearbook Advisor - Piquonian

PIQUA CITY SCHOOL DISTRICT
- JOB DESCRIPTION

Title:	ATHLETIC ADMINISTRATOR/HPE	File 401
Reports to:	High School Principal	
Job Objectives:	Administers the district's health, physical education, and interscholastic athletic programs. Promotes close working relationships with parents. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Completion of all pupil activity supervisor validation requirements.• Knowledgeable about interscholastic athletic program regulations.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Directs the effective delivery and continuous improvement of the district's health, physical education, and interscholastic athletic programs.• Upholds board policies and follows administrative procedures.• Upholds Title IX regulations.• Promotes a favorable image of the school district.• Administers the board-approved budget. Consults with coaches to evaluate program needs. Approves the purchase of essential supplies. Ensures the equitable apportionment of program resources.• Oversees the district's "pay-to-participate" program.• Formulates short- and long-range athletic program and facility plans.• Develops and distributes an athletic program calendar. Coordinates athletic activities to prevent conflicts and ensure the efficient use of the district's facilities.• Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.• Respects personal privacy. Maintains the confidentiality of privileged information.• Represents the district at athletic league meetings as directed.• Publicizes interscholastic sports events. Provides accurate and timely information about athletic activities. Responds to requests for information.• 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 and makes bank deposits.• Secures game officials except those contracted by the league commissioner.• Secures personnel for home games (e.g., security, timers, score keepers, announcers, field staff, ticket sellers/takers, etc.).• Processes time sheets for game officials and athletic workers.• Review procedures and schedules with staff before the start of the season.• Participates in coaching staff selection and orientation processes. Verifies that all coaches have completed training requirements and are properly qualified.• Monitors staff performance. Offers guidance to enhance skills. Promotes the development of staff leadership.• Encourages student involvement in program activities. Verifies scholastic eligibility. Helps maintain medical records.• Oversees the optional student insurance program when offered. Ensures that a waiver is on file for each athlete who declines coverage.• Updates and oversees the distribution of athletic program handbooks.• Communicates high expectations and shows an active interest in student progress.• Maintains high standards and upholds the student conduct code.	

- Helps coaches deal with discipline issues. Prepares student conduct and discipline recommendations for the principal's consideration.
- Verifies that participants have fulfilled all requirements for letters, awards, and/or certificates.
- Organizes and participates in athletic recognition programs.
- Implements procedures to protect school property and help ensure the health, safety, and well being of students, staff, and visitors.
- Arranges for the preparation of athletic fields and practice areas.
- Oversees the proper care and storage of athletic equipment.
- Arranges transportation and lodging for sanctioned activities.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Maintains visibility. Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Works closely with the athletic boosters association.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, 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 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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ATHLETIC FACULTY MANAGER**

File 402

Reports to: Athletic Director

Job Objectives: Manages the routine care, protection, and preservation of the district's athletic fields, equipment, and facilities. Supervises assigned events. Acts as the district's liaison to visiting athletic teams.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate is preferred.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Completion of all pupil activity supervisor validation requirements.
- Knowledgeable about interscholastic athletic program regulations.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Implements procedures to protect the athletic facilities and help ensure the health, safety, and well being of students, staff, and visitors.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Performs regular safety inspections. Checks fire, emergency equipment, and first aid supplies. Immediately reports suspected problems and/or unsafe conditions.
- Complies with safety regulations and environmental laws. Ensures that maintenance and program supplies are labeled and stored safely.
- Works with the athletic director to evaluate facility needs.
- Implements board-approved long-range facility plans as directed.
- Supervises events as directed. Sets up equipment.
- Communicates regulations to participants/spectators. Remains courteous when confronting undesirable behavior.
- Responds to emergencies. Promptly documents all incidents and injuries.
- Complies with district protocols when requesting police intervention.
- Offers assistance to visiting staff. Ensures that locker rooms are ready for events.
- Promotes the proper use and care of school property.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Avoids public criticism of training/coaching methods used by other individuals.
- Supervises ticket takers, parking attendants, etc.
- Communicates high expectations and shows an active interest in student progress.
- Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors and evaluates facility activities. Recommends changes to enhance future programs/services.
- Builds community partnerships that enhance district programs and services.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the athletic director: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CHEERLEADING ADVISOR**

File 403

Reports to: Athletic Director

Job Objectives: Works with cheerleaders to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation. Keeps the athletic director informed about emerging issues.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Relevant cheerleader coaching experience.
- Completion of all pupil activity supervisor validation requirements.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides technical expertise in the coaching of cheerleaders.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Works with the athletic director to evaluate program needs. Requisitions essential supplies and equipment. Promotes the proper use and care of school property.
- Reviews procedures and schedules before the start of the season.
- Attends all mandatory programs (e.g., first aid training, etc.).
- Encourages student involvement in program activities. Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, requirements for letters, optional insurance coverage, waiver forms, etc.).
- Organizes team tryouts. Maintains the integrity of the selection process.
- Organizes and carries out a practice schedule. Coordinates activities with the school calendar. Gives the athletic director a copy of all student communications.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Avoids public criticism of training/coaching methods used by other individuals.
- Assumes responsibility for the development of off-season activities (e.g., summer training, clinics, etc.).
- Facilitates participation in cheerleading competitions.
- Assists with the optional student insurance program. Maintains information as directed.
- Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require medical attention.
- Evaluates individual and team performance. Develops and refines cheerleading routines.
- Communicates high expectations and shows an active interest in student progress.
- Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Verifies that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.
- Ensures that students keep locker rooms and practice areas orderly.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.

- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Works closely with the athletic boosters association.
- Supervises approved fund raising projects. Works with the athletic director to ensure that all financial activities are processed through the proper student activity account.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the athletic director: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT COACH

File 404

Reports to: Head Coach

Job Objectives: Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation. Keeps the head coach informed about emerging issues.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Relevant coaching experience.
- Completion of all pupil activity supervisor validation requirements.
- Knowledgeable about interscholastic athletic program regulations.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides technical expertise in coaching the assigned athletic activity.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Works with the head coach to evaluate program needs. Requisitions supplies and equipment as directed. Promotes the proper use and care of school property.
- Reviews procedures and schedules before the start of the season.
- Attends all mandatory programs (e.g., rules interpretation, first aid training, etc.).
- Encourages student involvement in program activities. Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, requirements for letters, optional insurance coverage, waiver forms, etc.).
- Assists with team tryouts. Maintains the integrity of the selection process.
- Carries out the practice schedule as directed. Gives the head coach and athletic director a copy of all student communications.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes team spirit and school loyalty. Avoids public criticism of training/coaching methods used by other individuals.
- Helps develop off-season activities (e.g., summer training, clinics, etc.).
- Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require medical attention.
- Evaluates individual and team performance. Prepares statistics. Develops and refines game strategies as directed.
- Helps recruit, train, and supervise student managers, trainers, and scouts.
- Communicates high expectations and shows an active interest in student progress.
- Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Helps verify that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.
- Helps with supervision responsibilities related to the preparation of athletic fields and practice areas.
- Helps keep track of athletic equipment. Makes minor equipment repairs.
- Ensures that students keep locker rooms and practice areas orderly.
- Obtains permission to be away when duties conflict with other assigned duties.

- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Helps supervise approved fund raising projects. Works with the head coach to ensure that all financial activities are processed through the proper student activity account.
- Builds community partnerships that enhance district programs and services.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the head coach: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	HEAD COACH	File 405
Reports to:	Athletic Director	
Job Objectives:	Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation. Keeps the athletic director informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Relevant coaching experience.• Completion of all pupil activity supervisor validation requirements.• Knowledgeable about interscholastic athletic program regulations.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Provides technical expertise in coaching the assigned athletic activity.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Works with the athletic director to evaluate program needs. Requisitions essential supplies and equipment. Promotes the proper use and care of school property.• Reviews procedures and schedules before the start of the season.• Attends all mandatory programs (e.g., rules interpretation, first aid training, etc.).• Encourages student involvement in program activities. Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, requirements for letters, optional insurance coverage, waiver forms, etc.).• Organizes team tryouts. Maintains the integrity of the selection process.• Organizes and carries out a practice schedule. Coordinates activities with the school calendar. Gives the athletic director a copy of all student communications.• Maintains accurate records and submits reports on time.• Respects personal privacy. Maintains the confidentiality of privileged information.• Avoids public criticism of training/coaching methods used by other individuals.• Assumes responsibility for the development of off-season activities (e.g., summer training, clinics, etc.).• Assists with the optional student insurance program. Maintains information as directed.• Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require medical attention.• Evaluates individual and team performance. Prepares statistics. Develops and refines game strategies.• Recruits, trains, and supervises student managers, trainers, and scouts.• Helps the athletic director secure personnel for home games.• Communicates high expectations and shows an active interest in student progress.• Promotes academic success as an important priority for all students.• Maintains high standards and upholds the student conduct code.• Reports student discipline problems, vandalism, and other related concerns.• Verifies that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.• Helps supervise the preparation of athletic fields and practice areas.• Assigns and keeps track of athletic equipment issued to students and staff.• Ensures that students keep locker rooms and practice areas orderly.	

- Helps arrange transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Works closely with the athletic boosters association.
- Supervises approved fund raising projects. Works with the athletic director to ensure that all financial activities are processed through the proper student activity account.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the athletic director: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **STRENGTH/CONDITIONING COORDINATOR**

File 406

Reports to: Athletic Director

Job Objectives: Supervises weight room activities. Provides guidance and encouragement to help students profit from their participation. Keeps the athletic director informed about emerging issues.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate is preferred.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Completion of all pupil activity supervisor validation requirements.
- Knowledgeable about interscholastic athletic program regulations.
- Ability to identify and eliminate potential sources of communicable diseases.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with the athletic director to evaluate program needs. Requisitions essential supplies and equipment.
- Serves as a contact for vendors. Maintains product information catalogs.
- Develops rules and procedures that promote the proper use and care of equipment. Monitors the use of the weight room. Enforce safety rules. Periodically reviews and recommend rule revisions.
- Coordinates scheduling activities to ensure the efficient use of the weight room.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Provides an orientation session for all individuals using the weight room. Teaches precautions and procedures to help students prevent injuries.
- Promptly documents all injuries that require medical attention.
- Identifies activities best suited for each sport. Instructs coaches, trainers, and athletes in proper training techniques. Consults with athletes about sports nutrition information.
- Ensures that the weight room is kept orderly. Identifies health risks. Eradicates suspected contaminants and/or unhealthy conditions. Instructs custodial staff in standard sanitation procedures to maintain a clean weight room environment.
- Cleans, reconditions, and stores equipment. Ensures that equipment is safe to use and available when needed.
- Maintains a weight room inventory list. Prepares an end-of-year inventory report.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Avoids public criticism of training/coaching methods used by other individuals.
- Communicates high expectations and shows an active interest in student progress.
- Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Works closely with the athletic boosters association.
- Builds community partnerships that enhance district programs and services.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.

- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the athletic director: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ASSISTANT ATHLETIC TRAINER	File 407
Reports to:	Athletic Director and Athletic Trainer	
Job Objectives:	Assists the athletic trainer. Helps students manage and take care of athletic injuries. Teaches physical enhancement skills. Keeps the athletic trainer informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio athletic trainers license.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Completion of all pupil activity supervisor validation requirements.• Knowledgeable about interscholastic athletic program regulations.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Provides technical expertise in the evaluation and management of athletic injuries.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Assists with the ongoing maintenance of the training room and treatment areas. Inspects program equipment. Makes minor repairs and corrects unsafe conditions.• Works with the athletic trainer to evaluate program needs. Requisitions essential supplies as directed. Promotes the proper use and care of school property.• Reviews procedures and schedules before the start of the season.• Helps ensure that medical authorization forms are on file and readily available. Informs students about the importance of full medical disclosure (e.g., medical history, medications, injuries, treatment regimes, etc.) and procedures for assistance with an injury.• Evaluates, treats, and monitors minor injuries (e.g., abrasions, lacerations, muscle strains, etc.). Documents the care provided and medical supplies used.• Notifies parents/guardians and reviews treatment options when an injury occurs.• Consults a physician when the extent of an injury is not clear. Promptly documents all injuries that require medical attention.• Helps with the treatment of serious injuries only under the direction of a physician.• Reports all injuries to the athletic trainer and head coach. Consults with coaches regarding functional ability. Consults with athletic trainer to determine an athlete playing status when a physician has not evaluated the student's condition.• Maintains a status report for all injured athletes. Requires a physician's approval for an athlete to participate in practice sessions or contests following an injury requiring medical supervision.• Respects personal privacy. Maintains the confidentiality of privileged information.• Avoids public criticism of training/coaching methods used by other individuals.• Supervises training and conditioning activities. Identifies activities best suited for each sport. Instructs coaches, trainers, and athletes in proper training techniques. Consults with athletes about sports nutrition information.• Assists with orthopedic taping, bracing, and therapeutic exercise activities.• Makes recommendations regarding the assignment of student trainers.• Communicates high expectations and shows an active interest in student progress.• Promotes academic success as an important priority for all students.• Maintains high standards and upholds the student conduct code.• Reports student discipline problems, vandalism, and other related concerns.• Ensures that students keep locker rooms and practice areas orderly.• Obtains permission to be away when duties conflict with other assigned duties.	

- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Works with the athletic boosters association as directed.
- Helps build community partnerships that enhance district programs and services.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential 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.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the athletic trainer: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ATHLETIC TRAINER**

File 408

Reports to: Athletic Director

Job Objectives: Coordinates athletic training activities. Helps students manage and take care of athletic injuries. Teaches physical enhancement skills. Keeps the athletic director informed about emerging issues.

Minimum Qualifications:

- Valid Ohio athletic trainers license.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Completion of all pupil activity supervisor validation requirements.
- Knowledgeable about interscholastic athletic program regulations.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides technical expertise in the evaluation and management of athletic injuries.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Oversees the ongoing maintenance of the training room and treatment areas. Inspects program equipment. Makes minor repairs and corrects unsafe conditions.
- Works with the athletic director to evaluate program needs. Requisitions essential supplies and equipment. Promotes the proper use and care of school property.
- Reviews procedures and schedules before the start of the season.
- Coordinates/conducts school physicals for student athletes. Checks to ensure that all athletes and cheerleaders have physicals on file.
- Ensures that medical authorization forms are on file and readily available. Informs students about the importance of full medical disclosure (e.g., medical history, medications, injuries, treatment regimes, etc.) and procedures for assistance with an injury.
- Evaluates, treats, and monitors minor injuries (e.g., abrasions, lacerations, muscle strains, etc.). Documents the care provided and medical supplies used.
- Notifies parents/guardians and reviews treatment options when an injury occurs.
- Consults a physician when the extent of an injury is not clear. Promptly documents all injuries that require medical attention.
- Helps with the treatment of serious injuries only under the direction of a physician.
- Reports all injuries to the head coach. Consults with coaches regarding functional ability. Assumes responsibility for determining an athlete playing status when a physician has not evaluated the student's condition.
- Maintains a status report for all injured athletes. Requires a physician's approval for an athlete to participate in practice sessions or contests following an injury requiring medical supervision.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Avoids public criticism of training/coaching methods used by other individuals.
- Supervises training and conditioning activities. Identifies activities best suited for each sport. Instructs coaches, trainers, and athletes in proper training techniques. Consults with athletes about sports nutrition information.
- Oversees all orthopedic taping, bracing, and therapeutic exercise activities.
- Assigns and trains student trainers.
- Communicates high expectations and shows an active interest in student progress.
- Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.

- Ensures that students keep locker rooms and practice areas orderly.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates, and recommends changes to enhance future programs.
- Works closely with the athletic boosters association.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential 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.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the athletic director: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ACADEMIC COMPETITION ADVISOR (ODYSSEY OF THE MIND, SCIENCE OLYMPIAD, ETC.)	File 409
Reports to:	Principal	
Job Objectives:	Facilitates student participation in academic competitions. Provides guidance and encouragement to help students profit from their participation. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions essential supplies and equipment.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Maintains a competition calendar. Coordinates activities with the school calendar.• Promotes the proper use and care of school property.• Communicates program objectives to encourage student participation. Selects team members. Maintains the integrity of the selection process. Informs participants about personal responsibilities.• Communicates high expectations and shows an active interest in student progress.• Maintains high standards and upholds the student conduct code.• Respects personal privacy. Maintains the confidentiality of privileged information.• Avoids public criticism of training/coaching methods used by other individuals.• Carries out practice sessions. Evaluates the team's performance. Helps students refine competition strategies.• Maintains accurate records and submits reports on time.• Promotes a favorable image and recognition of program participants.• Checks to ensure that students have paid authorized fees. Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.• Arranges student transportation for sanctioned activities.• Obtains permission to be away when duties conflict with other assigned duties.• Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.• Reports evidence of suspected child abuse as required by law.• Monitors innovations, evaluates activities, and recommends changes to enhance future programs.• Builds community partnerships that enhance district programs and services.• Participates in staff meetings and professional growth opportunities as directed.• Accepts personal responsibility for decisions and conduct.• Strives to develop rapport and serve as a positive role model for others.• Performs other specific job-related duties as directed.	
Abilities Required:	The following characteristics and physical skills are essential for the successful performance of assigned duties.	

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ASSISTANT BAND CAMP DIRECTOR	File 410
Reports to:	Marching Band Director	
Job Objectives:	Helps coordinate band camp activities. Promotes academic enrichment as a vital aspect of the district's educational mission. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Completion of all pupil activity supervisor validation requirements.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Assists the marching band director with band camp planning activities. Helps requisitions essential supplies and equipment.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Encourages student involvement in band camp activities. Helps prepare information and publicize the band camp program.• Checks to ensure that students have paid authorized fees as directed. Ensures that all financial activities are processed through the proper student activity account.• Ensures that medical authorization forms are on file and readily available.• Arranges student transportation for sanctioned activities as directed.• Assists with the transportation of equipment to and from the program site. Promotes the proper use and care of school property.• Carries out band camp activities as assigned by the marching band director.• Communicates high expectations and shows an active interest in student progress.• Maintains high standards and upholds the student conduct code.• Respects personal privacy. Maintains the confidentiality of privileged information.• Maintains accurate records and submits reports on time.• Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.• Reports evidence of suspected child abuse as required by law.• Monitors innovations, evaluates activities, and recommends changes to enhance future band camp programs.• Accepts personal responsibility for decisions and conduct.• Strives to develop rapport and serve as a positive role model for others.• Performs other specific job-related duties as directed.	
Abilities Required:	<p>The following characteristics and physical skills are essential for the successful performance of assigned duties.</p> <ul style="list-style-type: none">• Demonstrates professionalism and contributes to a positive work environment.• Organizes tasks and manages time effectively.• Skillfully manages individual, group, and organizational interactions.• Effectively uses verbal, nonverbal, writing, and listening skills.• Averts problem situations and intervenes to resolve conflicts.• Exhibits consistency, resourcefulness, and resilience.• Exercises self-control and perseverance when dealing with students.• Completes paperwork accurately. Verifies and correctly enters data.	

- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the marching band director: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	IAT TEAM BUILDING COORDINATOR	File 411
Reports to:	Principal	
Job Objectives:	Works with team members to evaluate program options and develop intervention plans for referred students. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Appointment by the principal.• Valid Ohio teacher's license or certificate appropriate for the assignment.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Schedules and coordinates team meetings.• Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Obtains informed written consent of parents/guardians before assessment and/or providing services. Ensures that signed permission forms for the release of information are on file.• Evaluates the needs of referred students based on all available information. Reviews specific observable problem statements and base line data provided by the referring teacher.• Helps identify internal/external resources available to support team activities (e.g., teachers, medical specialist, counselors, social workers, etc.).• Helps determine if the referred student meets federal eligibility criteria.• Monitors each referral to ensure compliance with mandated timelines. Works with team members to reach a consensus and implement a specific plan for each referral.• Participates in follow-up meetings to evaluate the efficacy of recommended interventions. Terminates cases when the intervention is successful. Recommends additional interventions and/or makes a referral for a multi-factored evaluation if concerns persist.• Reviews intervention/program options with parents/guardians.• Helps formulate and guide the implementation of Individualized Education Plans (IEP) or 504 plans for students meeting eligibility requirements.• Works with staff to ensure that services are provided in the least restrictive educational environment.• Participates in due process procedures as requested.• Respects personal privacy. Maintains the confidentiality of privileged information.• Communicates high expectations and shows an active interest in student progress.• Maintains high standards and upholds the student conduct code.• Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.• Reports evidence of suspected child abuse as required by law.• Participates in professional growth opportunities as directed.• Accepts personal responsibility for decisions and conduct.• Strives to develop rapport and serve as a positive role model for others.• Performs other specific job-related duties as directed.	
Abilities Required:	The following characteristics and physical skills are essential for the successful performance of assigned duties.	

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUILDING TECHNOLOGY COORDINATOR** **File 412**

Reports to: Technology Coordinator and Principal

Job Objectives: Provides technology support services to building staff. Keeps the principal informed about emerging issues.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- Strong technical skills as evidenced by computer training/work experience.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Experience in the installation, maintenance, and repair of computer hardware and software.
- Knowledge of the curriculum process and software applications appropriate for diverse instructional settings and user abilities.
- Ability to train adult learners with a wide range of interest and skill levels.
- Commitment to keeping current with technological advances.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manages the building's help desk. Addresses equipment/performance problems (e.g., trouble shoots technology equipment/software, cable connections, re-sets switches, etc.). Assists with equipment/software installations as directed.
- Provides technical support to help staff use computers, software programs, printers, and other peripherals effectively. Prepares training materials and instruction sheets.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Attends technology meetings. Participates as an active member of district and building technology committees.
- Performs preventive maintenance and routine cleaning of equipment. Installs software and other enhancements. Replaces print ribbons, toner cartridges, etc.
- Works with the district technology coordinator to schedule repairs by outside vendors. Maintains repair records. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares and submits reports, records, and inventories as directed.
- Arranges software demonstrations. Notifies staff about new acquisitions. Provide individual and small group opportunities for training and problem solving.
- Works with supervisors to help staff improve proficiency with technology resources. Helps plan and present in-service programs.
- Works with teachers to explore adaptations that will enhance classroom activities.
- Assists with the development and maintenance of the building's web site.
- Assists with the preparation of foundation/grant proposals as directed.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

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

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

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 balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	DIVISION CHAIRPERSON	File 413
Reports to:	Principal and Director of Curriculum and Instruction	
Job Objectives:	Provides division leadership for the continuous improvement of the instructional program. Keeps the principal and director of curriculum and instruction informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment.• Master's degree or higher with training in curriculum and instruction is desirable.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Provides division leadership to facilitate curriculum improvements, staff development activities, and proficiency test readiness.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Develops performance goals and a strategy to accomplish approved objectives within specified time lines.• Maintains effective communications with staff to resolve problems and sustain progress toward division objectives.• Assists the principal with the development of the master schedule.• Promotes the continuity of the instructional program. Provides insights about the progression of student skills and the key contributions made by staff at each level.• Analyzes proficiency and competency-based test results. Recommends instructional modifications and interventions that enhance student learning and improve test performance.• Assists with the review and revision of the district's curriculum guides and courses of study.• Assists with course of study transitions.• Recommends the addition of courses, the grade placement of courses, and modifications of graduation requirements.• Meets with sales representatives. Schedules demonstrations. Evaluates division needs and prepares budget recommendations.• Maintains division inventory records.• Assists with the preparation of foundation/grant proposals as directed.• Participates in staff selection and orientation processes as requested. Recommends staff and student teacher assignments. Provides on-going guidance as needed.• Coordinates department staff meetings. Identifies concerns, shares successful practices, and provides timely information about district activities.• Plans, implements, and evaluates department staff development programs. Posts continuing education information.• Monitors classroom instruction. Serves as a resource on curricula and other division issues. Works with supervisors to improve staff competencies.• Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.• Supports appropriate research and pilot projects. Encourages staff to develop and disseminate innovative instructional/program materials.• Maintains accurate records and submits reports on time.• Respects personal privacy. Maintains the confidentiality of privileged information.• Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.	

- Communicates high expectations and shows an active interest in student progress.
- Maintains high standards and upholds the student conduct code.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Builds community partnerships that enhance district programs and services.
- Represents the department at meetings outside the district.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal and director of curriculum and instruction: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	CHOREOGRAPHER (SHOW CHOIR, SPRING MUSICAL, ETC.)	File 414
Reports to:	Drama or Music Director (as assigned)	
Job Objectives:	Coordinates choreography activities.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Musical and/or theatrical production choreography skills.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Confers with the director to review production activities. Coordinates production cuts. Creates dance routines.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Encourages student involvement in program activities. Helps manage open auditions.• Supervises dance rehearsals. Keeps the director informed about production activities and emerging issues.• Promotes the proper use and care of school property.• Helps ensure safe working conditions. Assists with the proper care and storage of production equipment. Makes minor repairs as directed.• Communicates high expectations and shows an active interest in student progress.• Maintains high standards and upholds the student conduct code.• Respects personal privacy. Maintains the confidentiality of privileged information.• Prepares and submits production records as directed.• Promotes a favorable image and recognition of program participants.• Arranges student transportation for sanctioned activities as directed.• Obtains permission to be away when duties conflict with other assigned duties.• Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.• Reports evidence of suspected child abuse as required by law.• Recommends choreography changes to enhance future programs.• Helps build community partnerships that enhance district programs and services.• Participates in national, state, and/or regional activities that advance district goals.• Participates in staff meetings and professional growth opportunities as directed.• Accepts personal responsibility for decisions and conduct.• Strives to develop rapport and serve as a positive role model for others.• Performs other specific job-related duties as directed.	
Abilities Required:	<p>The following characteristics and physical skills are essential for the successful performance of assigned duties.</p> <ul style="list-style-type: none">• Demonstrates professionalism and contributes to a positive work environment.• Organizes tasks and manages time effectively.• Skillfully manages individual, group, and organizational interactions.• Effectively uses verbal, nonverbal, writing, and listening skills.• Averts problem situations and intervenes to resolve conflicts.• Exhibits consistency, resourcefulness, and resilience.• Exercises self-control and perseverance when dealing with students.• Completes paperwork accurately. Verifies and correctly enters data.	

- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the assigned director: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FRESHMAN, SOPHOMORE, JUNIOR, AND SENIOR CLASS ADVISOR** **File 415**

Reports to: Principal

Job Objectives: Helps students identify class goals. Promotes school spirit as a vital aspect of the district's educational mission. Supervises class activities. Provides guidance and encouragement to help students profit from their participation. Keeps the principal informed about emerging issues.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions essential supplies and equipment.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Coordinates activities with the school calendar.
- Promotes the proper use and care of school property.
- Provides guidance to help students develop and promote program ideas. Seeks opportunities to involve all students in class activities.
- Encourages and facilitates student involvement in public service activities.
- Recruits, instructs, and supervises adult chaperones.
- Communicates high expectations and shows an active interest in student progress.
- Maintains high standards and upholds the student conduct code.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains accurate records and submits reports on time.
- Helps students determine reasonable fees and/or alternative methods to fund class activities. Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Arranges student transportation for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Builds community partnerships that enhance district programs and services.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Freshman and Sophomore Class Advisors -- Additional duties:

- Oversees prom fundraising activities.

Junior Class Advisor -- Additional duties:

- Oversees the planning and supervision of the Junior-Senior Prom.

- Oversees the purchasing of prom supplies.
- Oversees prom theme and court selection processes.

Senior Class Advisor -- Additional duties:

- Works with class officers and the principal to plan the graduation ceremony.
- Works with the principal and secretary to process paperwork for graduation.
- Meets with sales representatives to select caps/gowns, announcements, etc.
- Oversees the voting process for the class motto, flower, colors, song, etc.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SENIOR CLASS PLAY ADVISOR**

File 416

Reports to: Principal

Job Objectives: Directs the senior class play. Keeps the principal informed about emerging issues.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Musical and/or theatrical production skills.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions essential supplies and equipment.
- Confers with the principal to review performance selections. Ensures compliance with all production licensing agreements.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Communicates program objectives to encourage student participation. Organizes open auditions. Informs participants about personal responsibilities. Assigns and supervises work crews.
- Organizes and carries out a practice schedule. Coordinates activities with the school calendar.
- Promotes the proper use and care of school property.
- Keeps production records. Supervises tickets sales. Maintains income and expense records. Ensures that all financial activities are processed through the proper student activity account.
- Provides for safe working conditions. Oversees the proper care and storage of production equipment. Makes minor repairs. Ensures that equipment is safe to use and available when needed.
- Communicates high expectations and shows an active interest in student progress.
- Maintains high standards and upholds the student conduct code.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes a favorable image and recognition of program participants.
- Arranges student transportation for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	CLUB OR STUDENT ACTIVITY ADVISOR	File 417
Reports to:	Principal	
Job Objectives:	Organizes, implements, and evaluates the assigned student activity. Promotes academic enrichment as a vital aspect of the district's educational mission. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions essential supplies and equipment.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Coordinates activities with the school calendar.• Promotes the proper use and care of school property.• Communicates program objectives to encourage student involvement. Informs participants about personal responsibilities.• Provides guidance to help students develop and promote program ideas. Ensures that students maintain democratic practices. Encourages self-reliance and cooperative group participation.• Promotes an interest in the cultural and historical aspects of the activity.• Encourages participation in competitions related to the program activity.• Encourages and facilitates student involvement in public service activities.• Communicates high expectations and shows an active interest in student progress.• Maintains high standards and upholds the student conduct code.• Respects personal privacy. Maintains the confidentiality of privileged information.• Maintains accurate records and submits reports on time.• Promotes a favorable image and recognition of program participants.• Checks to ensure that students have paid authorized fees. Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.• Arranges student transportation for sanctioned activities.• Obtains permission to be away when duties conflict with other assigned duties.• Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.• Reports evidence of suspected child abuse as required by law.• Monitors innovations, evaluates activities, and recommends changes to enhance future programs.• Builds community partnerships that enhance district programs and services.• Participates in staff meetings and professional growth opportunities as directed.• Accepts personal responsibility for decisions and conduct.• Strives to develop rapport and serve as a positive role model for others.• Performs other specific job-related duties as directed.	

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **COLOR GUARD ADVISOR**

File 418

Reports to: Marching Band Director

Job Objectives: Works with color guard members to improve personal and teamwork skills. Promotes precision and school pride. Provides guidance and encouragement to help students profit from their participation. Keeps the band director informed about emerging issues.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Relevant color guard coaching experience.
- Completion of all pupil activity supervisor validation requirements.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions essential supplies and equipment.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Works with the marching band director to evaluate program needs.
- Provides technical expertise in the coaching of color guard members.
- Promotes the proper use and care of school property.
- Review procedures and schedules before the start of the season. Helps develop a unified program with the marching band. Develops routines for half-time shows, school events, and public service appearances.
- Attends all mandatory programs (e.g., first aid training, etc.).
- Encourages student involvement in program activities. Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, recognition certificates, optional insurance coverage, waiver forms, etc.).
- Organizes team tryouts. Maintains the integrity of the selection process.
- Organizes and carries out a practice schedule. Coordinates activities with the school calendar. Gives the band director a copy of all student communications.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Avoids public criticism of training/coaching methods used by other individuals.
- Assumes responsibility for the development of off-season activities (e.g., summer training, clinics, etc.).
- Assists with the optional student insurance program. Maintains information as directed.
- Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require medical attention.
- Evaluates individual and team performance. Develops and refines color guard routines.
- Communicates high expectations and shows an active interest in student progress.
- Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates. Participates in student recognition programs.

- Ensures that students keep locker rooms and practice areas orderly.
- Helps arrange transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Works closely with the music boosters association.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the marching band director: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	DISTRICT TECHNOLOGY DIRECTOR	File 419
Reports to:	Superintendent	
Job Objectives:	Administers the district's technology programs. Coordinates technology-training activities that enhance staff job performance. Encourages innovative use of technology resources. Keeps the superintendent informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio administrative license or certificate appropriate for the assignment.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Strong organizational, planning, and project management skills.• Teaching experience and the ability to address the needs of adult learners.• Expertise in the selection and use of technology equipment and software that support diverse job responsibilities and user abilities.• Commitment to keeping current with technological advances.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Directs the implementation of the district's technology plan. Coordinates staff training activities that promote the most effective use of technology resources.• Identifies opportunities to expand the use of technology to enhance district operations (e.g., communications, learning, record keeping, planning, etc.).• Participates as an active member of the district's management team.• Upholds board policies and follows administrative procedures.• Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.• Helps develop and implement the district's continuous improvement plan. Develops a strategy to accomplish personal performance objectives within specified time lines.• Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with staff and the community.• Administers the board-approved budget for assigned areas of responsibility.• Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.• Works with the district's curriculum committee to improve student learning through the effective integration of technology in all areas of the curriculum.• Promotes the continuity of the instructional program. Provides insights about the progression of student skills at each developmental level.• Helps evaluate and select new technology equipment and supplies. Uses effective communication strategies to introduce and facilitate the use of new technology resources. (e.g., E-mail, websites, instructional materials, displays, etc.).• Expresses high expectations for staff performance. Collaborates with supervisors to improve teacher outcomes through the effective use of technology.• Works with staff to identify and use technology resources that compliment teaching styles, build confidence, and enhance skills.• Teaches staff and students "peer-trainer" skills that support learning activities.• Oversees the provision of effective district-wide help desk services.• Encourages staff to develop and disseminate innovative program materials.• Promotes public awareness and an understanding of technology applications in the school environment.• Provides guidance, communicates high expectations, and shows an active interest in student progress.• Works with students to improve technology skills. Helps develop evaluation tools to measure student progress.	

- Maintains high standards and upholds the student conduct code.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Assists with the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- Works with district administrators to identify and implement technology applications that improve employee productivity.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

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

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, 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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin,

age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: JUNIOR HIGH DRAMA ADVISOR

File 420

Reports to: Principal

Job Objectives: Produces creditable musical and/or theatrical productions. Keeps the principal informed about emerging issues.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Musical and/or theatrical production skills.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions essential supplies and equipment.
- Promotes collaboration with other performing arts programs. Confers with the principal to review performance selections. Ensures compliance with all production licensing agreements.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Communicates program objectives to encourage student participation. Organizes open auditions. Informs participants about personal responsibilities. Casts from all appropriate grade levels. Assigns and supervises work crews.
- Organizes and carries out a practice schedule. Coordinates activities with the school calendar.
- Promotes the proper use and care of school property.
- Keeps production records. Supervises tickets sales. Maintains income and expense records. Ensures that all financial activities are processed through the proper student activity account.
- Provides for safe working conditions. Oversees the proper care and storage of production equipment. Makes minor repairs. Ensures that equipment is safe to use and available when needed.
- Communicates high expectations and shows an active interest in student progress.
- Maintains high standards and upholds the student conduct code.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Encourages student involvement in thespian organizations.
- Promotes a favorable image and recognition of program participants.
- Arranges student transportation for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.

- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **GRADE-LEVEL CHAIRPERSON**

File 421

Reports to: Director of Curriculum and Instruction

Job Objectives: Provides grade-level leadership for the continuous improvement of the instructional program. Keeps the director of curriculum and instruction informed about emerging issues.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- Master's degree or higher with training in curriculum and instruction is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides grade-level leadership to facilitate curriculum improvements, staff development activities, and proficiency test readiness.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Develops performance goals and a strategy to accomplish approved objectives within specified time lines.
- Maintains effective communications with staff to resolve problems and sustain progress toward grade-level objectives.
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and the key contributions made by staff at each level.
- Analyzes proficiency and competency-based test results. Recommends instructional modifications and interventions that enhance student learning and improve test performance.
- Assists with the review and revision of the district's curriculum guides and courses of study.
- Assists with grade-level course of study transitions.
- Assists with the preparation of foundation/grant proposals as directed.
- Coordinates grade-level staff meetings. Identifies concerns, shares successful practices, and provides timely information about district activities.
- Plans, implements, and evaluates grade-level staff development programs.
- Serves as a resource on curricula and other grade-level issues.
- Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.
- Supports appropriate research and pilot projects. Encourages staff to develop and disseminate innovative instructional/program materials.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Communicates high expectations and shows an active interest in student progress.
- Maintains high standards and upholds the student conduct code.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Builds community partnerships that enhance district programs and services.
- Represents grade-level staff at meetings outside the district as directed.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.

- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the director of curriculum and instruction: provides instructions to assigned grade-level teachers. Promotes teamwork and helps staff, as needed to successfully implement curriculum and instructional strategies.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	HIGH SCHOOL CHOIR AND SHOW CHOIR DIRECTOR	File 422
Reports to:	Principal	
Job Objectives:	Administers the high school's vocal music program. Provides guidance and encouragement to help students profit from their participation. Promotes close working relationships with parents. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Musical production and keyboarding skills.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Provides leadership for the vocal music program. Consults with the principal to determine the number of performances to be scheduled during the school year. Organizes and carries out a practice schedule. Coordinates performances with the school calendar. Supervises all performances.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Administers the board-approved budget. Requisitions essential supplies and equipment.• Prepares the assigned room. Promotes the proper use and care of school property.• Encourages student involvement in program activities. Explains student responsibilities (e.g., parental permission, training/performance schedules, recognition certificates, optional insurance coverage, etc.).• Maintains emergency medical authorization forms for extra-curricular choir activities.• Teaches scheduled classes. Documents teaching performance objectives. Creates effective learning experiences. Ensures that lesson plans align with the district's adopted courses of study.• Submits required written lesson plans according to building procedures. Provides prompt notification of absences. Ensures that teaching materials, class lists, and classroom procedures are readily available for substitutes.• Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.• Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.• Evaluates the needs of students based on all available information. Plans student interventions. Varies instructional techniques to address individual learning styles.• Communicates high expectations and shows an active interest in student progress.• Helps students develop critical-thinking, problem-solving, and creativity skills.• Assists students seeking additional knowledge and/or pursuing advanced skills. Directs parents to supplemental resources within the district and community.• Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.• Incorporates the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.• Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).• Maintains accurate records and submits reports on time.• Respects personal privacy. Maintains the confidentiality of privileged information.	

- Evaluates student achievement/performance and assigns grades. Prepares progress reports. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Reports evidence of suspected child abuse as required by law.
- Makes a referral for student assistance/intervention when a need is indicated. Meets mandated deadlines for required paperwork. Works with team members to reach a consensus on a plan for the identified student.
- Helps prepare and implement Section 504 and Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Supervises non-classroom activities when assigned.
- Participates in parent conferences, open houses, and other required school events.
- Facilitates student involvement in solo and ensemble competitions.
- Arranges transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Promotes a favorable image and recognition of program participants.
- Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Works closely with the music boosters association.
- Represents the music department at meetings outside the district.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	DISTRICT LIBRARY/MEDIA COORDINATOR	File 423
Reports to:	Director of Curriculum and Instruction	
Job Objectives:	Coordinates the district's library/media program. Promotes an effective learning environment. Plans and implements strategies to enhance staff and student use of library/media resources. Keeps the director of curriculum and instruction informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio license or certificate appropriate for the assignment.• Master's degree or higher with training in curriculum and instruction.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Directs the effective delivery and continuous improvement of library/media services.• Works with principals, program supervisors, and staff to evaluate the specific library/media needs of each building.• Develops performance goals and a strategy to accomplish approved objectives within specified time lines.• Maintains effective communications with staff to resolve problems and sustain progress.• Helps develop and implement the district's continuous improvement plan.• Administers the board-approved budget. Approves the purchase of essential program supplies and equipment.• Coordinates the selection of new library/media resources. Provides input regarding the equitable apportionment of library/media resources throughout the district.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Oversees the automation of the library/media management system. Ensures that each library/media center maintains an orderly and functional circulation system.• Oversees the maintenance and repair of library/media resources. Approves the disposal of outdated or nonfunctional equipment and other fixed assets following board-approved procedures.• Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.• Develops common goals with staff to improve student learning through the effective use of library/media resources.• Oversees the provision of orientation programs that instruct staff and students in the use of library/media resources.• Keeps informed about community resources. Plans cooperative programs.• Encourages staff to develop and disseminate innovative program materials.• Communicates high expectations and shows an active interest in student progress.• Maintains high standards and upholds the student conduct code. Helps assigned staff with student discipline issues.• Expresses high expectations and monitors staff performance. Collaborates with supervisors to improve staff competencies. Supports opportunities for staff to develop new skills. Participates in staff evaluations when requested.• Provides leadership in the planning and delivery of staff development programs.• Oversees the timely submission of reports, records, and inventories.• Supervises the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.• Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.	

- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Maintains visibility. Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Builds community partnerships that enhance district programs and services.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the director of curriculum and instruction: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	LITERARY OR PUBLICATION ADVISOR (SMOKE SIGNALS, TOMAHAWK BEAT, ETC.)	File 424
Reports to:	Principal	
Job Objectives:	Oversees the production, promotion, sale, and distribution of a student literary magazine or newspaper. Promotes academic enrichment as a vital aspect of the district's educational mission. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Proficient in the use of desktop publishing software.• Proficient in spelling, proofreading, and the correct use of grammar.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Evaluates and selects a publisher. Works closely with the outside vendors (when applicable) to ensure a quality product and to meet publication deadlines.• Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions essential supplies and equipment.• Collaborates with the <u>Piqua Daily Call</u> editor to meet deadline needs.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Coordinates activities with the school calendar.• Promotes the proper use and care of school property.• Encourages student involvement in program activities. Develops an equitable process to assign job responsibilities. Guides students in the development of their assignments.• Informs the principal about the selection of a student editor. Helps the editor with organizational functions (e.g., staff supervision, sales, financial management, record keeping, etc.).• Encourages all students to submit creative writing and artwork for publication.• Assists with the selection of materials for publication. Ensures that the content is accurate and appropriate. Provides the principal an opportunity to review proof materials before publication.• Helps students develop a distinctive format for the publication. Provides guidance with layout, picture/artwork selection, writing styles, etc. Helps students with proofreading and editing functions.• Supervises the sale of advertising. Ensures that contractual obligations are fulfilled.• Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.• Oversees security and distribution procedures.• Communicates high expectations and shows an active interest in student progress.• Maintains high standards and upholds the student conduct code.• Respects personal privacy. Maintains the confidentiality of privileged information.• Helps students manage program communications.• Maintains accurate records and submits reports on time.• Promotes a favorable image and recognition of program participants.• Arranges student transportation for sanctioned activities.• Obtains permission to be away when duties conflict with other assigned duties.	

- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	MARCHING BAND DIRECTOR	File 425
Reports to:	Principal	
Job Objectives:	Administers the district's marching and pep band programs. Provides guidance and encouragement to help students profit from their participation. Promotes close working relationships with parents. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Completion of all pupil activity supervisor validation requirements.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Provides leadership for the district's marching and pep band programs. Organizes and carries out a practice schedule. Coordinates band activities with the school calendar. Supervises all performances.• Develops routines for half-time shows, school events, and public service appearances. Coordinates activities with the color guard and other special groups. Coordinates pep band activities during the basketball season.• Assumes responsibility for the development of off-season activities (e.g., summer training, clinics, etc.).• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Administers the board-approved budget. Maintains an equipment inventory. Oversees the cleaning and repair of instruments. Makes minor repairs. Ensures that equipment is safe to use and available when needed.• Promotes the proper use and care of school property. Keeps track of school equipment assigned to students.• Encourages student involvement in program activities. Explains student responsibilities (e.g., parental permission, training/performance schedules, recognition certificates, optional insurance coverage, etc.).• Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.• Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.• Communicates high expectations and shows an active interest in student progress.• Helps students develop critical-thinking, problem-solving, and creativity skills.• Assists students seeking additional knowledge and/or pursuing advanced skills. Directs parents to supplemental resources within the district and community.• Maintains accurate records and submits reports on time.• Respects personal privacy. Maintains the confidentiality of privileged information.• Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).• Uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).• Reports evidence of suspected child abuse as required by law.• Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.• Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.	

- Participates in parent conferences, open houses, and other required school events.
- Facilitates student involvement in solo and ensemble competitions.
- Arranges transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Promotes a favorable image and recognition of program participants.
- Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Works closely with the music boosters association. Participates in association functions.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin,

age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ASSISTANT MARCHING BAND DIRECTOR	File 426
Reports to:	Marching Band Director	
Job Objectives:	Helps manage the marching band program. Provides guidance and encouragement to help students profit from their participation. Promotes close working relationships with parents. Keeps the marching band director informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Completion of all pupil activity supervisor validation requirements.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Carries out the practice schedule as assigned. Helps supervise all performances.• Helps develop routines for half-time shows, school events, and public service appearances. Helps coordinates activities with the color guard and other special groups. Helps coordinates pep band activities during the basketball season.• Helps develop off-season activities (e.g., summer training, clinics, etc.).• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Helps maintain an equipment inventory. Assists with the cleaning and repair of instruments. Makes minor repairs. Ensures that equipment is safe to use and available when needed.• Promotes the proper use and care of school property. Keeps track of school equipment assigned to students.• Encourages student involvement in program activities. Explains student responsibilities (e.g., parental permission, training/performance schedules, recognition certificates, optional insurance coverage, etc.).• Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.• Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.• Communicates high expectations and shows an active interest in student progress.• Helps students develop critical-thinking, problem-solving, and creativity skills.• Assists students seeking additional knowledge and/or pursuing advanced skills. Directs parents to supplemental resources within the district and community.• Maintains accurate records and submits reports on time.• Respects personal privacy. Maintains the confidentiality of privileged information.• Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).• Uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).• Reports evidence of suspected child abuse as required by law.• Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.• Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.• Participates in parent conferences, open houses, and other required school events.• Facilitates student involvement in solo and ensemble competitions.• Arranges transportation and lodging for sanctioned activities as directed.	

- Obtains permission to be away when duties conflict with other assigned duties.
- Promotes a favorable image and recognition of program participants.
- Supervises approved fund raising projects as directed. Ensures that all financial activities are processed through the proper student activity account.
- Monitors innovations, evaluates, and recommends changes to enhance future programs.
- Works with the music boosters association as directed.
- Helps build community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the marching band director: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MENTOR TEACHER**

File 427

Reports to: Principal

Job Objectives: Helps entry-year teacher gain knowledge and improve skills. Keeps the principal informed about emerging issues.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Completion of Pathwise® I Training.
- Demonstrates a clear understanding of current educational issues, best practices, and direct teaching techniques.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Keeps current with state licensing regulations and endorsements. Maintains a thorough knowledge of the district's programs and continuous improvement plans.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Receives instructions and partner assignment from the building administrator.
- Coordinates assigned mentoring activities. Meets with the new teacher to review program objectives. Provides guidance and helps resolve problems.
- Demonstrates teaching techniques/best practices. Shows an active interest in the new teachers progress. Provides advice to help participants achieve proficiency with pupil management procedures, organizational/record keeping duties, instruction, student observation, etc.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Performs observations and schedules follow-up meetings as directed. Prepares a critique of the new teacher's performance. Recommends program extensions when warranted.
- Attends entry-year teacher mentoring program training sessions as directed.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

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

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.

- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SENIOR AND JUNIOR HIGH SCHOOL
NATIONAL HONOR SOCIETY ADVISOR**

File 428

Reports to: Principal

Job Objectives: Organizes, implements, and evaluates National Honor Society activities. Promotes academic achievement, community involvement, and leadership in school activities as vital aspects of the district's educational mission. Keeps the principal informed about emerging issues.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions essential supplies and equipment.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Communicates program objectives to encourage student involvement (e.g., scholastic eligibility, selection criteria, program activities, etc.).
- Organizes a staff committee empowered to carry out National Honor Society functions. Oversees and maintains the integrity of the selection process. Ensures that nominated students meet all prerequisite qualifications.
- Processes induction information (e.g., notifies the principal, updates permanent records, sends paperwork to the National Honor Society headquarters, etc.).
- Coordinates the induction ceremony (e.g., date, time, location, speakers, etc.).
- Monitors academic records. Sends letters to students and their parents or guardians regarding membership requirements, probation status, and termination.
- Supervises the election and installation of National Honor Society officers.
- Provides guidance to help students develop and promote program ideas. Encourages self-reliance and cooperative group participation. Ensures that students maintain democratic practices. Coordinates activities with the school calendar.
- Encourages and facilitates student involvement in public service activities.
- Communicates high expectations and shows an active interest in student progress.
- Maintains high standards and upholds the student conduct code.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains accurate records and submits reports on time.
- Promotes a favorable image and recognition of program participants.
- Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Arranges student transportation for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.

- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	NORTH CENTRAL CHAIRPERSON	File 429
Reports to:	High School Principal	
Job Objectives:	Coordinates district activities for the North Central accreditation review process. Ensures that staff assignments are completed within specified time lines.	
Minimum Qualifications:	<ul style="list-style-type: none">• Appointment by the superintendent and high school principal.• Valid Ohio teacher's license or certificate appropriate for the assignment.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Consults with the principal to review the policies, procedures, and resources required for association membership and the endorsement being pursued.• Helps staff and the community understand the accreditation process.• Coordinates accreditation activities. Keeps staff informed about accreditation issues. Provides leadership to resolve problems. Keeps the principal informed about work progress.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Monitors data to ensure that information accurately tracks students.• Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.• Keeps staff informed about the status of the accreditation process.• Reports evidence of suspected child abuse as required by law.• Respects personal privacy. Maintains the confidentiality of privileged information.• Participates in short- and long-range planning activities to ensure that adequate facilities and financial resources are provided to achieve educational goals.• Represents the district at meetings with the accreditation organization.• Participates in national, state, and/or regional activities that advance district goals.• Participates in staff meetings and professional growth opportunities as directed.• Accepts personal responsibility for decisions and conduct.• Strives to develop rapport and serve as a positive role model for others.• Performs other specific job-related duties as directed.	
Abilities Required:	<p>The following characteristics and physical skills are essential for the successful performance of assigned duties.</p> <ul style="list-style-type: none">• Articulates a clear vision and provides leadership to advance the change process.• Promotes a positive work environment and engenders staff enthusiasm.• Skillfully manages individual, group, and organizational interactions.• Averts problem situations and intervenes to resolve conflicts.• Interprets information accurately and initiates effective responses.• Effectively uses verbal, nonverbal, writing, and listening skills.• Organizes tasks and manages time effectively.• Completes paperwork accurately. Verifies and correctly enters data.• Maintains an acceptable attendance record and is punctual.• Travels to meetings and work assignments.	
Supervisory Responsibility:	Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.	

**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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	NORTH CENTRAL SPECIAL AREA COORDINATOR	File 430
Reports to:	High School Principal and North Central Chairperson	
Job Objectives:	Coordinates special area activities for the North Central accreditation review process. Ensures that staff assignments are completed within specified time lines.	
Minimum Qualifications:	<ul style="list-style-type: none">• Appointment by the superintendent and high school principal.• Valid Ohio teacher's license or certificate appropriate for the assignment.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Consults with the principal to review the policies, procedures, and resources required for association membership and the endorsement being pursued.• Helps staff and the community understand the accreditation process.• Coordinates special area accreditation activities. Keeps staff informed about accreditation issues. Provides leadership to resolve problems. Keeps the principal informed about work progress.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Monitors data to ensure that information accurately tracks students at each designated benchmark.• Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.• Keeps staff informed about the status of the accreditation process.• Communicates high expectations and shows an active interest in student progress.• Reports evidence of suspected child abuse as required by law.• Respects personal privacy. Maintains the confidentiality of privileged information.• Participates in short- and long-range planning activities to ensure that adequate facilities and financial resources are provided to achieve special area goals.• Builds community partnerships that enhance district programs and services.• Represents the district at meetings with the accreditation organization.• Participates in national, state, and/or regional activities that advance district goals.• Participates in staff meetings and professional growth opportunities as directed.• Accepts personal responsibility for decisions and conduct.• Strives to develop rapport and serve as a positive role model for others.• Performs other specific job-related duties as directed.	
Abilities Required:	<p>The following characteristics and physical skills are essential for the successful performance of assigned duties.</p> <ul style="list-style-type: none">• Articulates a clear vision and provides leadership to advance the change process.• Promotes a positive work environment and engenders staff enthusiasm.• Skillfully manages individual, group, and organizational interactions.• Averts problem situations and intervenes to resolve conflicts.• Interprets information accurately and initiates effective responses.• Effectively uses verbal, nonverbal, writing, and listening skills.• Organizes tasks and manages time effectively.• Completes paperwork accurately. Verifies and correctly enters data.• Maintains an acceptable attendance record and is punctual.• Travels to meetings and work assignments.	

Supervisory Responsibility: Under the direction of the principal and north central chairperson: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: SAFETY PATROL ADVISOR

File 431

Reports to: Principal

Job Objectives: Supervises and evaluates student participation in the safety patrol program.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate is preferred.
- High school diploma and a valid Ohio Department of Education Permit appropriate for the assignment (*for non-certificated staff*).
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Organizes the student safety patrol. Trains participants in safety rules and proper crossing procedures. Monitors traffic and supervises student crossing-guards.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Maintains high standards and upholds the student conduct code. Keeps the principal informed about persistent behavior problems.
- Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports vehicles that fail to comply with traffic regulations.
- Monitors and initiates action to protect students during adverse weather conditions.
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Promotes a favorable image and recognition of program participants.
- Reports unsafe conditions to the principal and/or appropriate staff (e.g., equipment malfunctions, hazardous tree limbs, damaged pavement, standing water, ice, etc.).
- Promptly documents all injuries that require medical attention.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

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

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**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 wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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, noises, odors, and vehicular traffic.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
- JOB DESCRIPTION

Title:	SPRING MUSICAL DRAMA/STAGING DIRECTOR	File 432
Reports to:	Principal	
Job Objectives:	Stages and directs the spring musical productions. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Musical and/or theatrical production skills.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions essential supplies and equipment.• Promotes collaboration with other performing arts programs. Confers with the principal to review performance selections. Ensures compliance with all production licensing agreements.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Communicates program objectives to encourage student participation. Organizes open auditions. Informs participants about personal responsibilities. Casts from all appropriate grade levels. Assigns and supervises work crews.• Organizes and carries out a practice schedule. Coordinates activities with the school calendar.• Promotes the proper use and care of school property.• Keeps production records. Supervises tickets sales. Maintains income and expense records. Ensures that all financial activities are processed through the proper student activity account.• Provides for safe working conditions. Oversees the proper care and storage of production equipment. Makes minor repairs. Ensures that equipment is safe to use and available when needed.• Communicates high expectations and shows an active interest in student progress.• Maintains high standards and upholds the student conduct code.• Respects personal privacy. Maintains the confidentiality of privileged information.• Promotes a favorable image and recognition of program participants.• Obtains permission to be away when duties conflict with other assigned duties.• Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.• Reports evidence of suspected child abuse as required by law.• Monitors innovations, evaluates activities, and recommends changes to enhance future programs.• Builds community partnerships that enhance district programs and services.• Participates in national, state, and/or regional activities that advance district goals.• Participates in staff meetings and professional growth opportunities as directed.• Accepts personal responsibility for decisions and conduct.• Strives to develop rapport and serve as a positive role model for others.• Performs other specific job-related duties as directed.	

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SPRING MUSICAL ORCHESTRA DIRECTOR	File 433
Reports to:	Drama or Music Director (as assigned)	
Job Objectives:	Organizes, manages, and evaluates the spring musical pit orchestra. Provides guidance and encouragement to help students profit from their participation. Promotes close working relationships with parents. Keeps the director informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Completion of all pupil activity supervisor validation requirements.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Selects orchestra members. Communicates responsibilities to students (e.g., practice and performance schedules, etc.).• Organizes and carries out a practice schedule. Coordinates orchestra activities with the school calendar. Supervises all practices and performances.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Requisitions essential supplies and equipment. Makes minor repairs to ensure that musical equipment is safe to use and available when needed.• Coordinates construction of stage sets, installation of production equipment, etc.• Promotes the proper use and care of school property. Keeps track of school equipment assigned to students.• Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.• Communicates high expectations and shows an active interest in student progress.• Maintains accurate records and submits reports on time.• Respects personal privacy. Maintains the confidentiality of privileged information.• Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).• Reports evidence of suspected child abuse as required by law.• Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.• Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.• Obtains permission to be away when duties conflict with other assigned duties.• Promotes a favorable image and recognition of program participants.• Monitors innovations, evaluates activities, and recommends changes to enhance future programs.• Builds community partnerships that enhance district programs and services.• Participates in national, state, and/or regional activities that advance district goals.• Participates in staff meetings and professional growth opportunities as directed.• Accepts personal responsibility for decisions and conduct.• Strives to develop rapport and serve as a positive role model for others.• Performs other specific job-related duties as directed.	
Abilities Required:	The following characteristics and physical skills are essential for the successful performance of assigned duties.	

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SPRING MUSICAL TECHNICAL DIRECTOR** **File 434**

Reports to: Drama or Music Director (as assigned)

Job Objectives: Provide technical support for musical and/or theatrical productions. Manages stage operations. Instructs and assists production crews. Keeps the production director informed about maintenance concerns and emerging issues.

Minimum Qualifications:

- High school diploma or GED. Post-secondary training in a trade is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Experience with stage lighting, sound, and recording systems.
- Proficient in electrical, carpentry, plumbing, and mechanical repairs.
- Self-directed and able to learn required skills for the position.
- Available to work irregular hours and/or a non-traditional schedule.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Confers with the production director to review scheduled events. Conduct a risk assessment for each production activity. Implements safety precautions.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Helps work crews meet established schedules.
- Helps construct, strike, and store sets and stage props. Ensures that the auditorium, stage, make up rooms, storage areas, etc., are kept orderly.
- Helps with the receipt of deliveries. Picks-up equipment and supplies as directed.
- Performs equipment safety inspections. Complies with safety regulations and environmental laws.
- Maintains accurate records and submits reports on time.
- Cleans equipment and carries out preventive maintenance activities. Repairs and/or installs new equipment. Ensures that equipment is safe to use and available when needed.
- Acts responsibly to protect school property. Reports vandalism and other related concerns.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Communicates high expectations and shows an active interest in student progress.
- Maintains high standards and upholds the student conduct code.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Prepares and submits records as directed.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Promptly documents all injuries that require medical attention.
- Reports evidence of suspected child abuse as required by law.
- Coordinates lighting, sound, and recording activities during productions.
- Evaluates and recommends changes to enhance future activities.
- Wears appropriate work attire and maintains a neat appearance.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

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

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the assigned director: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **STUDENT LEADERSHIP ADVISOR**

File 435

Reports to: Principal

Job Objectives: Helps student leadership representatives fulfill their leadership responsibilities.
Promotes academic enrichment as a vital aspect of the district's educational mission.
Keeps the principal informed about emerging issues.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervises the election and installation of class officers and student leadership representatives.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Provides training in parliamentary procedures. Helps maintain the general functioning of the elected body. Ensures that students maintain democratic practices. Mediates impasses.
- Provides guidance to help students develop and promote program ideas.
- Encourages and facilitates student participation in spirit days, assemblies, public service activities, concession sales, homecoming activities within the school athletic conference, sanctioned social events, etc.
- Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions essential supplies and equipment.
- Coordinates activities with the school calendar.
- Promotes the proper use and care of school property.
- Coordinates homecoming activities (e.g., election of the queen/king and court, pre-game activities, coronation ceremony, dance preparations - guest lists, ticket sales, decorations, musicians, cleanup activities, etc.).
- Coordinates trip activities (e.g., tour company contract, parent meetings, fund raising, communications, etc.). Secures board approval for over-night and out-of-state trips.
- Recruits, instructs, and supervises adult chaperones.
- Communicates high expectations and shows an active interest in student progress.
- Maintains high standards and upholds the student conduct code.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Helps students manage program communications.
- Maintains accurate records and submits reports on time.
- Promotes a favorable image and recognition of program participants.
- Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Arranges student transportation for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.

- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TITLE I CHAIRPERSON	File 436
Reports to:	Principal and Assistant Principal	
Job Objectives:	Provides leadership for the continuous improvement of the Title I program. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license or certificate appropriate for the assignment.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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">• Provides Title I program leadership to facilitate curriculum improvements, staff development activities, and proficiency test readiness.• Coordinates Title I eligibility procedures. Monitors standardized tests administration and the development of intervention strategies.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Develops performance goals and a strategy to accomplish approved objectives within specified time lines.• Maintains effective communications with staff to resolve problems and sustain progress toward departmental objectives.• Promotes the continuity of the instructional program. Provides insights about the progression of student skills and the key contributions made by staff at each level.• Analyzes proficiency and competency-based test results. Recommends instructional modifications and interventions that enhance student learning and improve test performance.• Assists with the review and revision of the district's curriculum guides and courses of study.• Assists with course of study transitions.• Maintains Title I inventory records.• Assists with the preparation of foundation/grant proposals as directed.• Participates in staff selection and orientation processes as requested. Recommends staff and student teacher assignments. Provides on-going guidance as needed.• Coordinates Title I staff meetings. Identifies concerns, shares successful practices, and provides timely information about district activities.• Plans, implements, and evaluates staff development programs related to Title I activities. Posts continuing education information.• Monitors intervention activities. Serves as a resource on Title I issues. Works with supervisors to improve staff competencies.• Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.• Supports appropriate research and pilot projects. Encourages staff to develop and disseminate innovative instructional/program materials.• Maintains accurate records and submits reports on time.• Respects personal privacy. Maintains the confidentiality of privileged information.• Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.• Communicates high expectations and shows an active interest in student progress.• Maintains high standards and upholds the student conduct code.• Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.	

- Reports evidence of suspected child abuse as required by law.
- Builds community partnerships that enhance district programs and services.
- Represents the Title I program at meetings outside the district.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: PIQUONIAN YEARBOOK ADVISOR

File 437

Reports to: Principal

Job Objectives: Oversees the production, promotion, sale, and distribution of the yearbook. Promotes academic enrichment as a vital aspect of the district's educational mission. Keeps the principal informed about emerging issues.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment is preferred.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Demonstrated skills in graphic arts, photography, and a variety of writing styles.
- Proficient in the use of desktop publishing software.
- Proficient in spelling, proofreading, and the correct use of grammar.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates and selects a yearbook vendor. Works closely with the vendor to ensure a quality product and to meet publication deadlines.
- Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions essential supplies and equipment.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Coordinates activities with the school calendar.
- Promotes the proper use and care of school property.
- Organizes a publisher's workshop for yearbook staff when needed.
- Develops an equitable process to assign job responsibilities. Guides students in the development of their assignments.
- Informs the principal about the selection of a student editor. Helps the editor with organizational functions (e.g., staff supervision, sales, financial management, record keeping, etc.).
- Helps students develop a distinctive yearbook format. Provides guidance with layout, picture/artwork selection, writing styles, etc. Helps students with proofreading and editing functions.
- Ensures that yearbook content is accurate and appropriate. Provides the principal an opportunity to review proof materials before publication.
- Oversees the timely coordination of photography sessions.
- Supervises the sale of advertising. Ensures that contractual obligations are fulfilled.
- Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Oversees security and distribution procedures.
- Communicates high expectations and shows an active interest in student progress.
- Maintains high standards and upholds the student conduct code.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Helps students manage yearbook communications.
- Maintains accurate records and submits reports on time.
- Promotes a favorable image and recognition of program participants.
- Arranges student transportation for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.

- Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends changes to enhance future programs.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**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 prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- 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 disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02