

SECTION A: ADMINISTRATIVE POSITIONS

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**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

|                           |  |
|---------------------------|--|
| <b>Position:</b>          | Superintendent   |
| <b>Reports to:</b>        | Board of Education   |
| <b>Employment Status:</b> | Regular/Full-time  |
| <b>FLSA Status:</b>       | Exempt   |
| <b>Description:</b>       | Act as the chief administrative officer of the District, administering policies and laws; responsible for all facilities; act as chief procurement and budgetary officer |
| <b>NOTE:</b>              | The below lists are not ranked in order of importance  |

**Essential Functions:**

- Ensure safety of students
- Make recommendations for appointment, promotion, demotion, and discharge of all school personnel
- Direct staff negotiations
- Represent the District in its dealings with other school systems, institutions and agencies, community organizations, and the general public
- File state regulation or local school policy reports
- Prepare, with the assistance of the Treasurer and other staff members, an annual budget for the Board to consider
- Establish and maintain a public relations program to inform the public of the School District's activities and needs
- Communicate personnel matters to employees
- Recommend courses of study, curriculum guides, text changes, and time schedules to the Board
- Propose new policies to the Board
- Evaluate the School District's progress and needs continuously
- Attend conferences, workshops, and meetings on a local, state, and national level
- Conduct regular District administrative meetings
- Prepare an annual calendar for Board adoption
- Evaluate and supervise administrative staff
- Audit the total school program periodically
- Delegate duties to other staff members
- Set forth student classification and advancement rules
- Make assignments, reassignments, and transfers to secure the highest efficiency of the entire staff
- Approve vacation schedules for salaried District employees
- Make Board recommendations concerning pupil transportation in accordance with legal and safety requirements
- Recommend new school site location and size and existing school site additions
- Serve as a Board liaison between the School District and the community ensuring positive public relations and community relationships
- Maintain and keep current employee personnel files
- Instruct the Board about the educational system and about local, state, and national issues affecting education
- Take immediate action in cases of calamity, acts of nature or other emergencies
- Supervise the purchase and distribution of textbooks, workbooks, and other educational supplies and materials
- Attend Board meetings and inform the Board of the schools' conditions under his/her supervision
- Direct the administrative staff to establish and change, as needed, the school attendance boundary areas
- Direct, assign, and assist educational employees in the performance of their duties
- Classify, assign, and control pupil promotion
- Direct the professional staff's curriculum evaluation; recommend necessary curriculum revisions to the Board for approval

- Assign substitutes to fill temporary vacancies when professional staff members are absent
- Certify attendance data and other reports to the Ohio Department of Education
- Define processes for gathering, analyzing, and using data for informed decision making
- Provide advice and counsel to the Board
- Consult with the Board to clarify policy issues
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., Board of Education executive session discussions, personnel information, and lawsuit information
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Attend meetings and in-services as required
- Assign students to (alternative schools) as deemed appropriate by convening authority
- Acquaint the public with the activities and needs of the schools

**Other Duties and Responsibilities:**

- Serve as a liaison between employees and the Board
- Supervise methods of teaching, supervision, and administration
- Provide staff in-service education programs
- Encourage employee professional growth
- Recruit needed personnel
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Board of Education

**Qualifications:**

- Master's degree (M.A.) or equivalent
- Appropriate State of Ohio certification/license
- Previous administrative experience preferred (3 to 5 years)
- Documentation of a clear BCII/FBI report
- Alternatives to the above qualifications as the Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Knowledge of various academic areas and teaching methodologies
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Ability and skill to operate various computer programs
- Ability to organize and compile data for various state and federal reports
- Extensive knowledge of school finance
- Ability to handle a multitude of tasks in a timely and simultaneous manner
- Ability to handle constant pressure and stress
- Strong visionary and leadership skills

**Equipment Operated:**

- Computer
- Telephone/Cell Phone
- Motor vehicle

**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Frequent evening and/or weekend work
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions

- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: August 26, 2008

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

|                           |   |
|---------------------------|---|
| <b>Position:</b>          | Treasurer   |
| <b>Reports to:</b>        | Board of Education  |
| <b>Employment Status:</b> | Regular/Full-time   |
| <b>FLSA Status:</b>       | Exempt  |
| <b>Description:</b>       | Serve as the District's chief fiscal officer; assume responsibility for the receipt, safekeeping, and disbursement of all District funds; and direct and manage all financial accounting programs and systems |
| <b>NOTE:</b>              | The below lists are not ranked in order of importance   |

**Essential Functions:**

- Serve as Treasurer for all District funds
- Responsible for the receipts, safekeeping, and disbursement of all District funds
- Supervise the collection, safekeeping, and distribution of all funds
- Receive all moneys belonging to the District
- Pay out moneys on written order of designated official(s) of the Board
- Responsible for the preparation of warrants, recording of all disbursements, and maintaining accurate records of all disbursement of District funds
- Serve as the chief fiscal officer
- Prepare and analyze all financial statements
- Prepare and submit a monthly financial accounting (as the Board may request or require) of all District funds (assets)
- Furnish appropriate fiscal certificates as required by Ohio law
- Direct and manage all financial accounting programs and systems
- Set up and maintain an accounting system including the establishment and supervision of internal accounting controls (including data processing) adequate to record in detail all financial transactions
- Responsible for the maintenance of a complete and systematic set of financial records in accordance with state statutes and procedures prescribed by the auditor of state of all financial transactions
- Act as general accountant of the Board and preserve all accounts, vouchers, and contracts relating to the District; account for the receipt and disbursement of cash and provide for the safety of records maintained for the maximum period specified by Ohio law and/or Board policy
- Prepare payrolls, including deductions; prepare and maintain all necessary records of earnings and deductions and similar personnel payment records; responsible for reports and warrants to proper agencies covering deductions
- Assist with budget development and long-range planning
- Cooperate with the Superintendent in the projection of revenue and expenditures in preparing and implementing the appropriation resolution (budget) and spending plan of the Board
- Act as secretary of the Board
- Attend all meetings of the Board (unless properly excused by the Board)
- Record Board proceedings in the minutes and attest president's signature after Board approval
- Execute conveyances of the Board
- Serve as a member of the District's Records Committee (together with the Superintendent, Board President, and Vice President)
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., personnel information and payroll records
- Interact in a positive manner with staff, students, and parents
- Promote good public relations

- Attend meetings and in-services as required

**Other Duties and Responsibilities:**

- Serve as spokesperson on fiscal matters
- Make all reports that are the result of the accounting function
- Make a full and complete itemized report of the finances of the District at the close of each fiscal year
- Provide necessary financial information in a timely manner to the Board, administration, and agencies of the state and U.S. governments
- Prepare reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any appropriated account
- Recommend new accounting methods as necessary and/or desirable
- Responsible for the detailed recording of all school financial transactions in appropriate journals and subsidiary ledgers
- Supervise the preparation of studies establishing, appraising and/or improving financial procedures, and internal controls
- Cooperate with the Superintendent in preparing prospectus for bond sales
- Act as an integral part of the Board's negotiating teams; assist in preparing cost estimates relative to Board proposals to ascertain whether they are within the limits of budgetary restraints; estimate the costs associated with proposals presented to the Board by bargaining units; work closely with the other members of the bargaining team to develop negotiating strategy and to implement the economic portions of ratified contracts according to agreed-upon terms
- Work closely and cooperatively with auditors
- Compile and preserve all official records and reports of the Board
- Notify Board of Elections of changes in District boundaries
- Accept summons served on the Board of Elections
- Conduct auctions of Board real and personal property
- Supervise the mailing or delivering of meeting agendas and meeting minutes to Board members
- Respond to routine questions and requests in an appropriate manner
- Serve as a role model for students
- Perform other duties as assigned by the Board of Education

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Five to ten years related experience
- Appropriate State of Ohio certification/license
- Documentation of a clear BCII/FBI report
- Such alternatives to the above qualifications as the Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Knowledge of accounting software and spreadsheet software
- Ability to research, comprehend, and interpret applicable laws
- Knowledge of accounting principles and financial statements
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge and training in government and revenue accounting
- Records management skills
- Experience in payroll and accounts payable procedures
- Knowledge and experience with health care benefits administration
- Ability to supervise and direct employees
- Knowledge and experience with School District investments

**Equipment Operated:**

- Various office machines
- Computer/printer

- Copy machine
- Fax machine
- Shredder

**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Occasional weekend and/or evening work
- Occasional operation of a vehicle in inclement weather conditions
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, and writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional interaction among unruly children
- Occasional exposure to blood, bodily fluids, and tissue

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

|                           |   |
|---------------------------|---|
| <b>Position:</b>          | Director of Instruction/Personnel   |
| <b>Reports to:</b>        | Superintendent  |
| <b>Employment Status:</b> | Regular/Full-time   |
| <b>FLSA Status:</b>       | Exempt  |
| <b>Description:</b>       | To provide leadership in the on-going development and improvement of the entire instructional program of Tiffin City Schools. Coordinate and oversee the instructional program including the areas of curriculum, instruction, intervention, professional development, gifted education, and federal programs |

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Assist in the formation of a philosophy and objectives for the instructional program
- Design and facilitate course of study development and revision
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., test scores, student/personnel information
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Attend meetings and in-services as required
- Design and facilitate professional development experiences for credentialed and support staff employees of the schools
- Supervise personnel in the areas of Curriculum, Instruction, Personnel, and Professional Development including the following: receptionist/secretary, gifted coordinator, and special education coordinator
- Supervise the Summer School program
- Serve as educational consultant/CIP consultant to the schools
- Present updates at Leadership Team meetings and Board meetings
- Serve as liaison between the schools and community, state, and national professional organizations, the Ohio Department of Education, and regional service providers
- Manage the budget for the department of Curriculum, Instruction, and Professional Development
- Supervise federal and state grant coordination, along with assigned staff, including Title I, Title II-A, Title IV, Title V, and any other categorical or competitive grants obtained by the department of Curriculum, Instruction, and Professional Development
- Provide leadership in areas of curriculum and instruction
- Assist Superintendent to promote staff and community public relations
- Assist with the preparation of the annual budget
- Ensure on-going evaluation of curriculum implementation
- Oversee the adoption of textbooks and the selection and use of teaching aids and other materials toward improved instruction
- Remain current with education literature and best practices
- Assist with development and implementation of the District Continuous Improvement Plan
- Stay actively involved within the community
- Represent the District in its dealings with other school districts, institutions and agencies, community organizations, and the general public
- Maintain written records, e.g., employee personnel files, reports required by state regulation or Board policy, etc.

- Attend work regularly and punctually
- Demonstrate a positive work ethic
- Work cooperatively with others in small groups
- Oversee District projects such as open enrollment and state assessments

**Other Duties and Responsibilities:**

- Serve as a role model for others in how to conduct themselves as citizens and as responsible intelligent human beings
- Instill in others the belief and practice of ethical principles and democratic values
- Respond to routine questions and requests in an appropriate manner
- Keep the Superintendent informed in matters of pupil services, curriculum, instruction, and professional development
- Perform other duties as assigned by the Superintendent

**Qualifications:**

- Master's degree (M.A.)
- Appropriate State of Ohio certification/license
- Three or more years of teaching experience
- Valid driver's license
- Experience and/or training which evidences a thorough knowledge of curriculum and instruction
- Documentation of a clear BCII/FBI report
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of various academic areas and teaching methodologies
- Demonstrated knowledge or experience in curriculum development and implementation
- Demonstrated knowledge or experience in the evaluation of curriculum programs and student achievement
- Demonstrated knowledge of student learning theories and practice
- Demonstrated experience in the implementation of technology into the instructional program
- Knowledge of school finance
- Ability to handle a multitude of tasks simultaneously and in a timely manner
- Ability to handle constant pressure and substantial amounts of stress
- Ability to supervise a variety of jobs and positions
- Strong visionary and leadership skills
- Successful experiences as a teacher and building administrator

**Equipment Operated:**

- Computer/printer
- Telephone/Cell Phone
- Motor vehicle
- Copy machine
- Calculator
- Fax machine
- Audio/visual equipment
- Paper shredder
- Laminator
- Paper cutter

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction among unruly children

- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to school on all scheduled workdays
- Frequent regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional weekend and/or evening work
- Occasional requirement to travel
- Occasional requirement to lift, carry, push, and pull various supplies and equipment up to a maximum of 50 pounds
- Occasional exposure to outdoor weather conditions
- Occasional requirement to physically restrain students as needed
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: August 26, 2008

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

- Position:** Director of Operations
- Reports to:** Superintendent
- Employment Status:** Regular/Full-time
- FLSA Status:** Exempt
- Description:** To assist the Superintendent by administering the business affairs of the District in such a way as to provide the best possible educational service with the financial resources available
- NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Secure utility provider contracts
- Review and approve all District contracts
- Serve on the District's Records Committee
- Manage records imaging
- Approve all purchase orders
- Ensure safety of students
- Promote staff and community public relations
- Observe and monitor new staff member progress
- Attend Board meetings; at Superintendent request, prepare and present reports to the Board
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., Board of Education executive session discussions, personnel information, negotiation information, and drug testing information
- Interact in a positive manner with staff, students, and parents
- Attend required meetings and in-services
- Advertise, prepare bids, seek price quotes, prepare specifications and ensure applicable contract maintenance
- Assist in the formulation of policies and objectives for the business affairs of the District
- Oversee the operation and maintenance of the school physical plant, including all new, replacement or renovation construction projects
- Oversee the student transportation program
- Oversee the school lunch program
- Oversee the printing services of the District
- Oversee the preparation of the school District appropriations and establish a program of annual budget management for all funds
- Oversee the program for purchasing supplies and equipment
- Assume responsibility for the supervision and evaluation of support staff personnel
- Manage the District fleet, property, and liability insurance program
- Maintain an up-to-date inventory of all District property
- Prepare all bidding documents, including notice to bidders, instruction to bidders, specifications and form of proposal
- Administer the building rental program
- Supervise directly the maintenance foreman, transportation supervisor, food service supervisor, and technology coordinator
- Supervise the District safety and security programs

**Other Duties and Responsibilities:**

- Prepare reports at both a state and federal level
- Serve as a role model for students

- Assign staff to prepare articles for news media publication
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent

**Qualifications:**

- Bachelor's degree from an accredited college or university
- Appropriate State of Ohio certification/license
- Five to 10 years related experience
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Ability to work well with staff and community
- Strong leadership skills
- Working knowledge of computers
- Knowledge of building construction and bidding procedures

**Equipment Operated:**

- Telephone/Cell Phone
- Calculator
- Computer
- Motor vehicle
- Copy machine
- Fax machine

**Additional Working Conditions:**

- Exposure to blood, bodily fluids, and tissue
- Interaction among unruly children
- Operation of a vehicle in inclement weather conditions
- Occasional requirement to travel, both daily and overnight
- Evening and/or weekend work
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, and reach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

|                           |   |
|---------------------------|---|
| <b>Position:</b>          | Technology Coordinator  |
| <b>Reports to:</b>        | Director of Operations  |
| <b>Employment Status:</b> | Regular/Full-time   |
| <b>FLSA Status:</b>       | Exempt  |
| <b>Description:</b>       | Provide technical expertise in the area of computer technology. This role includes hardware and software evaluation, maintenance and upgrading, and to provide leadership throughout the District for the effective use of technology |
| <b>NOTE:</b>              | The below lists are not ranked in order of importance   |

**Essential Functions:**

- Ensure safety of students
- Lead, in cooperation with the Directors of Elementary and Secondary Instruction/Personnel, the development, implementation, and ongoing revision of the District's technology plan
- Coordinate the development and implementation of plans for the acquisition and maintenance of infrastructure, computer-related hardware, and software
- Developing and maintaining an inventory of District-owned hardware, software, and related equipment and materials
- Assist in reviewing and evaluating new commercial software
- Assist in the design and delivery of professional development activities related to the integration of technology across the curriculum to improve teaching and learning
- Assist in the development of a technology budget
- Assist in the development and implementation of a computer education program for the District
- Recommend the purchase of computer hardware and software
- Coordinate the distribution of computer hardware and software in the schools
- Chair the technology committee
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students, and parents
- Promote good public relations
- Attend meetings and in-services as required

**Other Duties and Responsibilities:**

- Represent the District in working with outside experts, service providers, and other professionals, including serving as a liaison with eTech Ohio personnel
- Coordinate with media specialists, EMIS personnel, and others whose work relates to the use of technology
- Seek and monitor the implementation of grants, gifts, and similar programs that support the use of technology
- Share and use information with Board, administration staff, and community
- Assist administration team in recruitment, assignment, and evaluation of personnel having responsibilities in technology
- Participate in the development of policies and procedures relating to technology
- Make contacts with the public with tact and diplomacy
- Provide in-house training for computer aides
- Serve as a role model for students
- Perform other duties as assigned by the Superintendent
- Respond to routine questions and requests in an appropriate manner

**Qualifications:**

- Five to ten years related experience, specifically with MAC capabilities
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- Documentation of a clear BCII/FBI report
- Associate degree or equivalent experience required

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Extensive knowledge of computer networks
- Budgeting skills
- Extensive, up-to-date knowledge of computer-related technology and equipment
- Wide Area Network (WAN) understanding and experience preferred

**Equipment Operated:**

- Telephone/cell phone
- Computer
- Copier
- Modems
- Switches
- Motor vehicle
- Various hand tools/power tools

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Operation of a vehicle in inclement weather conditions
- Occasional interaction among unruly children
- Occasional requirement to travel
- Occasional evening and weekend work
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Frequent need to lift, carry, push and pull various items up to a maximum of 50 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

|                           |  |
|---------------------------|--|
| <b>Position:</b>          | Food Service Supervisor  |
| <b>Reports to:</b>        | Director of Operations   |
| <b>Employment Status:</b> | Regular/Full-time  |
| <b>FLSA Status:</b>       | Exempt   |
| <b>Description:</b>       | Direct, supervise, and manage the entire food service operation in the District, assuring safe, attractive, and nutritious meals to all students and staff |
| <b>NOTE:</b>              | The below lists are not ranked in order of importance  |

**Essential Functions:**

- Ensure safety of students
- Promote and monitor food service workers' safe work place practices for all food
- Requisition all equipment and supplies for lunch program
- Maintain proper safeguards for storage and usage of government commodities
- Oversee inventory of foods on a monthly basis
- Schedule food service staff
- Supervise and control the purchase of foodstuffs and supplies
- Set sanitation standards and ensure all food service staff members are aware of these standards
- Supervise the financial management of the cafeterias
- Maintain food service department banking records
- Establish repair or maintenance procedures of cafeteria equipment
- Establish inventory procedures and instructions to personnel
- Prepare purchase summaries, weekly operating report, and maintain monthly financial reports
- Provide payroll information to Treasurer
- Prepare and submit all required state reports
- Prepare a master menu for the School District
- Hold meetings with staff on job expectancies and program operation, plan menus to provide nutritional lunches, and meet the requirements of the state school lunch program
- Enforce health department regulations and those directed by administrative and Board policy
- Cooperate with building principal(s) in making schedules regarding the general operation of the kitchen
- Provide training and supervision to cooks on the correct procedures of quality cookery, efficient serving, portion control, sanitation, maintenance of equipment, orderly housekeeping, and safe workplace practices
- Authorize purchase orders for payment to Superintendent
- Monitor food production and service to assure that planned menus are followed and that substitutions comply with meal requirements
- Evaluate meal costs and recommend changes as appropriate
- Must be available before and after the normal school day for emergencies
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., free and reduced lunch participants
- Interact in a positive manner with staff, students, and parents
- Promote good public relations
- Attend meetings and in-services as required
- Organize senior citizens' luncheons and programs in conjunction with school principals
- Interview food service applicants, recommend employment, and evaluate food service employees

**Other Duties and Responsibilities:**

- Serve as a role model for students

- Respond to routine questions and requests in an appropriate manner
- Attend regional and District food service meetings
- Provide an annual inventory of foods and materials at the completion of the school year
- Consult in the planning and equipping of new cafeteria facilities
- Supervise and assist in the preparation of the kitchen for opening and closing of school
- Perform other duties as assigned by the Superintendent

**Qualifications:**

- One to four years related experience
- High school diploma or equivalent required
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Ability to work independently
- Skills in use of computer data base, spreadsheets, MDECA, and Internet
- Basic knowledge in first aid
- Ability to make quick decisions

**Equipment Operated:**

- Telephone
- Copy machine
- Calculator
- Dishwasher
- Computer
- Fax machine
- Various kitchen equipment

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions
- Occasional interaction among unruly children
- Occasional requirement to travel
- Occasional evening/weekend/summer work
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional exposure to fumes or airborne particles
- Occasional exposure to dangerous chemicals
- Occasional exposure to loud noises

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

|                           |  |
|---------------------------|--|
| <b>Position:</b>          | Transportation Supervisor  |
| <b>Reports to:</b>        | Director of Operations   |
| <b>Employment Status:</b> | Regular/Full-time  |
| <b>FLSA Status:</b>       | Exempt   |
| <b>Description:</b>       | Directs, supervises, and manages the entire transportation department and its personnel, assuring safe, efficient, and convenient transportation for eligible students |
| <b>NOTE:</b>              | The below lists are not ranked in order of importance  |

**Essential Functions:**

- Organize and conduct on-site safety orientation for bus drivers and substitute bus drivers
- Prepare all routes and stops at the beginning of the school year
- Provide specs, etc., for bidding of new buses
- Available to meet District needs either a.m. or p.m.
- Participate in the summer bus maintenance program to have all buses ready for the annual inspection by the Ohio Highway Patrol
- Time and drive routes as needed
- Assist in maintaining records and reports as directed and/or required by law
- Keep informed of school transportation rules, regulations, and changes as issued from various departments of the State of Ohio
- Modify routes as necessary. Prepare maps, etc.
- Assign stops within the parameters set by the Board
- Post trips and assign drivers to special trips
- Complete required reports
- Schedule substitute drivers
- Maintain communication with all district schools and other appropriate schools regarding any changes to be made in routes
- Maintain all driver records, including, but not limited to: abstracts, physicals, inspection reports, schedules, bids, license data, etc., training records, special trips, and driver certification
- Make arrangements for repair of buses. Assign substitute buses as necessary.
- Maintain the following records on each bus: number of students, miles driven daily, annual non routine miles, repairs, fuel and time expenses, and lubrication and oil changes
- Collect all information necessary in the case of bus accidents and report to proper authorities
- Schedule required drills and emergency evacuations and keep records of same
- Provide orientation for kindergarten students on riding school buses
- Carry out policies of the Board of Education
- Perform all necessary transportation maintenance report work as assigned
- Ensure safety of students
- Help recruit new bus drivers and substitute bus drivers
- Provide orientation to new bus drivers as to their routes, duties, and school policies and regulations
- Ensure parents and students are aware of bus regulations
- Monitor bus routes to ensure efficient and correct use of equipment
- Organize and conduct safety orientation for bus drivers
- Supervise and evaluate transportation department personnel
- Assign bus drivers to routes
- Design and implement a bus safety program for students and staff
- Maintain maintenance and cost records on each District-owned vehicle in the transportation system
- Recommend needed equipment for District-owned buses and vehicles

- Secure bids for bus purchases
- Ensure that each bus maintains route data, maps, and pupil seating lists
- Advise Superintendent of safety of road conditions
- Set up K-12 bus routes
- Hold periodic bus driver safety meetings
- Assist with transportation personnel training programs
- Prepare and communicate accident reports to the Superintendent
- Ride with new bus drivers during their first several trips
- Help prepare the transportation department budget
- Ensure bus drivers have routine physical examinations
- Create handbook for regular and substitute bus drivers
- Learn all bus routes
- Schedule and ensure the safe transportation of handicapped students
- Develop positive rapport with patrons of the transportation system
- Develop rapport with village, township, county, and state road officials
- Work before or after the normal school day for emergencies
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., staff records, drug testing information, and personnel records
- Interact in a positive manner with staff, students, and parents
- Promote good public relations
- Attend meetings and in-services as required
- Interview driver applicants and recommend appropriate candidates for hiring
- Establish a routine of checking the District transportation fleet for cleanliness, care, adjustments, and repairs

**Other Duties and Responsibilities:**

- Perform other duties as assigned by the Director of Operations
- Assign work to bus mechanic(s)
- Purchase materials and supplies needed in the transportation system
- Maintain records of fuel consumption by buses and other District-owned vehicles
- Conduct parent conferences regarding transportation problems
- Ride/drive each bus to ensure safety
- Respond to routine questions and requests in an appropriate manner
- Serve as a role model for students
- Perform other duties as assigned by the Superintendent

**Qualifications:**

- High school diploma or general education degree (GED)
- CDL license
- Documentation of a clear BCII/FBI report
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Ability to organize and supervise the transportation system
- Knowledge of vehicle safety laws and regulations
- Possess appropriate skills and ability to teach driver safety instruction and implement in-service programs
- Possess excellent public relations skills
- Ability to develop and maintain a safe and efficient transportation system
- Knowledge of mechanics of bus fleet, needed parts, supplies, and general maintenance
- Basic computer skills
- Ability to develop and maintain a safe and efficient transportation system

- Knowledge of mechanics of bus fleet, needed parts, supplies, and general maintenance
- Ability to read and understand verbal and written instructions, written warnings, and labels
- Experience with mechanic troubleshooting
- Experience working with diesel engines
- Knowledge of electrical, air brake systems, welding, cutting torches, and bodywork

**Equipment Operated:**

- Telephone/Cell Phone
- Copy machine
- Calculator
- Computer
- Two-way radio

**Additional Working Conditions:**

- Frequent operation of a vehicle in inclement weather conditions
- Occasional requirement to travel
- Occasional evening and weekend work
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, balance, and stoop
- Occasional requirement to lift and carry various items up to a maximum of 75 pounds
- Frequent requirement to push and pull up to approximately 300 pounds (on wheels)
- Frequent requirement to distinguish colors, e.g., wiring codes
- Frequent excessive standing, e.g., working on school vehicles
- Occasional exposure to blood, bodily fluids, and tissue
- Exposure to high levels of noise, e.g., bus and bus engine
- Occasional interaction among unruly children
- Frequent repetitive hand movement, e.g., using hand tools, driving bus
- Frequent requirement to work on vehicles outside in inclement weather conditions, e.g., bus breakdowns

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

- Position:** Gifted Education Coordinator
- Reports to:** Director of Elementary Instruction/Personnel
- Employment Status:** Regular/Full-time
- FLSA Status:** Exempt
- Description:** Responsible for the leadership, development, coordination and implementation of all aspects of the K-12 gifted education program and provides support for curriculum development as it pertains to adapting curriculum to meet the needs of gifted and talented students
- NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Coordinate the development and implementation of policies, procedures, and plans for identified gifted and talented students as directed by the Board of Education and the Ohio Department of Education
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Collaborate with Central Office administrators to insure integration of services
- Serve as a communication link between all buildings K-12 as it relates to identification and delivery of services for gifted and talented students
- Assist school personnel in the planning of assessment, testing, identification, service options, placement, and guidance of gifted children
- Provide leadership and educational direction by meeting regularly with consulting teachers to establish and implement District-wide goals
- Coordinate enrichment programs and direct service activities for gifted children
- Provide consultation on curriculum development, teaching strategies, and appropriate materials for consulting teachers and classroom teachers in assisting gifted and academically able students
- Assist teachers in developing students' written educational plans for services
- Provide staff development to parents, mentors, aides, administrators, classroom teachers, consulting teachers, guidance counselors, and other coordinators regarding identification policies and procedures and the characteristics, educational, and social-emotional needs of gifted children
- Disseminate information relating to current research, workshops, study groups, conferences, and courses in gifted education for consulting teachers, classroom teachers, guidance counselors, coordinators, and administrators
- Serve as liaison with school personnel, parents, community members, universities and colleges, industry, business, cultural institutions, and other interested publics
- Serve as a liaison with parent advisory group
- Select and request needed supplies, instructional materials, textbooks, resources, and equipment necessary to implement programs and services
- Develop and maintain an inventory of materials specifically purchased with gifted funds to support gifted education services
- Notify parents of students identified for gifted services and be available for conferences
- Maintain required, accurate, and complete records
- Assist District personnel in evaluating, on a continuing basis, the strengths and opportunities for improvement of services for gifted children
- Prepare annual reports to meet local, state and federal requirements

- Attend professional growth seminars, workshops, and conferences to keep current on relevant issues and trends as well as local, state, and federal mandates and policies regarding gifted education
- Maintain identification and service records and provide data to the EMIS coordinator
- Serve on District committees, as requested
- Organize and chair the HEIGHTS Advisory Board

**Other Duties and Responsibilities:**

- Perform other duties as assigned by the Directors of Instruction/Personnel

**Qualifications:**

- Master's degree (M.A.) from an accredited college or university
- Five to 10 years related experience
- Valid Ohio teaching certificate/license with validation in gifted education
- Documentation of a clear BCII/FBI report
- If supervising and evaluating teachers, appropriate certification/licensure is necessary
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to communicate and work effectively with Directors of Instruction/Personnel, administrators, staff, students, and parents
- Ability to establish and maintain cooperative professional relationships
- Ability to promote excellent public relations
- Ability to build consensus and cooperation
- Ability to interpret test scores
- Demonstrate computer skills utilizing word processing and databases
- Demonstrate organizational management and problem-solving skills
- Demonstrate knowledge of characteristics and educational needs of gifted and talented students
- Demonstrate skills in oral and written communication
- Demonstrate skills in District curriculum and application of instructional strategies

**Equipment Operated:**

- Telephone
- Computer/printer
- Fax machine
- Copier
- Scanner
- TV/VCR/DVD/CD/LCD
- Video projector
- Digital camera
- Interactive whiteboard

**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Ability to lift and carry up to 25 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

- Position:** Special Education Supervisor
- Reports to:** Director of Elementary Instruction/Personnel
- Employment Status:** Regular/Full-time
- FLSA Status:** Exempt
- Description:** Performs or assists with all necessary duties to ensure that appropriate special education is provided for disabled children and that related policies and procedures comply with applicable state and federal requirements
- NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Assist in the establishment and implementation of school policies and procedures relating to federal and state laws for special education
- Provide information to school personnel regarding state and federal laws and regulations and other topics essential for the delivery of services to handicapped students
- Provide consultation and assistance to classroom teachers to ensure continuity among evaluation data, the IEP, and daily lesson plans
- Facilitate parent conferences, development of the IEPs, and periodic reviews to ensure that appropriate special education is being provided for all handicapped students
- Assist in the development of educational evaluation and accountability procedures, curriculum, staff development, and the implementation or modification of instructional or classroom management strategies
- Assist in the ongoing implementation of child information management system procedures utilized in the identification, evaluation, IEP development, placement, and periodic review of handicapped students who may need special education and related services
- Provide in-service to special education personnel, parents, tutors, aides, administrators, and general education personnel regarding the education of handicapped students
- Evaluate, on at least an annual basis, the strengths and weaknesses of the special education programs assigned to the supervisor and provide a report to the appropriate administrators
- Maintain ongoing evaluations of office employees
- Ensure appropriate certified personnel are present daily in the classroom setting
- Respond to routine questions and requests in an appropriate manner
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student IEPs, testing information, student and staff information
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Attend meetings and in-services as required
- Attend work regularly and punctually
- Demonstrate a positive work ethic
- Work cooperatively with others in small groups
- Serve as a consultant and liaison with community agencies and resources
- Participate in the recruitment and employment of staff
- Assist with writing grants for special education
- Represent the District at local, state and regional activities/committees upon the request of the Superintendent
- Prepare and submit the building and special education programs budgetary request
- Facilitate and monitor Home Instruction services

- Facilitate and monitor ESL services

**Other Duties and Responsibilities:**

- Perform other duties as assigned by the Director of Elementary Instruction/Personnel

**Qualifications:**

- Master's degree from an accredited university
- Valid Ohio certificate/license
- Three or more years experience teaching special needs children
- Experience and training that evidences an advanced knowledge of special education programming
- Training in Crisis Intervention
- A valid driver's license
- Documentation of a clear BCII/FBI report
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of IDEA and rules
- Basic computer skills
- Ability to operate various office equipment
- School finance skills or experience
- Knowledge of public school policies and practices
- Experience teaching and/or coordinating academic programs

**Equipment Operated:**

- Computer
- Fax machine
- Copy machine
- Printer
- Telephone
- Laminator
- Paper cutter
- Motor vehicle

**Additional Working Conditions:**

- Occasional requirement to travel
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop
- Requirement to lift and/or carry various supplies and/or equipment up to a maximum of 50 pounds
- Occasional requirement to push and/or pull up to a maximum of 300 pounds, e.g., student in a wheelchair, etc.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

- Position:** School Psychologist
- Reports to:** Special Education Supervisor
- Employment Status:** Regular/Full-time
- FLSA Status:** Exempt
- Description:** Conduct individual or intervention-based evaluations to assist school staff and parents; effectively meet the academic, behavioral and social-emotional needs of children; consult with educational staff to develop individualized learning or behavioral plans for students
- NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Must be available to staff and parents for consultation
- Counsel individually and in groups with children and handicapped students and/or their parents
- Provide screening programs for children
- Provide referral to and consultation with outside service agencies
- Conduct individual psycho-educational evaluations of children referred to the Pupil Services Department; interpret findings, when appropriate, to parents, teachers and other school personnel, child and qualified community agencies through conferences and written reports
- Participate in the identification and placement of handicapped children
- Recommend appropriate classroom management strategies for behavior management
- Responsible for implementing new practices or methods in the area of school psychology
- Attend meetings and in-services as required by Superintendent/Board
- Maintain respect at all times for confidential information
- Provide the results of psycho-educational evaluation for consideration in the development of IEPs for each handicapped student
- Provide intensive psycho-educational evaluation of individual children identified as, or thought to be, handicapped
- Maintain accurate and complete records as required
- Provide guidance to students to promote their educational development
- Collaborate with colleagues
- Attend educational field trips as appropriate
- Refer students suspected of learning difficulties to the intervention assistance team
- Assist the administration in implementing all procedures and rules governing student life
- Observe ethics of the teaching profession
- Keep abreast of all rules and regulations regarding special education standards
- Provide professional development opportunities, as needed
- Provide 504s, District IATs, in-services, and crisis training

**Other Duties and Responsibilities:**

- Promote good public relations
- Provide mental health activities for children within the scope of school-based practice
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Establish and maintain cooperative professional relationships
- Assist in the selection of textbooks, equipment, and other educational materials
- Participate in committees, study teams, and co curricular activities as agreed upon
- Facilitate and monitor ESL services

- Perform other duties as assigned by the Director of Elementary Instruction/Personnel and the Special Education Supervisor

**Qualifications:**

- Master's degree from an accredited university
- Valid Ohio certificate/license
- Experience and training that evidences an advanced knowledge of special education programming
- Training in Crisis Intervention
- A valid driver's license
- Documentation of a clear BCII/FBI report
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of IDEA and rules
- Basic computer skills
- Ability to operate various office equipment
- School finance skills or experience
- Knowledge of public school policies and practices
- Experience teaching and/or coordinating academic programs

**Equipment Operated:**

- Computer
- Fax machine
- Copy machine
- Printer
- Telephone
- Laminator
- Paper cutter
- Motor vehicle

**Additional Working Conditions:**

- Occasional requirement to travel
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Frequent repetitive hand motion, e.g. computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, climb, and stoop
- Requirement to lift and/or carry various supplies and/or equipment up to a maximum of 50 pounds
- Occasional requirement to push and/or pull up to a maximum of 300 pounds, e.g., student in a wheelchair, etc.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

|                           |  |
|---------------------------|--|
| <b>Position:</b>          | Elementary School Principal  |
| <b>Reports to:</b>        | Superintendent   |
| <b>Employment Status:</b> | Regular/Full-time  |
| <b>FLSA Status:</b>       | Exempt   |
| <b>Description:</b>       | Serves as the instructional leader in the respective building; responsible for day-to-day management of entire school building operation; major areas of focus include personnel, curriculum, students, parents, and public relations within the community |
| <b>NOTE:</b>              | The below lists are not ranked in order of importance  |

**Essential Functions:**

- Ensure safety of students
- Implement and monitor all Board policies and regulations
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Supervise the operations of the buildings, grounds, and other school property at the assigned school building
- Establish and maintain a positive public relations program
- Direct, oversee, supervise, and evaluate the instructional programs and the work schedule for all assigned personnel
- Establish guidelines for proper student conduct, attire, and discipline
- Responsible for monitoring and resolving problems with student attendance
- Plan and supervise fire and tornado drills and other emergency preparedness programs
- Recommend to the Superintendent continuation or non-continuation of employment of teaching staff
- Conduct regular staff meetings
- Attend special events and functions of the District as directed by the Superintendent or his/her designee
- Oversee the maintenance of records and controls in the funds of the school activity account
- Arrange for conferences between parents and teachers when appropriate
- Supervise the maintenance of student records
- Supervise and evaluate all certified and support staff under their supervision in accordance with the negotiated agreements
- Appraise the performance of teachers through class visits and conferences for the purpose of improving instruction and assisting teachers with their instructional problems
- Organize, administer, and direct all student activities
- Maintain control of all inventories, requisitions, distribution and accounting for supplies, textbooks, and equipment
- Monitor the expenditure of funds
- Responsible for the registration, assignment, promotion or retention of all students
- Direct and coordinate the support staff assigned to the elementary school
- Plan and schedule educational assemblies and school activities for the student population
- Work with the Director of Elementary Instruction/Personnel and Superintendent in overseeing the instructional program
- Enforce the District code of conduct for students
- Oversee staff assignments and develop the master schedule
- Respond to, and appropriately handle, complaints of parents
- Inform teachers and other employees regarding the purposes and policies of the school
- Prepare all reports and maintain such records as required by school law, regulation or request of the Superintendent

- Assist in the selection, retention, and promotion of certified and support staff personnel assigned to the elementary school
- Actively participate in school levy campaigns
- Develop and enforce policies regarding proper protection of equipment and property, observance of school laws, and safety procedures
- Assist the Director of Elementary Instruction/Personnel in developing ongoing curriculum improvement for the elementary school
- Coordinate in-service education programs for the elementary school staff
- Coordinate work of special teachers who are assigned to the elementary school
- Work cooperatively with the PTO organization
- Encourage and initiate school improvement programs and ideas
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student files, student IEPs, medical records, personnel files, and documentation for legal proceedings
- Interact in a positive manner with staff, students, and parents
- Promote good public relations
- Attend meetings and in-services as required

**Other Duties and Responsibilities:**

- Review teacher lesson plans
- Cooperate with juvenile court authorities and other law and social enforcement agencies
- Ensure that after-school activities are chaperoned and that the building is closed after such activities have concluded
- Report serious accidents, burglaries, and incidents of an unusual nature to the proper authorities as quickly as possible
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent

**Qualifications:**

- Master's degree (M.A.) from an accredited college or university
- Appropriate State of Ohio certification/license
- At least three years certified teaching experience at the elementary or middle school grade levels
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of Ohio school law
- Ability to lead and motivate staff and students
- Teaching experience at the high school or elementary school level
- Team building skills
- Knowledge of educational administration
- Knowledge of curriculum and successful teaching strategies
- Knowledge of child development and modes of learning

**Equipment Operated:**

- Telephone/Cell Phone
- Fax machine
- Copy machine
- Computer
- Printer

- Public address system
- Calculator
- AED
- Motor vehicle

**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interaction among unruly children
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, and writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

|                           |  |
|---------------------------|--|
| <b>Position:</b>          | Middle School Principal  |
| <b>Reports to:</b>        | Superintendent   |
| <b>Employment Status:</b> | Regular/Full-time  |
| <b>FLSA Status:</b>       | Exempt   |
| <b>Description:</b>       | Provides visionary educational leadership at the building level to all school employees and facilitates an educational setting that promotes a positive learning experience for middle school students. Responsible for all policies and procedures related to student attendance and discipline. Supervision and evaluation of certified and support staff employees. |
| <b>NOTE:</b>              | The below lists are not ranked in order of importance  |

**Essential Functions:**

- Ensure safety of students
- Discipline students in grades 6 through 8
- Direct the activities of school staff members
- Implement and monitor all Board policies and regulations
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Direct, oversee, supervise, and evaluate the instructional and guidance programs and the work schedule for all assigned personnel
- Attend and supervise, as required, extracurricular activities, special events, athletic events, and other functions of the school
- Supervise the operations of the buildings and grounds
- Establish and maintain a positive public relations program
- Monitor, enforce and resolve problems with student attendance
- Plan and supervise fire and tornado drills and other emergency preparedness programs
- Conduct regular staff meetings
- Responsible for the requisition of supplies, textbooks, equipment and other materials
- Prepare and submit the building budgetary request
- Monitor the expenditure of funds
- Responsible for the registration, assignment, promotion and/or retention of all students
- Monitor teacher lesson plans weekly
- Supervise development of curriculum, cooperatively with staff, Director of Elementary Instruction/Personnel, and Superintendent
- Assist in the improvement and/or adjustment of the overall curricular program
- Counsel students regarding their academic, social, and personal problems in cooperation with guidance counselors
- Respond to and appropriately handle complaints of parents
- Evaluate the performance of teachers through class visits and conferences for the purpose of improving instruction and assisting teachers with any problems
- Inform teachers and other employees regarding the policies and procedures of the school
- Develop and enforce policies regarding proper protection of equipment and property, observance of school laws, and safety procedures
- Coordinate work of special teachers who are assigned to the middle school
- Actively participate in school levy campaigns
- Serve as a role model for students

- Assist in the supervision of the maintenance of accurate student records
- Evaluate and supervise high school administrators, instructional staff, support paraprofessionals, secretarial staff, and custodial staff
- Responsible for providing general supervision to food service staff
- Arrange conferences with parents, teachers, and students regarding grades/disciplinary procedures
- Maintain a positive and effective rapport with staff, students, parents, and community members
- Serve with parent, faculty, and student groups as requested
- Submit all reports and lists, as required, at the appropriate time
- Maintain a high standard for student conduct and control in accordance with the due process rights of students
- Ensure the maintenance of instructional files for substitute teachers
- Assist with coordinating the development of the master teaching schedule
- Provide general supervision to students
- Make contacts with the public with tact and diplomacy
- Maintain the confidentiality of personal and professional information, e.g., student files, student IEPs, medical records, personnel files, and documentation for legal proceedings
- Interact in a positive manner with staff, students, and parents
- Use effective communication skills when describing policies
- Attend meetings and in-services as required
- Supervise student pictures
- Update the student and staff handbooks yearly
- Chair IEP meetings for students when applicable
- Recommend to the Superintendent continuation or non-continuation of employment of teaching staff
- Oversee the maintenance of records and controls in the funds of the school activity account
- Organize, administer, and direct all student activities

**Other Duties and Responsibilities:**

- Respond to routine questions and requests in an appropriate manner
- Perform all other duties as assigned by the Superintendent

**Qualifications:**

- Master's degree (M.A.) or equivalent
- Successful classroom teaching experience
- Appropriate State of Ohio certification/license
- CPR certification
- Training in first aid
- Prior principal experience preferred
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of Ohio school law
- Ability to lead and motivate staff and students
- Ability to resolve problems in an efficient and effective manner
- Knowledge of overall instructional technology
- Knowledge of word processing, database, and spreadsheet software
- Knowledge of basic first aid
- Knowledge of functionalities of building infrastructure components

**Equipment Operated:**

- Telephone/Cell Phone
- Fax machine

- Copy machine
- Computer
- Printer
- VCR/TV
- Motor vehicle
- Fire and tornado system
- P.A. system
- AED

**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening work
- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction among unruly children
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequently lift, carry, push and pull various items up to a maximum of 50 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

|                           |  |
|---------------------------|--|
| <b>Position:</b>          | High School Principal  |
| <b>Reports to:</b>        | Superintendent   |
| <b>Employment Status:</b> | Regular/Full-time  |
| <b>FLSA Status:</b>       | Exempt   |
| <b>Description:</b>       | Provides visionary educational leadership at the building level to all school employees and facilitates an educational setting that promotes a positive learning experience for high school students. Responsible for all policies and procedures related to student attendance and discipline. Supervision and evaluation of certified and support staff employees. |

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Discipline students in grades 9 through 12
- Direct the activities of school staff members
- Implement and monitor all Board policies and regulations
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Direct, oversee, supervise, and evaluate the instructional and guidance programs and the work schedule for all assigned personnel
- Attend and supervise, as required, extracurricular activities, special events, athletic events, and other functions of the school
- Supervise the operations of the buildings and grounds
- Establish and maintain a positive public relations program
- Monitor, enforce, and resolve problems with student attendance
- Plan and supervise fire, tornado drills, lockdowns, and other emergency preparedness programs
- Conduct regular staff meetings
- Responsible for the requisition of supplies, textbooks, equipment, and other materials
- Prepare and submit the building budgetary request
- Monitor the expenditure of funds
- Responsible for the registration, assignment, promotion, and/or retention of all students
- Supervise development of curriculum, cooperatively with the Director of Instruction/Personnel, staff, and Superintendent
- Assist in the improvement and/or adjustment of the overall curricular program
- Counsel students regarding their academic, social, and personal problems in cooperation with guidance counselors
- Respond to and appropriately handle complaints of parents
- Evaluate the performance of teachers through class visits and conferences for the purpose of improving instruction and assisting teachers with any problems
- Inform teachers and other employees regarding the policies and procedures of the school
- Develop and enforce policies regarding proper protection of equipment and property, observance of school laws, and safety procedures
- Coordinate work of special teachers who are assigned to the high school
- Actively participate in school levy campaigns
- Serve as a role model for students and staff
- Assist in the supervision of the maintenance of accurate student records

- Evaluate and supervise high school administrators, instructional staff, support paraprofessionals, secretarial staff, and custodial staff
- Responsible for providing general supervision to food service staff
- Arrange conferences with parents, teachers, and students regarding grades/disciplinary procedures
- Maintain a positive and effective rapport with staff, students, parents, and community members
- Serve with parent, faculty, and student groups as requested
- Submit all reports and lists, as required, at the appropriate time
- Maintain a high standard for student conduct and control in accordance with the due process rights of students
- Assist with coordinating the development of the master teaching schedule
- Provide general supervision to students
- Make contacts with the public with tact and diplomacy
- Maintain the confidentiality of personal and professional information, e.g., student files, student IEPs, medical records, personnel files, and documentation for legal proceedings
- Interact in a positive manner with staff, students, and parents
- Use effective communication skills when describing policies
- Attend meetings and in-services as required
- Coordinate class ring sales/distribution
- Supervise student pictures and ID cards
- Update the student and staff handbooks yearly
- Recommend to the Superintendent continuation or non-continuation of employment of teaching staff
- Oversee the maintenance of records and controls in the funds of the school activity account
- Organize, administer, and direct all student activities
- Study and evaluate, and, as appropriate, recommend adoption of new textbooks, materials, and programs
- Participate in community events/activities
- Participate in the development and review of the total high school program

**Other Duties and Responsibilities:**

- Respond to routine questions and requests in an appropriate manner
- Perform all other duties as assigned by the Superintendent
- Assist with the arrangement of all field trips
- Assist with residency and custody issues for admissions and withdrawals
- Assist with substitute teachers and in-house coverage
- Assist with the development, implementation and coordination of “at-risk” programs for the high school
- Assist with the coordination of school connected organizations
- Assist with the coordination of the Alternative Learning Program

**Qualifications:**

- Master's degree (M.A.) or equivalent
- Successful classroom teaching experience
- Appropriate State of Ohio certification/license
- CPR certification
- Training in first aid
- Prior principal experience preferred
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of Ohio school law
- Ability to lead and motivate staff and students
- Ability to resolve problems in an efficient and effective manner
- Knowledge of overall instructional technology

- Knowledge of word processing, database, and spreadsheet software
- Knowledge of basic first aid
- Knowledge of functionalities of building infrastructure components

**Equipment Operated:**

- Telephone/Cell Phone
- Fax machine
- Copy machine
- Computer
- Printer
- Two-way radio
- VCR/TV
- Motor vehicle
- Fire and tornado system
- P.A. system
- AED

**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening work
- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction among unruly children
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, and writing
- Frequently lift, carry, push and pull various items up to a maximum of 50 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

Re-adoption date: July 28, 2009

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

|                           |   |
|---------------------------|---|
| <b>Position:</b>          | Assistant High School Principal   |
| <b>Reports to:</b>        | High School Principal   |
| <b>Employment Status:</b> | Regular/Full-time   |
| <b>FLSA Status:</b>       | Exempt  |
| <b>Description:</b>       | Assist the principal in the overall administration of the school; take charge of the school in the absence of the principal |
| <b>NOTE:</b>              | The below lists are not ranked in order of importance   |

**Essential Functions:**

- Assist in the development and implementation of programs and plans to ensure the safety of our students
- Assist the building principal in the general administration of the school
- Implement and monitor all Board policies and regulations
- Administer the school in the absence of the principal
- Monitor and enforce rules concerning attendance
- Assist in the improvement and/or adjustment of the school program
- Assist in the evaluation of school staff
- Assist in the preparation and supervision of fire and tornado drills, and other emergency preparedness programs
- Attend, as required, special events, functions, and athletic events of the school
- Evaluate and supervise secretaries
- Arrange conferences with parents, teachers, and students regarding grades/disciplinary procedures
- Maintain a positive and effective rapport with staff, students, parents, and community members
- Serve with parent, faculty, and student groups as requested
- Submit all reports and lists, as required, at the appropriate time
- Maintain a high standard for student conduct and control in accordance with the due process rights of students
- Assist with coordinating the development of the master teaching schedule
- Provide general supervision to students
- Supervise extracurricular activities
- Monitor lunchroom operation, student assemblies, and student arrival and departure on school buses
- Review teacher lesson plans weekly
- Provide general supervision to all teachers, secretarial staff, custodial staff, teacher aides, and food service staff
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student files, student IEPs, medical records, personnel files, and documentation for legal proceedings
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Attend meetings and in-services as required
- Supervise all building special education activities
- Assist in the formulation of a philosophy and objectives for the instructional program
- Maintains liaison and active participation with educational leaders in curriculum at the state, regional, and national levels
- Assist the High School Principal in supervising and evaluating all certified and support staff under their supervision in accordance with the negotiated agreements
- Coordinate health/safety procedures including tornado and fire drills
- Act as liaison with juvenile court system regarding student attendance issues
- Contribute to school publications
- Participate in community events/activities

- Participate in the development and review of the total high school program
- Participate in building administrative team meetings

**Other Duties and Responsibilities:**

- Assist in the supervision of the maintenance of accurate student records
- Cooperate in the maintenance of instructional files for substitute teachers
- Assist scheduling special events during the school day
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by Building Principal, Director of *Secondary* Instruction/Personnel or Superintendent
- Schedule and supervise annual building fund-raising activity
- Annually supervise the review and revision of the Student Handbook. Arrange for printing and delivery by August 1 each year.
- Assist with student driving privileges
- Assist with orientation of incoming freshmen and new students to the District
- Assist with end-of-year inventories
- Assist with student bus problems
- Assist in organizing student assemblies
- Assist with the scheduling and supervision of semester and final exams
- Assist with chaperones and security for co-curricular events
- Assist with building maintenance requests
- Assist with the coordination of all student funding activities
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings

**Qualifications:**

- Master's degree (M.A.) or equivalent
- At least five years related experience
- Appropriate State of Ohio administrator's certification
- Documentation of a clear BCII/FBI report
- Alternative to the above qualifications as the Superintendent or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of Ohio school law
- Ability to lead and motivate staff and students
- Ability to resolve problems in an efficient and effective manner
- Knowledge of special education laws, rules, and procedures

**Equipment Operated:**

- Telephone/cell phone
- Computer
- Printer
- Two-way radio
- Ability to utilize current technology
- Motor vehicle

**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening work
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interaction among unruly children

- Occasional operation of a vehicle in inclement weather conditions
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

Re-adoption date: July 28, 2009

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

|                           |   |
|---------------------------|---|
| <b>Position:</b>          | Dean of Students, Middle School   |
| <b>Reports to:</b>        | Middle School Principal   |
| <b>Employment Status:</b> | Regular/Full-time   |
| <b>FLSA Status:</b>       | Exempt  |
| <b>Description:</b>       | Establish a safe, structured learning environment for all students; establish a sound and fair relationship with all students; assist the middle school principal in all aspects of running the building; coordinate student attendance |
| <b>NOTE:</b>              | The below lists are not ranked in order of importance   |

**Essential Functions:**

- Ensure safety of students
- Assist in the formulation of a philosophy and objectives for the instructional program
- Maintains liaison and active participation with educational leaders in curriculum at the state, regional, and national levels
- Assist the Middle School Principal in supervising and evaluating all certified and support staff under their supervision in accordance with the negotiated agreements
- Coordinate health/safety procedures including tornado and fire drills
- Act as liaison with juvenile court system regarding student attendance issues
- Contribute to school publications
- Participate in community events/activities
- Participate in the development and review of the total middle school program
- Participate in building administrative team meetings
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., Board of Education executive session discussions, personnel information, and lawsuit information
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Attend meetings and in-services as required

**Other Duties and Responsibilities:**

- Assist with the arrangement of all field trips
- Assist with residency and custody issues for admissions and withdrawals
- Assist with orientation of incoming sixth graders and new students to the District
- Assist with substitute teachers and in-house coverage
- Assist with end-of-year inventories
- Assist with student bus problems
- Assist in organizing student assemblies
- Assist with the scheduling and supervision of semester and final exams
- Assist with chaperones and security for co-curricular events
- Assist with the development, implementation, and coordination of “at-risk” programs for the middle school
- Assist with the coordination of school connected organizations
- Assist with building maintenance requests
- Assist with the coordination of all student funding activities
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Instill in students the belief in and practice of ethical principles and democratic values

- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by Principal and Superintendent

**Qualifications:**

- Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience
- Appropriate State of Ohio license
- Documentation of a clear BCII/FBI report
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Basic first aid and CPR
- Background in education
- Knowledge and skill in reducing student absenteeism
- Excellent motivational skills

**Equipment Operated:**

- Computer
- Printer
- Telephone
- Various office equipment

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to work on all scheduled workdays except calamity days
- Occasional interaction among unruly children
- Frequent travel
- Occasional evening/weekend work
- Repetitive hand motion, e.g., typing on keyboard
- Occasional exposure to inclement outdoor weather conditions
- Occasional exposure to loud noises
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional requirement to lift, carry, push, and pull various items up to a maximum of 50 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

|                           |  |
|---------------------------|--|
| <b>Position:</b>          | Athletic Director  |
| <b>Reports to:</b>        | High School Principal  |
| <b>Employment Status:</b> | Regular/Full-time  |
| <b>FLSA Status:</b>       | Exempt   |
| <b>Description:</b>       | Direct and supervise the District athletic program for grades seven through twelve and enforce the implementation of the provisions as outlined in the Athletic Handbook |
| <b>NOTE:</b>              | The below lists are not ranked in order of importance  |

**Essential Functions:**

- Ensure safety of students
- Coordinate all interscholastic athletics in grades 7-12
- Schedule all sporting events
- Responsible for contracting with all sporting officials
- Notify coaches of ineligible students
- Responsible for all workers at athletic contests
- Responsible for all general admission ticket sales
- Maintain current inventories of all equipment and supplies on hand
- Ensure all coaches receive an athletic handbook prior to each sport's season
- Observe head coaches engaged in an athletic activity during the season
- Supervise coaches in cooperation with high school principal
- Arrange for timers, scorekeepers, ticket personnel, and administrative personnel involved in the total operation of all athletic events
- Ensure all spectator facilities are ready for all contests
- Ensure all student athletes receive physical examinations prior to the beginning of their respective athletic season
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Issue purchase orders on approved purchase requisitions
- Maintain a record file of all award winners, including athletic scholarships
- Organize and supervise an awards night
- Attend staff, league, and local council meetings and in-services as required
- Devise, implement, and engage in athletic program fund-raising activities
- Implement and enforce student athletic program rules, regulations and policies
- Prepare written reports when required
- Interact with public in official capacity regarding athletic program
- Coordinate, administer, and maintain file of game contracts with coaches
- Counsel, advise, and encourage student athletes
- Procure concession services and schedule use of gymnasium and other outside athletic facilities for games
- Coordinate and ensure photographic coverage of athletic events and distribute passes for authorized individuals
- Coordinate activities in conjunction with the athletic boosters
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student files
- Interact in a positive manner with staff, students and parents
- Promote good public relations
- Attend meetings and in-services as required

**Other Duties and Responsibilities:**

- Serve as a role model for students
- Keep building principal informed of issues relating to the school and athletics
- Perform other duties as assigned by the High School Principal
- Respond to routine questions and requests in an appropriate manner

**Qualifications:**

- License and training in first aid
- Appropriate State of Ohio certification/license
- Hold a PASV permit or have current CPR & PASV certification
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of athletics
- Knowledge of the following: Maintenance of facilities, vehicles, outdoor fields, and familiarity with necessary construction projects

**Equipment Operated:**

- Telephone/Cell Phone
- Computer
- Copier
- Motor vehicle
- Fax machine

**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

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Adoption date: July 24, 2007

Re-adoption date: November 25, 2008