

**TIFFIN CITY SCHOOLS
JOB DESCRIPTIONS**

SECTION B: EXTRACURRICULAR POSITIONS

	Page
Academic Competition Advisor	41
Choristers	43
Department Chair	46
Detention, High School	49
Detention, Middle School	51
Elementary Library Aide Supervisor	53
Flag Squad Advisor	55
Jazz Band Director, High School	57
Junior Class Advisor	60
Marching Band Assistant Director, High School	62
Marching Band Director, High School	65
Marching Band Director, Middle School	68
National Honor Society Advisor	71
Pep Band Director, High School	73
Spring Musical Assistant Director	76
Spring Musical Director	78
Spring Musical Music Director	80
Spring Musical Technical Director/Choreographer	82
Student Council Advisor, High School	84

**TIFFIN CITY SCHOOLS
JOB DESCRIPTIONS**

SECTION B: EXTRACURRICULAR POSITIONS (continued)

	Page
Student Council Advisor, Middle School	86
Students Against Destructive Decisions (SADD) Advisor	88
Tiffinian Advisor	90
TV Lab, Middle School	92
Yearbook Advisor, Middle School	94
Yearbook Blue & Gold Finance Advisor, High School	96
Yearbook Blue & Gold Production Advisor, High School	98
SPORTS	
Assistant Coach	100
Assistant Grade Level/Middle School Coach	103
Head Cheerleader Coach	105
Cheerleader Coach (9 th Grade)	107
Cheerleader Coach (7 th - 8 th Grade)	109
Grade Level/Middle School Coach	111
Head Varsity Coach	114
Ticket Manager	117
Volunteer Coach	119
Weight Room Supervisor	122

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Academic Competition Advisor

Reports to: High School Principal

Employment Status: Extracurricular

FLSA Status: Exempt

Description: The responsibility of the Academic Competition Advisor is to serve as advisor and “coach ” to the Academic Competition Team. To additionally organize, implement, and safely complete a year of educational experience and activities with the team

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

Essential Functions:

- Evaluate complaints received on equipment and supplies and take appropriate action
- Ensure safety of students
- Promote good public relations by personal appearance, attitude, and conversation
- Interact with Superintendent and/or Board of Education and present information as requested
- Interact in a positive manner with staff, students, and parents
- Maintain respect at all times for confidential information, e.g., student records, etc.
- Inform team members of state competition requirements if necessary
- Attend Academic Competition Advisor Workshop if available
- Teach brainstorming techniques
- Create, promote, foster, and develop creative problem-solving skills in team members
- Select team members
- Attend meetings and in-services as required
- Interact with public in official capacity when required
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Assist members in developing skills that will allow them to work effectively as a cohesive team
- Arrange transportation for members to and from competitions
- Promote and encourage the development of good sportsmanship

Other Duties and Responsibilities:

- Perform other duties as assigned by the Building Principal or designee

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- Related experience
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as 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

Equipment Operated:

- Computer/printer
- Library research process
- Telephone
- Copy machine
- Motor vehicle
- Electronic timers/buzzers used in competition

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, balance, climb, and stoop
- Occasionally lift, carry, push, and pull various items up to a maximum of 20 pounds
- Occasional evening/weekend/summer work
- Occasional travel, e.g., attending matches
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, 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: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position:	Choristers
Reports to:	High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	Teach and acquaint students with the skills needed to perform vocal and dance music performance; show how music relates to students' everyday life
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Teach and evaluate the students using sound instructional practices
- Effectively manage individual student behavior to maintain a good learning environment
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Maintain accurate and complete records as required
- Provide guidance to students which will promote their welfare and their proper educational development
- Make provisions for being available to students and parents for educationally related purposes before and after the instructional day
- Maintain and improve professional competence
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards, and conferences
- Observe ethics of the teaching profession
- Create an environment that is conducive to learning and appropriate to the maturity and interests of students
- Notify parents if student is not meeting goals/expectations
- Teach vocal technique, listening skills, music reading skills, poise, and self-confidence to students
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Organize music for programs
- Conduct and accompany students
- Teach students harmony
- Provide for supervision of all practices and performances
- Teach students vocal production and stage presence
- Select appropriate music for high school level participation
- Design show order
- Plan music that will work for particular voices
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., audition ratings, health restrictions
- 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 by Building Principal/Superintendent
- Monitor student performance through regular evaluation
- Refer students suspected of learning disabilities for diagnosis on a regular basis, seeking the assistance of District specialists as required

Other Duties and Responsibilities:

- Maintain accurate records for equipment setups and tear-downs for individual accountability
- Schedule and plan all concerts and performances

- Serve as a role model for students
- Discipline students when necessary
- Respond to routine questions and requests in an appropriate manner

Qualifications:

- Bachelor's degree (B.A.) in vocal music or equivalent from a four-year college or university
- Minimum of one year related experience
- Appropriate State of Ohio certification/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:

- Knowledge of academic area and teaching methodology
- 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 music theory necessary
- Good piano keyboard skills necessary

Equipment Operated:

- Computer/printer
- Copier
- Equipment for concerts and shows
- Calculator
- Cassettes/ records/DVD Player/MP3
- VCR
- TV
- Camcorders
- Telephone
- Choir risers
- Music stands
- Sound boards
- Light boards
- Microphones
- Spotlights
- Dance platforms
- Amplifiers

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
- Occasional operation of a vehicle in inclement weather conditions
- Frequent repetitive hand motion, e.g., piano keyboard, writing
- Frequent requirement to stand, walk, sit, stoop, read, hear, and use color vision
- Occasional requirement to climb, balance, kneel, and crouch
- Occasional requirement to lift and carry up to a maximum of 50 pounds, e.g., show and sound equipment
- Occasional requirement to push and pull up to a maximum of 300 pounds, e.g., set pieces, piano
- Frequent requirement to sing and dance
- Occasional requirement to operate school District vehicle

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Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position:	Department Chairperson (Family and Consumer Science, Foreign Language, Health/Physical Education, Instrumental Music, Language Arts, Math, Science, Social Studies, Special Education, Visual Arts, and Vocal Music)
Reports to:	Building Principal and Directors of Elementary and Secondary Instruction/Personnel
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	Provides department leadership for the continuous improvement of the instructional program. Keeps the leadership team and directors of instruction informed about emerging issues.
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Provides department leadership to facilitate curriculum improvements and proficiency test readiness
- Upholds Board policies and follows administrative procedures
- Promotes a favorable image of the School District
- Maintains effective communications with staff to resolve problems and sustain progress toward objectives
- Promotes the continuity of the instructional program
- Provides insights about the progression of student skills and key contributions made by staff at each level
- Analyzes proficiency and competency-based test results
- Recommends instructional modifications and interventions that enhance student learning and improve test performance
- Assist with the review and revision of the District's curriculum guides and courses of study
- Assists with course of study transitions
- Recommends the addition of courses, the grade placement of courses, and modifications of graduation requirements
- Meets with sales representatives
- Schedules demonstrations
- Evaluates department needs and prepares budget recommendations
- Maintains inventory records
- Assists with the preparation of foundation/grant proposals as directed
- Participates in staff selection and orientation processes as requested
- Recommends staff and student teacher assignments
- Provides on-going guidance as needed
- Collaborates with other teachers
- Shares knowledge and resources that enhance the educational process
- Supports appropriate research and pilot projects
- Encourages staff to develop and disseminate innovative instructional/program materials
- Maintains accurate records and submits reports on time
- Respects personal privacy
- Maintains the confidentiality of privileged information
- Promotes the effective use of available technology in records management and instructional activities
- Upholds computer technology acceptable use policies

Other Duties and Responsibilities:

- Communicates high expectations and shows an active interest in TCS student progress

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

Qualifications:

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

Abilities Required:

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

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

Leadership Responsibility:

Provides instructional leadership under the direction of the principals and directors. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Working Conditions:

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

- Duties may require lifting, carrying, and moving work-related supplies/equipment
- Duties may require operating and/or riding in a vehicle
- Duties may require prolonged use of a computer keyboard and monitor
- Duties may require working extended hours
- Occasional evening/weekend/summer work
- Duties may require working under time constraints to meet deadlines
- Potential for exposure to adverse weather conditions and temperature extremes
- Potential for exposure to blood-borne pathogens and communicable diseases
- Potential for interaction with disruptive and/or unruly individuals

Equipment Operated:

- Telephone
- Computer/printer
- Copier

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Adoption date: July 24, 2007

Re-adoption date: November 25, 2008

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position:	Detention, High School
Reports to:	Dean of Students/High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	Monitor students assigned detention; take attendance of students assigned detention; assist students assigned detention as needed. Report attendance to Dean of Students; record and file detention slips; prepare quarterly reports
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential 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
- Promote good social relationships between students
- Interact with classroom teachers and administrators
- Maintain records of student behavior
- Instruct students on rules and consequences of detention
- Monitor students in detention
- Take student attendance in detention
- Assist students, as needed, in detention

Other Duties and Responsibilities:

- Handle correspondence with Principal
- Keep records up-to-date
- Monitor and supervise students during dismissal
- Respond to routine questions and requests in an appropriate manner
- Serve as a role model for students
- Perform other duties as assigned by the High School Principal

Qualifications:

- Related experience preferred
- High school diploma or General Education Diploma (GED)
- 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

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Frequent interactions among unruly children
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays, except calamity days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, stoop, kneel, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 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:** Detention, Middle School
- Reports to:** Dean of Students/Middle School Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** Monitor students in detention; take attendance of students in detention
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Assist Principal/Dean of Students in identifying attendance, tardiness problems, and/or reasons why assigned
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff and students
- Promote good social relationships between students
- Interact with classroom teachers and administrators
- Maintain records of school/student detention
- Instruct students on rules and consequences of detention/posted in room
- Monitor hall during end of detention
- Monitor students in detention
- Take student attendance in detention
- Assist students, as needed, in detention

Other Duties and Responsibilities:

- Assist with restroom breaks
- Supervise general housekeeping duties
- Handle correspondence with Principal
- Keep records up-to-date
- Monitor and supervise students during dismissal
- Distribute assigned writing material
- Respond to routine questions and requests in an appropriate manner
- Serve as a role model for students
- Perform other duties as assigned by the Middle School Principal

Qualifications:

- One year related experience
- High school diploma or General Education Diploma (GED)
- 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
- Basic training in first aid
- Certification in CPR

- Organizational and problem-solving skills

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interactions among unruly children
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays, except calamity days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, stoop, kneel, and climb
- Occasionally 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**

- Position:** Elementary Library Aide Supervisor
- Reports to:** High School Building Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** The coordinator supervises the operation of a District-wide library media program plan of action that is based on the District's mission statement, goals and objectives
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Follow and support the Board statement of philosophy and abide by all policies outlined in the Board and building manuals
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Advocate for the library media center program and provide knowledge, vision, and leadership to steer it creatively and energetically
- Work with the school community to establish library media center program goals that are an integral part of the educational program in the District and assume responsibility for continuous development of the library media center program to meet those goals
- Apply appropriate research findings to assist in the development and operation of an exemplary District-wide library media center program
- Assume an active leadership role in District curriculum design and assessment of projects to integrate curriculum needs into the library media center program
- Continually evaluate the effectiveness of the District-wide library media center program to ensure it meets the needs of students and staff and accepted standards of quality as defined locally, statewide, and nationally
- Collaborate with each school to establish library media center policies and procedures consistent with District philosophy and mission statements and that ensure the smooth and efficient running of building library media centers
- Work closely with appropriate administrators, faculty, and staff to promote effective use of library media center services and resources and integration of information literacy skills throughout the District's instructional program
- Cooperate with local libraries, school districts, and library systems and with area, state, and national school library organizations to coordinate efforts of common interest
- Coordinate library services from NWOET, NOECA, INFOhio, County Educational Services Center and other area and state organizations
- Oversee the maintenance of the library automation system
- Collaborate to resolve concerns related to library media center services and programming
- Encourage lifelong learning by promoting and fostering positive attitudes toward libraries
- Promote the ethical use of information resources
- Cultivate and maintain cooperative work relationship with members of the school community
- May participate in recruiting, hiring, training, and providing leadership for building media specialists and library aides
- Collaborate with appropriate administrators to plan and prepare for library media center facilities in new buildings
- Remain current in the library and education professions and update personal skills by continuing to acquire knowledge through conferences, workshops, professional reading, academic courses, and assuming a leadership role in professional organizations

Other Duties and Responsibilities:

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

Qualifications:

- Master's degree (MSLS or other closely related educational technology degree) from an accredited college or university
- Appropriate State of Ohio certification/license
- At least seven years certified teaching/library experience at K-12 level
- 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:

- Demonstrate knowledge, abilities, and skills in all aspects of library media center program development
- Demonstrate abilities in developing, coordinating, and presenting staff development activities that support library media center utilization and appropriate technology application and integration
- Demonstrate skills in organizational management and human relations
- Demonstrate skills in oral and written communications
- Demonstrate competence in library automation
- Demonstrate competence in information literacy skills
- Demonstrate competence in classification and cataloging of information resources (Dewey decimal system)
- Demonstrate skills in District curriculum and the application of instructional strategies
- Ability to foster and manage change
- Ability to build consensus and motivate different people
- Exhibit high tolerance for ambiguity
- Ability to provide basic troubleshooting with most audio-visual equipment owned by the District
- Ability and willingness to learn to operate emerging technologies as they become available
- Ability to operate and teach others to operate a wide variety of audio-visual and technology equipment

Equipment Operated:

- Computer/printer
- Copier
- Fax machine
- Laminator
- LCD projector
- Telephone
- Scanner
- SmartBoard
- Television/VCR/DVD/CD
- Typewriter
- Various audio, video, and computer technology and equipment
- Various office machines

Additional Working Conditions:

- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Requirement to lift and carry up to 50 pounds, climb stairs, bend, reach, hold, grasp, and turn objects, identify colors, detect odors, speak normally and to use normal or aided vision and hearing

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:** Flag Squad Advisor
- Reports to:** Band Director/High School Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** To enrich the student's school spirit, to make him/her have a sense of pride in the school. To foster morale, teach leadership, and keep it all in the name of discipline and respect
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Promote good public relations by personal appearance, attitude and conversation
- Interact with Superintendent and/or Board of Education and present information as requested
- Interact in a positive manner with staff, students and parents
- Maintain respect at all times for confidential information, e.g., student records, etc.
- Attend meetings and in-services as required
- Serve as a role model for students
- Create all flag squad choreography
- Rehearse flag squad during scheduled practices
- Responsible for polished and professional performance of flag squad at all public performances
- Responsible for auditions
- Responsible for all aspects of flag squad organization
- Devise, implement and engage in program fund-raising activities
- Respond to routine questions and requests in a timely, appropriate manner
- Assist with events related to instrumental music
- Make contacts with the public with tact and diplomacy
- As applicable, plan, and coordinate special activities and events
- Coordinate flag squad activities with other events and/or fund raising projects
- Accompany and supervise flag squad members and events at all extracurricular events

Other Duties and Responsibilities:

- Perform other duties as assigned by the Band Director or High School Principal

Qualifications:

- High school diploma or equivalent
- Related experience
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as 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
- Dance and choreography experience

Equipment Operated:

- Computer/printer
- Telephone
- Copy machine
- Motor vehicle
- Calculator
- Fax machine
- Ladder, brushes, paint, etc., and various tools and materials used in decorating

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Occasional requirement to sit, stand, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, balance, climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel, e.g., attending matches
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to walk, stoop, kneel, read, and hear

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:	Jazz Band Director, High School
Reports to:	High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	Provide an effective instrumental music education to students; duties include all aspects of the jazz band organization, auditions, programming and rehearsing all music for ensemble performances at concerts, civic performances, and festivals
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Maintain accurate and complete records as required
- Provide guidance to students to promote their educational development
- Attend parent/teacher conferences
- Collaborate with colleagues
- Distribute course-related assignments
- Ensure students are learning all subject material by appropriately assessing on a regular basis
- Provide complete lesson plans for substitute
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards, and conferences
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Assist the administration in implementing all procedures and rules governing student life
- Follow the scope and sequence of the instructional program as defined in the Board of Education approved courses of study
- Take necessary and reasonable precautions to protect equipment, materials, and facilities
- Demonstrate knowledge of subject matter and present clear, complete and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Direct the jazz band and the high school concert/symphonic band
- Prepare students for public performances
- Schedule numerous band related events, including performances, camp and clinic arrangements, field trips, and award programs (Note: all required performances will be listed at the beginning of each school year and approved by the MS/HS Principal)
- Arrange for photo opportunities for *Focus On Our Children*
- Organize and coordinate fund raising activities for the jazz band
- Maintain respect at all times for confidential information
- Attend meetings and in-services as required per negotiated agreement
- Teach students using sound instructional practices
- Refer students suspected of learning difficulties to the intervention assistance team
- Notify parents if student is not meeting classroom goals
- Observe ethics of the teaching profession

Other Duties and Responsibilities:

- Promote good public relations
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Perform other duties as assigned by the MS/HS Principal
- 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
- Participate in intervention assistance team meetings
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current of relevant issues
- Supervise student teachers
- Counsel, advise, encourage, and motivate students

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- Appropriate State of Ohio certifications/license
- Prior teaching experience is preferable
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as 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 in all areas of instrumental music
- Basic skills in instrumental repair and maintenance
- Skills in public speaking
- Knowledge of music software, marching band charting programs, and music writing programs
- Knowledge of academic area and teaching methodology
- Training in varied instructional design
- Computer/word processing skills

Equipment Operated:

- Tools for key adjustment
- Compact disc player
- Mouthpiece pullers
- Tape recording equipment
- Music stand repair tools
- Amplifying equipment
- Computer
- Printer
- TV
- VCR or DVD player
- Copy machine
- Calculator
- Fax machine
- Overhead projector
- Telephone

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days

- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional evening work
- Occasional travel, e.g., attending workshop outside of District
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasionally 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**

Position:	Junior Class Advisor
Reports to:	High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	Organize and supervise class activities. Assist class officers, plan meetings, and fund-raisers
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Coordinate junior/senior prom
- Ensure safety of students
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student records, etc.
- 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:

- Meet with club/class officers to discuss agenda, program, budget, and fund raising activities for the year; develop same consistent with school policy
- Schedule, coordinate, and supervise all program and fund raising activities
- Conduct regular meetings and develop agenda
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Assist treasurer in maintaining accurate financial records regarding fund raising activities, and deposit fund raising moneys and receipts with school treasurer
- Coordinate activities and events of the club/organization and securing of chaperones
- Promote club/class activities
- Delegate work, ensure proper scheduling and implementation of programs by others, and supervise same
- Devise and implement quality standards for club/class activities
- Prepare news releases as appropriate
- Serve as a role model for students
- Interact with Superintendent and/or Board of Education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the high school principal

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Documentation of a clear BCII/FBI report

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 graduation requirements

- Knowledge of fund raising guidelines and activities
- Basic accounting skills

Equipment Operated:

- Telephone
- Computer/printer
- Copier
- Motor vehicle

Additional Working Conditions:

- Occasional operation of a vehicle in inclement weather conditions
- Occasional interaction among unruly children
- Occasional requirement to travel
- Occasional evening/weekend/summer work
- 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**

- Position:** Marching Band Assistant Director, High School
- Reports to:** Band Director/High School Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** Assist head band director with the planning and administration of the marching band, help plan shows, and direct sectionals and full rehearsals from August throughout the marching season
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Attend and supervise all events in which the band participates
- Prepare all instrumental units for performance
- Attend band camp and supervise band members at same
- Attend and participate in awards program
- Assist with assemblies, raffles, and other activities in which band participates
- Provide for security, safety, and discipline for students, instruments, music, and band area
- Assist with directing high school marching band
- Maintain respect at all times for confidential information
- Attend meetings and in-services as required
- Teach students using sound instructional practices
- Interact in a positive manner with staff, students, and parents
- Interact with Superintendent and/or Board of Education and present information as requested
- Assist with determining number of members needed for band (recruiting)
- Make contacts with the public with tact and diplomacy

Other Duties and Responsibilities:

- Supervise maintenance and distribution of band uniforms and equipment
- Ensure band members meet requirements pertaining to insurance, physicals, eligibility, and waivers
- Coordinate and conduct band participation in athletic events in which the band participates
- Plan and schedule practices in conjunction with band director
- Coordinate audits and inform parents and students of selection process
- Coordinate band participation in fund raising activities
- Work with civic organizations, boosters clubs, etc., regarding fund raising activities
- Coordinate band activities with principals
- Assist with the direction of the marching band and the high school concert band
- Prepare and supervise contest functions/events/events including parades, community events, etc.
- Promote good public relations by personal appearance, attitude, and conversation
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Perform other duties as assigned by the High School Band Director
- Prepare students for solo, ensemble, symphonic band, and/or band contests

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- Appropriate State of Ohio certifications/license
- Prior teaching experience is preferable
- Related experience preferred
- Previous musical lessons teaching and marching band experience
- 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 in all areas of instrumental music
- Basic skills in instrumental repair and maintenance
- Knowledge of all instruments, including reeds and mouthpieces
- Skills in public speaking
- Knowledge of music software, marching band charting programs, and music writing programs
- Knowledge of academic area and teaching methodology
- Training in varied instructional design
- Basic computer skills
- Basic knowledge of District style of marching: facing, step, spacing, and horn carriage
- Knowledge and ability to read music

Equipment Operated:

- Tools for key adjustment
- Compact disc player
- Mouthpiece pullers
- Tape recording equipment
- Pad and cork replacing tools
- Reed adjusting tools
- Music stand repair tools
- Amplifying equipment
- Telephone
- Copier
- Calculator
- Motor vehicle
- Musical equipment
- Screwdrivers, duct tape, socket wrenches
- Computer
- Printer
- TV

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Frequent operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Frequent weekend/evening/summer work
- Frequent travel, e.g., attending sporting events and band competitions
- Frequent repetitive hand motion, e.g., twisting, stooping, standing, walking
- Frequently 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**

Position:	Marching Band Director, High School
Reports to:	High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	Provide an effective instrumental music education to students; duties include all aspects of the marching band organization, auditions, programming and rehearsing all half-time performances at football contests, concerts, pep rallies, contests, civic performances, and festivals
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Maintain accurate and complete records as required
- Provide guidance to students to promote their educational development
- Attend parent/teacher conferences
- Collaborate with colleagues
- Establish and maintain cooperative relationship with Flag Squad Advisor
- Supervise all aspects of band camp
- Attend educational field trips
- Distribute course-related assignments
- Ensure students are learning all subject material by appropriately assessing on a regular basis
- Provide complete lesson plans for substitute
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards, and conferences
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Assist the administration in implementing all procedures and rules governing student life
- Follow the scope and sequence of the instructional program as defined in the Board of Education approved courses of study
- Take necessary and reasonable precautions to protect equipment, materials, and facilities
- Demonstrate knowledge of subject matter and present clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Direct the marching band and the high school concert/symphonic band
- Prepare students for marching band contests/events and/or festivals
- Schedule numerous band related events, including performances, camp and clinic arrangements, field trips, and award programs (Note: All required performances will be listed at the beginning of each school year and approved by the MS/HS Principal)
- Arrange for photo opportunities for athletic programs and *Focus On Our Children*
- Organize and coordinate fund raising activities for the band
- Maintain respect at all times for confidential information
- Attend meetings and in-services as required per negotiated agreement
- Teach students using sound instructional practices
- Refer students suspected of learning difficulties to the intervention assistance team
- Notify parents if student is not meeting classroom goals

- Observe ethics of the teaching profession
- Observe rules and regulations of OHSAA pertaining to band
- Assist administration and cheerleading advisor in planning for pep rallies as needed

Other Duties and Responsibilities:

- Promote good public relations
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Perform other duties as assigned by the MS/HS Principal
- 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
- Participate in intervention assistance team meetings
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current of relevant issues
- Supervise student teachers
- Counsel, advise, encourage, and motivate students

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- Appropriate State of Ohio certifications/license
- Prior teaching experience is preferable
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as 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 in all areas of instrumental music
- Basic skills in instrumental repair and maintenance
- Knowledge of all instruments, including reeds and mouthpieces
- Skills in public speaking
- Knowledge of music software, marching band charting programs, and music writing programs
- Knowledge of academic area and teaching methodology
- Training in varied instructional design
- Computer/word processing skills

Equipment Operated:

- Tools for key adjustment
- Compact disc player
- Mouthpiece pullers
- Tape recording equipment
- Pad and cork replacing tools
- Reed adjusting tools
- Music stand repair tools
- Amplifying equipment
- Prop construction
- Computer
- Printer
- TV
- VCR or DVD player
- Copy machine
- Calculator
- Fax machine

- Overhead projector
- Telephone

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Frequent evening/weekend/summer work
- Occasional travel, e.g., attending workshop outside of District
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasionally 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**

- Position:** Marching Band Director, Middle School
- Reports to:** Middle School Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** Provide an effective instrumental music education to students; duties include all aspects of the band organization, auditions, programming, and rehearsing all music for ensemble performances at concerts, assemblies, contests, civic performances, and festivals
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Maintain accurate and complete records as required
- Provide guidance to students to promote their educational development
- Attend parent/teacher conferences
- Collaborate with colleagues
- Attend educational field trips
- Distribute course-related assignments
- Ensure students are learning all subject material by appropriately assessing on a regular basis
- Provide complete lesson plans for substitute
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards, and conferences
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Assist the administration in implementing all procedures and rules governing student life
- Follow the scope and sequence of the instructional program as defined in the Board of Education approved courses of study
- Take necessary and reasonable precautions to protect equipment, materials, and facilities
- Demonstrate knowledge of subject matter and present clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Direct the 8th grade marching band and assigned middle school bands
- Prepare students for solo, ensemble, festival band, and/or band contests
- Schedule numerous band related events, including performances, camp and clinic arrangements, field trips, and award programs (Note: All required performances will be listed at the beginning of each school year and approved by the MS/HS Principal)
- Arrange for photo opportunities
- Maintain respect at all times for confidential information
- Attend meetings and in-services as required per negotiated agreement
- Teach students using sound instructional practices
- Refer students suspected of learning difficulties to the intervention assistance team
- Notify parents if student is not meeting classroom goals
- Observe ethics of the teaching profession

Other Duties and Responsibilities:

- Promote good public relations
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Perform other duties as assigned by the MS/HS Principal
- 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
- Participate in intervention assistance team meetings
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current of relevant issues
- Supervise student teachers
- Counsel, advise, encourage, and motivate students

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- Appropriate State of Ohio certifications/license
- Prior teaching experience is preferable
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as 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 in all areas of instrumental music
- Basic skills in minor instrumental repair and maintenance
- Knowledge of all instruments, including reeds and mouthpieces
- Skills in public speaking
- Knowledge of music software and music writing programs
- Knowledge of academic area and teaching methodology
- Training in varied instructional design
- Computer/word processing skills

Equipment Operated:

- Compact disc player
- Mouthpiece pullers
- Tape recording equipment
- Amplifying equipment
- Computer
- Printer
- TV
- VCR or DVD player
- Copy machine
- Calculator
- Fax machine
- Overhead projector
- Telephone

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days

- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Frequent evening/weekend/summer work
- Occasional travel, e.g., attending workshop outside of District
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasionally 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**

Position: National Honor Society Advisor

Reports to: High School Principal

Employment Status: Extracurricular

FLSA Status: Exempt

Description: The role of the National Honor Society Advisor is to facilitate the National Honor Society's meetings, raise funds for activities and maintain accountability of information and funds, and coordinate the National Honor Society's projects and induction ceremony

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

Essential Functions:

- Ensure safety of students
- Promote good public relations by personal appearance, attitude, and conversation
- Interact with Superintendent and/or Board of Education and present information as requested
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Interact in a positive manner with staff, students and parents
- Maintain respect at all times for confidential information, e.g., student records, etc.
- Attend meetings and in-services as required
- Serve as a role model for students
- Develop and oversee the process of selection
- Promote areas of qualification, e.g., scholarship, character, leadership, and service
- Promote community service projects
- Make contacts with the public with tact and diplomacy
- Secure speaker for the induction ceremony
- Travel with members to leadership conference
- Keep informed on National Honor Society standards
- Project areas for disbursement and identify potential fund raising projects
- Direct the annual induction ceremony
- Prepare the annual budget
- Guide members in various projects for the school and community
- Guide members in establishing special programs and activities and promoting academic excellence
- Hold member meetings
- Order awards
- Ensure safety of students
- Counsel students on matters concerning school procedures, rules, and regulations
- Respond to routine questions and requests in an appropriate manner
- Assist officers and members with planning the year's meetings and activities
- Work with appeals committee

Other Duties and Responsibilities:

- Perform other duties as assigned by the Building Principal or designee
- Interact with Superintendent and/or Board of Education and present information as requested
- Contact OASC and supervise member involvement in statewide activities

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university

- One to two years related experience
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as 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 National Honor Society standards and criteria

Equipment Operated:

- Computer/printer
- Telephone
- Copy machine
- Motor vehicle
- Calculator
- Fax machine
- Typewriter

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Occasional requirement to sit, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 20 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to stand, walk, stoop, kneel, read and hear

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:	Pep Band Director, High School
Reports to:	High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	Provide an effective instrumental music education to students; duties include all aspects of the band organization, auditions, programming, and rehearsing all music for ensemble performances at specified athletic contests
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Maintain accurate and complete records as required
- Provide guidance to students to promote their educational development
- Attend parent/teacher conferences
- Collaborate with colleagues
- Attend educational field trips
- Distribute course-related assignments
- Ensure students are learning all subject material by appropriately assessing on a regular basis
- Provide complete lesson plans for substitute
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards, and conferences
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Assist the administration in implementing all procedures and rules governing student life
- Follow the scope and sequence of the instructional program as defined in the Board of Education approved courses of study
- Take necessary and reasonable precautions to protect equipment, materials, and facilities
- Demonstrate knowledge of subject matter and present clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Direct the pep band
- Schedule pep band related events, including performances, camp and clinic arrangements, field trips, and award programs (Note: All required performances will be listed at the beginning of each school year and approved by the MS/HS Principal)
- Arrange for photo opportunities for athletic programs and *Focus On Our Children*
- Maintain respect at all times for confidential information
- Attend meetings and in-services as required per negotiated agreement
- Teach students using sound instructional practices
- Refer students suspected of learning difficulties to the intervention assistance team
- Notify parents if student is not meeting classroom goals
- Observe ethics of the teaching profession
- Coordinate pep band activities with cheerleading advisor for game procedures
- Observe rules and regulations of OHSAA pertaining to band

Other Duties and Responsibilities:

- Promote good public relations
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Perform other duties as assigned by the MS/HS Principal
- 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
- Participate in intervention assistance team meetings
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current of relevant issues
- Supervise student teachers
- Counsel, advise, encourage, and motivate students

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- Appropriate State of Ohio certifications/license
- Prior teaching experience is preferable
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as 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 in all areas of instrumental music
- Basic skills in instrumental repair and maintenance
- Knowledge of all instruments, including reeds and mouthpieces
- Skills in public speaking
- Knowledge of music software, marching band charting programs, and music writing programs
- Knowledge of academic area and teaching methodology
- Training in varied instructional design
- Computer/word processing skills

Equipment Operated:

- Tools for key adjustment
- Compact disc player
- Mouthpiece pullers
- Tape recording equipment
- Pad and cork replacing tools
- Reed adjusting tools
- Music stand repair tools
- Amplifying equipment
- Prop construction
- Computer
- Printer
- TV
- VCR or DVD player
- Copy machine
- Calculator
- Fax machine
- Overhead projector
- Telephone

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional evening and weekend work
- Occasional travel, e.g., attending workshop outside of District
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasionally 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**

Position:	Spring Musical Assistant Director
Reports to:	Spring Musical Director/High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	Assists with direction and/or coordination of the production of musicals. Enable musical activities and facilitate organization
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students, oversee safety at all times
- Assist in the coordination of all aspects and assist in the direction of the productions
- Assist in the coordination of schedule for production
- Assist with the selection of play for presentation in consultation with Building Principal
- Assist with facilitation of auditions and rehearsals
- Assist with arrangement for supervision of activities with director
- Make contact with the public with tact and diplomacy
- Maintain respect at all times for confidential information, medical records, physical, financial or unique conditions associated with students
- 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 by Building Principal/Superintendent
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Follow District policies and regulations for payment of bills for production
- Enforce discipline and appropriate behavior at all club activities and related activities
- Assist with coordination of production with instrumental and/or vocal music directors as appropriate
- Coach students in all phases of drama production including acting, scene design, set construction, make-up, and costumes
- Assist with coordination with all committees to ensure completion of assignments

Other Duties and Responsibilities:

- Coordinate financial aspects of plays, including ticket sales
- Authorize payment of production bills through District fiscal policies and regulations
- Assist with coordination of music, publicity, and sound systems for plays
- Organize all working committees and prepare schedule for rehearsals and committee meetings

Qualifications:

- Bachelor's degree (B.A.) in education or equivalent from a four-year college or university 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
- Basic first aid
- Ability to operate various audio and visual equipment
- Ability to direct a play
- Knowledge of fundamentals of drama
- Knowledge of make-up and costumes
- Knowledge of sound and lighting design
- Knowledge of financial accounting

Equipment Operated:

- Copier
- Computer/printer
- Ladder
- Lighting equipment
- Sound equipment
- Telephone
- Calculator

Additional Working Conditions:

- Occasional requirement to travel
- Frequent weekend and evening 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
- Occasional repetitive hand motion, e.g., writing, computer, documenting records
- Occasional requirement to crouch, kneel, balance, and stoop, talk, see, read, speak, reach, stretch with hands and arms, and climb
- Frequent requirement to sit, stand, walk, hear and distinguish colors

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:	Spring Musical Director
Reports to:	High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	Direct and/or coordinate the production of musicals. Enable musical activities and facilitate organization
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students, oversee safety at all times
- Coordinate all aspects and direction of the productions
- Coordinate schedule for production
- Select play for presentation in consultation with Building Principal
- Facilitate auditions and rehearsals
- Make contact with the public with tact and diplomacy
- Maintain respect at all times for confidential information, medical records, physical, financial or unique conditions associated with students
- 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 by Building Principal/Superintendent
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Follow District policies and regulations for payment of bills for production
- Enforce discipline and appropriate behavior at all club activities and related activities
- Coordinate production with instrumental and/or vocal music directors as appropriate
- Coach students in all phases of drama production including acting, scene design, set construction, make-up, and costumes
- Coordinate all committees to ensure completion of assignments

Other Duties and Responsibilities:

- Coordinate financial aspects of plays
- Deposit all play proceeds with school treasurer/authorize payment of production bills through District fiscal policies and regulations
- Coordinate music, publicity, and sound systems for plays
- Organize all working committees and prepare schedule for rehearsals and committee meetings

Qualifications:

- Bachelor's degree (B.A.) in education or equivalent from a four-year college or university preferred
- Three years related experience as a director or assistant director 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
- Basic first aid
- Ability to operate various audio and visual equipment
- Ability to design and build scenery
- Ability to direct a play
- Ability to operate equipment and machinery for set construction/production
- Knowledge of fundamentals of drama
- Knowledge of make-up and costumes
- Knowledge of sound and lighting design
- Knowledge of financial accounting

Equipment Operated:

- Copier
- Computer/printer
- Ladder
- Lighting equipment
- Motor vehicle
- Sound equipment
- Telephone/cell phone
- Various hand tools and machinery
- Calculator

Additional Working Conditions:

- Occasional requirement to travel
- Frequent weekend and evening 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
- Occasional repetitive hand motion, e.g., writing, computer, documenting records
- Occasional requirement to crouch, kneel, balance, and stoop, talk, see, read, speak, reach, stretch with hands and arms, and climb
- Frequent requirement to sit, stand, walk, hear and distinguish colors

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:** Spring Musical Music Director
- Reports to:** Spring Musical Director/High School Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** Direct and/or coordinate the music production of musicals. Enable musical activities and facilitate organization
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students, oversee safety at all times
- Coordinate all musical aspects of the production
- Coordinate schedule for musical rehearsals
- Assist with facilitation of auditions and rehearsals
- Maintain respect at all times for confidential information, medical records, physical, financial or unique conditions associated with students
- 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 by Building Principal/Superintendent
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Follow District policies
- Enforce discipline and appropriate behavior at all club activities and related activities
- Coordinate production with instrumental and/or vocal music directors as appropriate
- Assist in casting, rehearsals, performance, production, advertising plays, and supervise volunteers
- Coach students in all musical aspects of drama production

Qualifications:

- Bachelor's degree (B.A.) in education or equivalent from a four-year college or university preferred
- Minimum of one year 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
- Basic first aid

Equipment Operated:

- Copier
- Computer/printer
- Sound equipment
- Telephone/cell phone
- Piano/Keyboard

- Music stand
- Light for music stand

Additional Working Conditions:

- 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
- Occasional repetitive hand motion, e.g., writing, computer, documenting records
- Occasional requirement to crouch, kneel, balance, and stoop, talk, see, read, speak, reach, stretch with hands and arms, and climb
- Frequent requirement to sit, stand, walk, hear, and distinguish colors

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:	Spring Musical Technical Director/Choreographer
Reports to:	Spring Musical Director/High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	Direct and/or coordinate the technical production and choreography of musicals. Enable musical activities and facilitate organization
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students, oversee safety at all times
- Assist in the coordination of all technical and choreography aspects and assist in the technical and choreography direction of the productions
- Coordinate schedule for technical production
- Assist with facilitation of auditions and rehearsals (must be present for all activities)
- Maintain respect at all times for confidential information, medical records, physical, financial or unique conditions associated with students
- 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 by Building Principal/Superintendent
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Follow District policies
- Enforce discipline and appropriate behavior at all club activities and related activities
- Coordinate production with instrumental and/or vocal music directors as appropriate
- Assist in selection of technical/movement, casting, rehearsals, performance, production, advertising plays, and supervise volunteers
- Coach students in all phases of production including acting, scene design, set construction, make-up, and costumes

Qualifications:

- Bachelor's degree (B.A.) in education or equivalent from a four-year college or university preferred
- Minimum of one year 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
- Basic first aid
- Ability to design and build scenery
- Ability to operate equipment and machinery for set construction/production

Equipment Operated:

- Copier
- Computer/printer
- Ladder
- Motor vehicle
- Telephone
- Various hand tools and machinery
- Calculator

Additional Working Conditions:

- Frequent weekend and evening 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
- Occasional repetitive hand motion, e.g., writing, computer, documenting records
- Occasional requirement to crouch, kneel, balance, and stoop, talk, see, read, speak, reach, stretch with hands and arms, and climb
- Frequent requirement to sit, stand, walk, hear and distinguish colors

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:** Student Council Advisor, High School
- Reports to:** High School Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** The responsibility of the High School Student Council Advisor is to oversee, guide, and direct the student council members in the activities they participate in and the meetings that are held. To organize and supervise functions such as dances, food drives, etc., events that involve the student body as a whole
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Promote good public relations by personal appearance, attitude, and conversation
- Interact with Superintendent and/or Board of Education and present information as requested
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Interact in a positive manner with staff, students, and parents
- Serve as a role model for students
- Supervise all student council activities
- Counsel students on matters concerning school procedures, rules, and regulations
- Oversee fund raising projects for the council
- Plan and coordinate the curricular and extracurricular activities for the council
- Respond to routine questions and requests in an appropriate manner
- Assist officers and members with planning the year's meetings and activities
- Ensure safety of students

Other Duties and Responsibilities:

- Perform other duties as assigned by the High School Principal or designee
- Maintain respect at all times for confidential information, e.g., student records, etc.
- Attend meetings and in-services as required
- Organize and supervise homecoming and all related activities including elections, parade, and dance
- Make contacts with the public with tact and diplomacy
- Assist students with establishing criteria for officership and class representation
- Contact OASC and supervise member involvement in statewide activities
- Provide leadership in basic parliamentary procedures
- Supervise school wide elections
- Work with other school clubs and organizations in calendar scheduling

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Related experience preferred
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as 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/CPR

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

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:** Student Council Advisor, Middle School
- Reports to:** Middle School Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** The responsibility of the Advisor, Middle School Student Council is to oversee, guide and direct the student council members in the activities they participate in and the meetings that are held. To organize and supervise functions such as dances, food drives, etc., events that involve the student body as a whole
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Promote good public relations by personal appearance, attitude, and conversation
- Interact with Superintendent and/or Board of Education and present information as requested
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Interact in a positive manner with staff, students, and parents
- Serve as a role model for students
- Supervise all student council activities
- Counsel students on matters concerning school procedures, rules, and regulations
- Oversee fund raising projects for the council
- Plan and coordinate the curricular and extracurricular activities for the council
- Respond to routine questions and requests in an appropriate manner
- Assist officers and members with planning the year's meetings and activities
- Ensure safety of students

Other Duties and Responsibilities:

- Perform other duties as assigned by the MS Principal or designee
- Maintain respect at all times for confidential information, e.g., student records, etc.
- Attend meetings and in-services as required
- Organize and supervise related activities including elections, parade, and dance
- Make contacts with the public with tact and diplomacy
- Assist students with establishing criteria for officership and class representation
- Contact OASC and supervise member involvement in statewide activities
- Provide leadership in basic parliamentary procedures
- Supervise school wide elections for student council
- Work with other school clubs and organizations in calendar scheduling

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Related experience preferred
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as 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/CPR

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

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:** Students Against Destructive Decisions (SADD) Advisor
- Reports to:** High School Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** To enrich the student's school spirit, to make him/her have a sense of pride in the school
To foster morale, teach leadership, and keep it all in the name of discipline and respect
To encourage drug-free life styles
To promote healthy decisions
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Promote good public relations by personal appearance, attitude, and conversation
- Interact with Superintendent and/or Board of Education and present information as requested
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Interact in a positive manner with staff, students, and parents
- Maintain respect at all times for confidential information, e.g., student records, etc.
- Attend meetings and in-services as required
- Serve as a role model for students
- Devise, implement and engage in program fund-raising activities
- Respond to routine questions and requests in a timely, appropriate manner
- Assist with events related to pep club, e.g., pep assemblies, bonfires, raffles, etc.
- Attend and supervise athletic events in which SADD club participates
- Make contacts with the public with tact and diplomacy
- As applicable, plan and coordinate special activities and events
- Coordinate club activities with other events and/or fund raising projects
- Accompany and supervise student clubs and events at all extracurricular events
- Prepare and monitor activity budget

Other Duties and Responsibilities:

- Perform other duties as assigned by the Building Principal

Qualifications:

- High school diploma or equivalent
- Related experience preferred
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as 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

Equipment Operated:

- Computer/printer
- Telephone
- Copy machine
- Motor vehicle
- Calculator
- Fax machine
- Ladder, brushes, paint, etc. and various tools and materials used in decorating

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Occasional requirement to sit, stand, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 20 pounds
- Occasional evening/weekend/summer work
- Occasional travel, e.g., attending matches
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to walk, stoop, kneel, read and hear

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:** Tiffinian Advisor
- Reports to:** High School Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** The purpose of this position involves organizing and supervising all aspects of the publication production. Essential duties include fund raising, teaching basic journalism skills, proofreading, and accounting
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Oversee proofreading, layout, design, and sales
- Coordinate all aspects involved in publication of school newspaper
- Serve as editor-in-chief
- Maintain respect at all times for confidential information
- Promote good public relations by personal appearance, attitude, and conversation
- Interact in a positive manner with staff, students, and parents
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Counsel and coordinate advertising activities
- Instruct students in journalism style, proofreading, editing, layout, design, and sales
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Organize and supervise fund raising activities
- Manage and account for funds generated by fund raising and advertising activities
- Ensure delivery of publication copy for printing
- Make contact with the public with tact and diplomacy
- Assist in the selection of student staff members
- Supervise student members throughout entire production process
- Ensure timely distribution of publication
- Oversee production activities
- Coordinate writing, editing, proofreading, and layout activities

Other Duties and Responsibilities:

- Attend meetings and in-services as required
- Interact with Superintendent and/or Board of Education and present information as requested
- Perform other duties as assigned by the Principal and/or Superintendent

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- Related 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:

- Journalism skills
- 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 computer/word processing skills
- Photography skills
- Accounting/spelling and proofreading

Equipment Operated:

- Computer/printer
- Calculator
- Telephone
- Copier
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent requirement to sit, stand, walk, talk, hear, see, read, and speak
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds
- Occasional travel, e.g., attending sporting events, activities off campus
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, and writing
- Occasional requirement to reach, stretch with hands and arms, crouch, kneel, climb, balance, and stoop
- Frequent requirement to work evenings

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:** TV Lab, Middle School
- Reports to:** Middle School Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** Provide information, video clips, etc. pertaining to the TV Lab
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Assist school staff with questions and acquisitions
- Attend meetings and in-services as required
- Distribute media to faculty
- Ensure safety of students
- Evaluate and select equipment and materials for the TV lab
- Instruct students in basic digital technology skills
- Interact in a positive manner with staff, students, and parents
- Keep accurate records of overdue materials
- Maintain accession records for the libraries
- Maintain current price list of equipment
- Maintain overall supervision of TV lab
- Maintain proper order of TV lab
- Maintain respect at all times for confidential information
- Make contacts with the public with tact and diplomacy
- Oversee use of TV lab equipment
- Prepare video materials for TV lab production
- Promote good public relations by personal appearance, attitude and conversation
- Provide in-services for use of TV lab equipment
- Record videos at various school programs, athletic, extracurricular, and co-curricular events
- Record programs for faculty
- Report damaged materials/equipment
- Respond to routine questions and requests in an appropriate manner
- Serve as a role model for students
- Supervise students in the TV lab

Other Duties and Responsibilities:

- Perform other duties as assigned by the Principal/Superintendent

Qualifications:

- Four-year degree
- Appropriate State of Ohio certification/license
- Documentation of a clear FBII/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 and willingness to work with and make modifications for special needs students
- Ability to communicate ideas and directives clearly and effectively both orally and in writing

- Ability to operate and maintain TV lab equipment
- Ability to work effectively with others
- Effective, active listening skills
- Knowledge of general and specialized reference materials
- Knowledge of library science and applications
- Organizational and problem solving skills
- Computer literacy skills

Equipment Operated:

- Computer/printer
- Copy machine
- Fax machine
- Laminator
- Paper cutter
- Scanner
- Digital camera
- Television/VCR
- Typewriter
- Various audio, video and computer technology and equipment
- Various office machines

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
- Occasional repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Occasional weekend/evening work
- Occasional requirement to travel

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:** Yearbook Advisor, Middle School
- Reports to:** Middle School Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** The purpose of this position involves organizing and supervising all aspects of the yearbook production. Essential duties include fund-raising, teaching basic journalism skills, proofreading, and accounting.
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Oversee proofreading, layout, design, and sales of yearbook
- Coordinate all aspects involved in publication of school yearbook
- Serve as editor-in-chief
- Maintain respect at all times for confidential information
- Promote good public relations by personal appearance, attitude, and conversation
- Interact in a positive manner with staff, students, and parents
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Counsel and coordinate advertising activities
- Instruct students in journalism style, proofreading, editing, layout, design, and sales
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Manage and account for funds generated by fund raising and advertising activities
- Ensure delivery of annual copy for printing
- Make contact with the public with tact and diplomacy
- Assist in the selection of student staff members for yearbook
- Supervise student members throughout entire production process
- Ensure timely distribution of all materials
- Oversee production activities
- Coordinate writing, editing, proofreading, and layout activities

Other Duties and Responsibilities:

- Attend meetings and in-services as required
- Interact with Superintendent and/or Board of Education and present information as requested
- Perform other duties as assigned by the Building Principal
- Ensure pickup of completed annual after printing

Qualifications:

- Bachelor's Degree or equivalent from a four-year college or university
- Related experience
- 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:

- Journalism skills
- 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 computer/word processing skills
- Photography skills
- Accounting/spelling and proofreading

Equipment Operated:

- Computer/printer
- Calculator
- Typewriter
- Telephone
- Copier
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent requirement to sit, stand, walk, talk, hear, see, read, and speak
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional travel, e.g., attending sporting events, activities off campus
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, and writing
- Occasional requirement to reach, stretch with hands and arms, crouch, kneel, climb, balance, and stoop
- Frequent requirement to work evenings, weekends or summer hours

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:** Yearbook Blue & Gold Finance Advisor, High School
- Reports to:** High School Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** The purpose of this position involves organizing and supervising all aspects of the yearbook production. Essential duties include fund-raising, teaching advanced journalism skills, proofreading, and accounting
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Oversee proofreading, layout, design, and sales of yearbook
- Coordinate all aspects involved in publication of school yearbook
- Maintain respect at all times for confidential information
- Promote good public relations by personal appearance, attitude, and conversation
- Interact in a positive manner with staff, students, and parents
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Counsel and coordinate advertising activities
- Instruct students in journalism style, proofreading, editing, layout, design, and sales
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Organize and supervise fund raising activities
- Manage and account for funds generated by fund raising and advertising activities
- Make contact with the public with tact and diplomacy
- Ensure timely distribution of all materials

Other Duties and Responsibilities:

- Attend meetings and in-services as required
- Interact with Superintendent and/or Board of Education and present information as requested
- Perform other duties as assigned by the Building Principal

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- Related experience preferred
- 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:

- Media law and ethics
- Marketing skills
- Journalism skills
- 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
- Advanced computer/word processing skills, Adobe In Design, Adobe Photoshop, Microsoft Excel, Quicken
- Photography skills, including digital
- Accounting/spelling and proofreading

Equipment Operated:

- Computer/printer
- Calculator
- Typewriter
- Telephone
- Copier
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent requirement to sit, stand, walk, talk, hear, see, read, and speak
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional travel, e.g., attending sporting events, activities off campus
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, and writing
- Occasional requirement to reach, stretch with hands and arms, crouch, kneel, climb, balance, and stoop
- Frequent requirement to work evenings, weekends or summer hours

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:	Yearbook Blue & Gold Production Advisor, High School
Reports to:	High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	The purpose of this position involves organizing and supervising all aspects of the yearbook production. Essential duties include fund-raising, teaching advanced journalism skills, proofreading, and accounting
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Coordinate and oversee underclass picture day
- Coordinate and oversee club picture day
- Ensure safety of students
- Oversee proofreading, layout, design, and sales of yearbook
- Coordinate all aspects involved in publication of school yearbook
- Serve as editor-in-chief
- Maintain respect at all times for confidential information
- Promote good public relations by personal appearance, attitude, and conversation
- Interact in a positive manner with staff, students, and parents
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Instruct students in journalism style, proofreading, editing, layout, design, and sales
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Organize and supervise fund raising activities
- Ensure delivery of annual copy for printing
- Make contact with the public with tact and diplomacy
- Assist in the selection of student staff members for yearbook
- Supervise student members throughout entire production process
- Ensure timely distribution of all materials
- Oversee production activities
- Coordinate writing, editing, proofreading, and layout activities

Other Duties and Responsibilities:

- Attend meetings and in-services as required
- Interact with Superintendent and/or Board of Education and present information as requested
- Perform other duties as assigned by the Building Principal
- Ensure pickup of completed annual after printing

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- Related experience preferred
- 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:

- Media law and ethics
- Marketing skills
- Journalism skills
- 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
- Advanced computer/word processing skills, Adobe In Design, Adobe Photoshop, Microsoft Excel, Quicken
- Photography skills, including digital
- Accounting/spelling and proofreading

Equipment Operated:

- Computer/printer
- Calculator
- Typewriter
- Telephone
- Copier
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent requirement to sit, stand, walk, talk, hear, see, read, and speak
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional travel, e.g., attending sporting events, activities off campus
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, and writing
- Occasional requirement to reach, stretch with hands and arms, crouch, kneel, climb, balance, and stoop
- Frequent requirement to work evenings, weekends or summer hours

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:	Assistant Coach
Reports to:	Head Coach/Athletic Director/High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	To assist the Head Coach with the implementation of the program To help organize practices, review game strategies and deal with student athletes
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Ensure the proper conduct and actions of team players at all times
- Assist with issuing equipment and keep accurate records of all equipment issued
- Assist with collection, inventory, distribute, and procure all equipment
- Assist with assignment of lockers and oversee the condition of the locker room
- Attend coaches meetings
- Assist players in the care and prevention of injuries
- Attend rules interpretation meetings as appropriate
- Assist with instruction of players in the proper use of body building equipment, training, and nutrition
- Assist with preparation of facilities for all practice sessions
- Assist with schedule, plan, and conduct all practice sessions and scrimmages
- Assist with preparation of and distribute play books to all players
- Assist with development and enforce training rules
- Assist with organization of filming of all games
- Assist with presentation and discussion of films from previous games/scrimmages
- Assist with review and evaluate all game films
- Assist with schedule and conduct meetings to discuss future opponents
- Attend reserve and other inter-District games
- Assist with communication with classroom teachers to determine the achievement level of each player
- Assist with participation in awards program
- Assist with instruction and supervision of managers in game and practice preparation
- Assist with evaluation of players after each game and at the end of the season
- Assist with supervision of player conditioning
- Check, repair and fit equipment
- Assist with supervision of team managers
- Supervise players in daylong practices, meetings, lunch, and locker room activities
- Supervise players on bus trips to away games/scrimmages
- Assist with preparation of offensive and defensive strategies
- Attend varsity games
- Participate in public relations activities
- Attend clinics, camps and seminars
- Attend off-season physical conditioning
- Maintain respect at all times for confidential information, e.g., playbacks, scouting reports, etc.
- 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
- Travel to and from games

- Communicate with head coach regarding coaching strategies and procedures
- Maintain full response and support of high school program
- Report injuries to head coach and athletic trainer
- Teach proper techniques and fundamentals
- Knowledge of and abides by activity-specific Ohio High School Athletic Association rules/regulations

Other Duties and Responsibilities:

- Scout opposing team players
- Schedule, record and assist with physical examinations for all players
- Assist with collection of all necessary fees from players
- Assist with correspondence with college and university personnel to assist players in acquiring athletic scholarships
- Assist head coach with players to meet necessary requirements regarding insurance, physical card, eligibility forms, and athletic waivers
- Record attendance at practices
- Deliver and pick up game film
- Serve as a role model for students
- Interact with Superintendent and/or Board of Education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Head Coach

Qualifications:

- High school diploma or equivalent (GED)
- Related experience preferred
- CPR & PASV certification within four weeks of employment
- Documentation of a clear BCII/FBI report
- Alternative to the above qualification 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 recognize and treat minor athletic injuries
- Knowledge of the specific sport
- Ability to teach specific sports techniques in a safe manner
- Annual hazardous materials training
- Annual bloodborne pathogens training

Equipment Operated:

- Telephone
- Computer/printer
- Copier
- Motor vehicle
- Calculator
- Television
- VCR
- Camcorder
- Weight equipment
- Sport specific equipment

Additional Working Conditions:

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

- Occasional requirement to perform duties in inclement weather conditions, e.g., snow, rain, heat, cold, etc.
- Occasional requirement to operate school District vehicle

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:** Assistant Grade Level/Middle School Coach
- Reports to:** Grade Level/Middle School Coach/Athletic Director/Middle School Principal
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** To assist the Grade Level/Middle School Coach with the implementation of the program
To help organize practices, review game strategies and deal with student athletes
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Assist in efforts to improve the program
- Assist players in the care and prevention of injuries
- Attend clinics, camps, and seminars as required
- Attend coaches meetings
- Attend varsity and other inter-District games as required
- Attend rules interpretation meetings as required
- Assist with collection of all equipment at the end of the season
- Assist with communication with classroom teachers to encourage achievement levels of each player
- Assist with the development and enforcement of training rules
- Ensure safety of students
- Ensure the proper conduct and actions of team players at all times
- Assist with the evaluation of players
- Assist with the instruction of players in the proper use of body building equipment, training and nutrition
- Interact in a positive manner with staff, students and parents
- Maintain respect at all times for confidential information, e.g., student athlete grades for eligibility purposes, etc.
- Make contacts with the public with tact and diplomacy
- Participate in awards program by distributing awards to the players
- Promote good public relations by personal appearance, attitude and conversation
- Assist with the responsibilities for the issuance, care and inventory of equipment, supplies, and uniforms
- Assist with the review and evaluation of game films as required
- Work within District policies and procedures in the development and maintenance of the interscholastic athletics program
- Interact with administration and/or Board of Education and present information as requested
- Knowledge of and abides by activity-specific Ohio High School Athletic Association rules/regulations
- Maintain full respect and support of middle school program

Other Duties and Responsibilities:

- Assist with the instruction and supervision of managers in game and practice preparation
- Assist in the inventory, distribution, and procurement of all equipment
- Assist preparation of outside facilities for all practice sessions
- Assist in fundraising activities as approved by Principal/Athletic Director
- Assist in scheduling, planning, and conducting of all practice sessions and scrimmages as approved by Principal/Athletic Director
- Respond to routine questions and requests in an appropriate manner
- Assist with coordination of physical examinations for all players
- Serve as a role model for students
- Perform other duties as assigned by the Grade Level/Middle School Coach/Athletic Director/Building Principal

Qualifications:

- High school diploma or equivalent (GED)
- CPR & PASV certification
- First-aid certification
- Appropriate student activity certificate
- Documentation of a clear BCII/FBI report
- Alternatives to the above qualification as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to recognize and treat minor athletic injuries
- Ability to work effectively with others
- Effective, active listening skills
- Knowledge of the specific sport
- Organizational and problem-solving skills
- Basic skills in equipment repair and maintenance as applicable
- Skills in public speaking

Equipment Operated:

- Calculator
- Camcorder
- Computer/printer
- Motor vehicle
- Scoreboard
- Stopwatch
- Telephone
- Television
- Typewriter
- VCR

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional interaction among unruly children
- Occasional travel
- Occasional weekend/evening/summer work
- Occasionally lift, carry, push and pull items up to a maximum of 50 pounds
- Frequent requirement to sit, stand, walk, talk, hear, see (including color vision), 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**

Position:	Head Cheerleader Coach
Reports to:	Middle School/High School Principal and Athletic Director
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	Train and supervise the varsity and the reserve cheerleading squads and provide leadership and direction for all other cheerleading coaches and squads
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Be aware of and enforce all rules and regulations of OHSAA, athletic policies, and Board of Education policies
- Promote the best interest in the total athletic program as it relates to the best interest of the students and welfare of the school District
- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Conform to the athletic department policy and Board of Education policy
- Organize cheerleading practices in the summer, fall, and winter
- Help select and secure material and/or outfits for all squads, train, and supervise varsity and reserve squads, and supervise, approve, and direct the orientation and training of other squads
- Develop rules and regulations (in writing) for all cheerleaders and distribute these guidelines to all coaches and candidates before tryouts
- Ready the cheerleaders for games, pep sessions, and/or competitions
- Develop the selection procedures and select the cheerleaders in the spring; candidates will be made aware of the selection process prior to the tryouts
- Recommend all cheerleader coaches 7-12 to Athletic Director and High School Principal
- Provide for a uniform selection procedure and philosophy for all cheerleading squads
- Order through the Athletic Director and present cheerleading awards
- If a cheerleader coach cannot accompany the squad to a game, arrangements shall be made among the cheerleader coaches to provide supervision for the cheerleader squad
- In the event no cheerleader coach can provide the supervision of a squad, the Athletic Director, and Principal shall be so advised and determine what action can be taken at that time
- Participate in various public events/contests/competitions to be determined and agreed upon by Advisor, Athletic Director, and Principal

Other Duties and Responsibilities:

- Perform other duties as assigned by the High School Principal and/or Athletic Director

Qualifications:

- Bachelor's degree (B.A.) or equivalent; or equivalent combination of education and experience
- Documentation of a clear BCII/FBI report and Pupil Activity Certificate
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Equipment Operated:

- None

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction among unruly children
- Frequent evening/weekend/summer work
- Frequent travel
- Occasional exposure to inclement weather conditions
- Occasional requirement to lift, carry, push, and pull various athletic equipment and supplies
- Occasional communication with parents when appropriate for the development of the student-athlete

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:	Cheerleader Coach (9 th Grade)
Reports to:	High School Principal, Athletic Director, and Head Cheerleader Coach
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	Train and supervise the 9 th grade cheerleading squad and assist the head cheerleader coach as directed
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Be aware of and enforce all rules and regulations of OHSAA, athletic policies, and Board of Education policies
- Promote the best interest in the total athletic program as it relates to the best interest of the students and welfare of the school District
- Conform to the athletic department policy and Board of Education policy
- Organize cheerleading practices in the summer, fall, and winter
- Help select and secure material and/or outfits for this squad; train and supervise the squad
- Develop rules and regulations (in writing) for all cheerleaders and distribute these guidelines to all coaches and candidates before tryouts
- Ready the cheerleaders for games, pep sessions, and/or competitions
- Develop the selection procedures and select the cheerleaders in the spring; candidates will be made aware of the selection process prior to the tryouts
- Assist in providing a uniform selection procedure and philosophy for all cheerleading squads
- Order through the Athletic Director and present cheerleading awards
- If a cheerleader coach cannot accompany the squad to a game, arrangements shall be made among the cheerleader coaches to provide supervision for the cheerleader squad
- In the event no cheerleader coach can provide the supervision of a squad, the Athletic Director and Principal shall be so advised and determine what action can be taken at that time
- Participate in various public events/contests/competitions to be determined and agreed upon by Head Cheerleading Coach, Athletic Director, and Principal

Other Duties and Responsibilities:

- Perform other duties as assigned by the High School Principal, Athletic Director or Head Cheerleader Coach

Qualifications:

- Bachelor's degree (B.A.) or equivalent; or equivalent combination of education and experience
- Documentation of a clear BCII/FBI report and Pupil Activity Certificate
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Equipment Operated:

- None

Additional Working Conditions:

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

- Occasional exposure to inclement weather conditions
- Occasional requirement to lift, carry, push, and pull various athletic equipment and supplies
- Occasional communication with parents when appropriate for the development of the student-athlete

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:** Cheerleader Coach (Grades 7-8)
- Reports to:** Middle School Principal, Athletic Director, and Head Cheerleader Coach
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** Coach and supervise 7th and 8th grade cheerleading squads
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Shall be aware of and enforce all rules and regulations of OHSAA, athletic policies, and Board of Education policies
- Conform to the athletic department policy and Board of Education policy
- Cooperate with the coaches and the students to promote the best interest and spirit for the school
- Organize cheerleading practices for the season (August through February)
- Help select and secure material and/or outfits for the grade 7-8 squad
- Develop rules and regulations in writing for cheerleaders and distribute these guidelines to all candidates before tryouts
- Prepare cheerleaders for the games
- Develop the selection procedure and direct the selection of cheerleaders in the spring; provide all candidates with tryouts prior to the selection in cooperation with the head coach
- Present cheerleading awards
- If a cheerleader coach cannot accompany the squad to a game, arrangements shall be made among the cheerleader coach to provide supervision for the cheerleader squad
- In the event no cheerleader coach can provide the supervision of a squad, the Athletic Director, and Middle School Principal shall be so advised and determine what action can be taken at that time

Other Duties and Responsibilities:

- Perform other duties as assigned by the Head Cheerleader Coach, Athletic Director or Middle School Principal

Qualifications:

- Bachelor's degree (BA) or equivalent, or equivalent combination of education and experience
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- Documentation of a clear BCII/FBI report and Pupil Activity Certificate

Equipment Operated:

- None

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction among unruly children
- Frequent evening/weekend/summer work
- Frequent travel
- Occasional exposure to inclement weather conditions
- Occasional requirement to lift, carry, push, and pull various athletic equipment and supplies
- Occasional communication with parents when appropriate for the development of the student-athlete

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:	Grade Level/Middle School Coach
Reports to:	Head Coach/Athletic Director/Middle School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	To help student athletes in sports as well as in life To teach them the sport and to have fun To teach the athletes the rules and fundamentals of the game To teach team play To have complete records, paperwork, budgets, etc. Be a positive role model for athletes Improve the athletic program

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

Essential Functions:

- Assist in efforts to improve the program
- Assist players in the care and prevention of injuries
- Attend clinics, camps, and seminars as required
- Attend coaches meetings
- Attend varsity and other inter-District games as required
- Attend rules interpretation meetings as required
- Collect all equipment at the end of the season
- Communicate with classroom teachers to encourage achievement levels of each player
- Develop and enforce training rules
- Ensure safety of students
- Ensure the proper conduct and actions of team players at all times
- Evaluate players
- Instruct players in the proper use of body building equipment, training, and nutrition
- Interact in a positive manner with staff, students, and parents
- Maintain respect at all times for confidential information, e.g., student athlete grades for eligibility purposes, etc.
- Make contacts with the public with tact and diplomacy
- Participate in awards program by distributing awards to the players
- Promote good public relations by personal appearance, attitude, and conversation
- Responsible for the issuance, care and inventory of equipment, supplies, and uniforms
- Review and evaluate game films as required
- Work within District policies and procedures in the development and maintenance of the interscholastic athletics program
- Interact with administration and/or Board of Education and present information as requested
- Knowledge of and abides by activity-specific Ohio High School Athletic Association rules/regulations
- Communicate with head coach regarding coaching strategies and procedures
- Maintain full respect and support of middle school program

Other Duties and Responsibilities:

- Oversee the condition of the locker room
- Assist the Athletic Director in purchasing equipment and supplies
- Assist the Athletic Director in scheduling non-league games and officials

- Forward a list of all participants in the sport, along with all information necessary for the eligibility report, to the Principal's office
- Instruct and supervise managers in game and practice preparation
- Inventory, distribute, and procure all equipment
- Prepare eligibility lists for the Athletic Director
- Assist preparation of outside facilities for all practice sessions
- Schedule fundraising activities as approved by Principal/Athletic Director
- Schedule, plan, and conduct all practice sessions and scrimmages as approved by Principal/Athletic Director
- Procure and distribute all medical supplies and equipment
- Respond to routine questions and requests in an appropriate manner
- Serve as a role model for students
- Perform other duties as assigned by the Head Coach/Principal/Athletic Director

Qualifications:

- High school diploma or equivalent (GED)
- Related experience preferred
- CPR & PASV certification
- First-aid certification
- Appropriate student activity certificate
- Documentation of a clear BCII/FBI report
- Alternatives to the above qualification as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to recognize and treat minor athletic injuries
- Ability to work effectively with others
- Effective, active listening skills
- Knowledge of the specific sport
- Organizational and problem-solving skills
- Basic skills in equipment repair and maintenance as applicable
- Skills in public speaking

Equipment Operated:

- Calculator
- Camcorder
- Computer/printer
- Motor vehicle
- Scoreboard
- Stopwatch
- Telephone
- Television
- Typewriter
- VCR

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional interaction among unruly children
- Occasional travel
- Frequent weekend/evening/summer work
- Occasionally lift, carry, push, and pull items up to a maximum of 50 pounds
- Frequent requirement to sit, stand, walk, talk, hear, see (including color vision), 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**

Position:	Head Varsity Coach
Reports to:	Athletic Director/High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	To help student athletes in sports as well as in life To teach them the sport and to have fun To teach the athletes the rules and fundamentals of the game To teach team play To have complete records, paperwork, budgets, etc.
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Submit a completed Statement of Purpose as required by the Treasurer to be approved no later than the July Board of Education Meeting
- Ensure safety of students
- Work within District policies and procedures in the development and maintenance of the interscholastic athletics program
- Responsible for the issuance, collection, care and inventory of equipment, supplies, and uniforms
- Assist the Athletic Director in purchasing equipment and supplies
- Assist the Athletic Director in scheduling games and officials
- Ensure the proper conduct and actions of team players at all times
- Ensure each athlete has a physical and emergency medical form at each athletic event
- Secure chaperones for overnight events when coaches are of the opposite sex of the team member
- Ensure students are properly equipped
- Attend coaches meetings
- Collect all necessary fees from players and turn them in to the Athletic Secretary
- Assist players in the care and prevention of injuries
- Attend rules interpretation meetings
- Prepare facilities for all practice sessions
- Schedule, plan, and conduct all practice sessions and scrimmages
- Develop and enforce training rules
- Review and evaluate all game films
- Schedule and conduct meetings as appropriate to discuss future opponents
- Assist in the selection of assistant coaches
- Correspond with college and university personnel to assist players in acquiring athletic scholarships
- Communicate with classroom teachers to determine the achievement level of each player
- Participate in awards program
- Evaluate players after each game and at the end of the season
- Attend clinics, camps, and seminars
- Teach the philosophy, fundamentals, and techniques of the coached sport
- Maintain respect at all times for confidential information, e.g., student athlete grades for eligibility purposes, etc.
- 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 by Athletic Director/Principal

- Demonstrate loyalty to school, team, and community
- Accompany team to and from athletic events and field trips
- Assist in preparing athletic facility
- Evaluate assistant coaches annually
- Report injuries that require medical attention to Athletic Director/Principal and complete appropriate forms
- Knowledge of and abides by activity-specific Ohio High School Athletic Association rules/regulations
- Assist the Athletic Director in developing practice schedule for gym/field
- Have an EMF available on each athlete

Other Duties and Responsibilities:

- Assign duties and responsibilities to assistants
- Report individual/team results to the media as appropriate
- Forward a list of all participants in the sport, along with information necessary for the eligibility report, to the Athletic Secretary
- Oversee the condition of the locker room
- Schedule assistant coach's meetings
- Instruct players in the proper use of sports equipment, training, and nutrition
- Prepare and distribute playbooks to all players as appropriate
- Organize filming of all games as appropriate
- Present and discuss films from previous scrimmages and games as appropriate
- Instruct and supervise managers in game and practice preparation
- Attend and participate in Athletic Booster Club meetings
- Coordinate off-season weight lifting and physical conditioning training
- Schedule fund-raising activities
- Schedule coaching clinics
- Serve as a role model for students
- Interact with Superintendent and/or Board of Education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Athletic Director and/or Building Principal

Qualifications:

- Educational degree preferred or equivalent from a four-year college or university
- Related experience preferred
- CPR & PASV certification
- High school diploma/GED at a minimum
- Documentation of a clear BCII/FBI report
- 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 recognize and treat minor athletic injuries
- Knowledge of the specific sport
- Prior supervision of specific sporting program, budget, inventory, and transportation

Equipment Operated:

- Telephone
- Computer/printer
- Motor vehicle
- Calculator
- Typewriter
- Television
- VCR
- Camcorder

- Headphones
- Stopwatch
- Scoreboard

Additional Working Conditions:

- Frequent operation of a vehicle in inclement weather conditions
- Frequent exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Frequent requirement to travel
- Frequent evening/weekend/summer work
- Occasional requirement to perform duties in inclement weather conditions, e.g., snow, rain, heat, cold, etc.
- Frequent standing, walking, stooping, kneeling, crouching, reading, and hearing
- Occasional lifting and carrying up to a maximum of 200 pounds
- Occasional pushing or pulling up to a maximum of 100 pounds
- Occasional color vision

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:** Ticket Manager
- Reports to:** Athletic Director
- Employment Status:** Extracurricular
- FLSA Status:** Exempt
- Description:** To assist the Athletic Director by completing certain tasks which will contribute to the effectiveness of the athletic program
To complete the tasks stated below so that the athletic director has the flexibility to complete those duties deemed essential to the management and supervision of the athletic program
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Obtain ticket workers for home athletic contests in football, boys basketball, girls basketball, girls volleyball, wrestling, and swimming
- Maintain accurate reports of ticket sales and receipts of athletic contests for football, boys basketball, girls volleyball, girls basketball, volleyball, wrestling, and swimming
- Set up equipment for conducting ticket sales
- Count and make night deposit contest receipts from football and girls and boys basketball, and count and deposit receipts from girls volleyball, wrestling, and swimming
- Help supervise athletic contest ticket sellers and collectors for the above-mentioned sports
- Additional responsibilities will be paid off on a per-game basis from the athletic department

Other Duties and Responsibilities:

- Perform other duties as assigned by the Building Principal

Qualifications:

- High school diploma or equivalent (GED)
- Related experience preferred
- Documentation of a clear BCII/FBI report
- Such alternative to the above qualifications as 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

Equipment Operated:

- Various office machines, e.g., fax machine, copier, computer, etc.
- Calculator
- Motor vehicle
- Telephone

Additional Working Conditions:

- Occasional requirement to travel
- Frequent weekend/evening/summer work

- Requirement to lift and/or carry 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**

Position:	Volunteer Coach
Reports to:	Head Coach/Athletic Director/ M.S. /High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	To assist the Head Coach with the implementation of the respective program To help organize practices, review game strategies and deal with student athletes
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Ensure the proper conduct and actions of team players at all times
- Issue equipment and keep accurate records of all equipment issued
- Collect all equipment at the end of the season
- Inventory, distribute, and procure all equipment
- Assign lockers and oversee the condition of the locker room
- Attend coaches meetings
- Assist players in the care and prevention of injuries
- Attend rules interpretation meetings
- Instruct players in the proper use of body building equipment, training, and nutrition
- Prepare outside facilities for all practice sessions
- Schedule, plan, and conduct all practice sessions and scrimmages
- Prepare and distribute play books to all players
- Develop and enforce training rules
- Organize filming of all games
- Present and discuss films from previous scrimmages
- Review and evaluate all game films
- Schedule and conduct meetings to discuss future opponents
- Attend reserve and other inter-District games
- Communicate with classroom teachers to determine the achievement level of each player
- Participate in awards program by distributing awards to the players
- Instruct and supervise managers in game and practice preparation
- Evaluate players after each game and at the end of the season
- Oversee player conditioning
- Check, repair, and fit equipment
- Supervise team managers
- Supervise players in daylong practices, meetings, lunch, and locker room activities
- Supervise players on bus trips to away games/scrimmages
- Assist head coach from press box and/or on sidelines
- Lead discussion of game film
- Evaluate varsity game film
- Work with defensive unit during defensive practice
- Work with receivers during offensive practice
- Prepare offensive and defensive strategies
- Attend varsity games

- Participate in public relations activities
- Attend clinics, camps, and seminars
- Attend off-season weight lifting and physical conditioning
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., playbacks, scouting reports, etc.
- 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:

- Scout opposing team players
- Schedule, record and assist with physical examinations for all players
- Collect all necessary fees from players
- Correspond with college and university personnel to assist players in acquiring athletic scholarships
- Ensure players meet necessary requirements regarding insurance, physical card, eligibility forms, and athletic waivers
- Take attendance at practices
- Deliver and pick up game film
- Serve as a role model for students
- Interact with Superintendent and/or Board of Education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Athletic Director

Qualifications:

- High school diploma or equivalent (GED)
- Related experience preferred
- CPR certification
- Sports medicine 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
- Ability to recognize and treat minor athletic injuries
- Knowledge of the specific sport
- Ability to teach specific sports techniques

Equipment Operated:

- Telephone
- Computer/printer
- Copier
- Motor vehicle
- Calculator
- Television
- VCR
- Camcorder
- Weight equipment
- Sport-specific 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
- Frequent evening/weekend/summer work
- Occasional requirement to perform duties in inclement weather conditions, e.g., snow, rain, heat, cold, etc.
- Frequently lift, carry, push, and pull various items up to a maximum of 100 pounds, e.g., weights/weight-lifting equipment, paper boxes, and deliveries of supplies and equipment

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:	Weight Room Supervisor
Reports to:	Athletic Director/High School Principal
Employment Status:	Extracurricular
FLSA Status:	Exempt
Description:	Provide instruction, organization, and supervision for an effective and safe weight-training program
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Assist the administration in implementing all procedures and rules governing student life
- Attend meetings and in-services as required per negotiated agreement
- Collaborate with colleagues
- Demonstrate knowledge of subject matter and present clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Ensure safety of students
- Ensure students are learning all subject material by appropriately assessing on a regular basis
- Evaluate each student's growth in physical skills, flexibility, power, strength, and speed development
- Maintain accurate and complete records as required
- Maintain control of storage and use of school-owned property
- Maintain respect at all times for confidential information
- Monitor locker room for safety and security
- Provide appropriate safety instruction for physical education classes, when requested
- Provide guidance to students to promote their educational development
- Select and requisition equipment and instructional aids
- Take necessary and reasonable precautions to protect equipment, materials, and facilities
- Teach knowledge and skills in weight training techniques using weight machines, free weights, plyometrics, etc.
- Maintain inventory of physical education equipment and supplies
- Teach students using sound instructional practices
- Teach weight training classes for handicapped and mainstreamed students
- Observe ethics of the teaching profession

Other Duties and Responsibilities:

- Promote good public relations
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current on relevant issues
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Perform other duties as assigned by the Principal/Athletic Director
- Establish and maintain cooperative professional relationships
- Participate in intervention assistance team meetings as requested
- Counsel, advise, encourage, and motivate students
- CPR & PASV Certification

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- Prior teaching experience is preferable

- Appropriate State of Ohio certifications/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 communicate ideas and directives clearly and effectively both orally and in writing
- Ability to work effectively with others
- Effective, active listening skills
- Knowledge of academic area and teaching methodology
- Organizational and problem-solving skills
- Training in varied instructional design
- Basic computer/word processing skills

Equipment Operated:

- Various office machines
- Various physical education equipment, e.g., weight machines
- Computer
- Printer
- TV
- VCR or DVD player
- Copy machine
- Calculator
- Fax machine
- Overhead projector
- Telephone

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Frequently lift, carry, push, and pull various items up to a maximum of 200 pounds, e.g., weights/weight-lifting equipment, 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
- Occasional evening work
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, and 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: November 25, 2008