

**TIFFIN CITY SCHOOLS
JOB DESCRIPTIONS**

SECTION D: AUXILIARY POSITIONS

	Page
Guidance Counselor.....	181
School Nurse.....	184
Tutor K-12	187

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Auxiliary Funded Guidance Counselor

Reports to: Parochial High School Principal

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Responsible for the development and implementation of the high school guidance program; assist and support students with concerns and/or problems; help students become more knowledgeable of the world of work and the skills and education related to these; serve as a resource for students, parents and staff

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

Essential Functions:

- Ensure safety of students
- Maintain accurate and complete records as required
- Provide guidance to students to promote their educational development
- Attend parent/teacher conferences
- Collaborate with colleagues
- Take necessary and reasonable precautions to protect equipment, materials, and facilities
- Provide individual student counseling regarding course selection
- Administer standardized testing program
- Enroll and orient new and transfer students
- Provide referrals to community agencies for students with special needs
- Process requests for homework assignments for students out with extended illnesses
- Process requests for weekly progress reports
- Assist students with preparing college and university applications
- Responsible for organizing and coordinating college night
- Responsible for the Mentorship Program, Conflict Mediation Program, and the Postsecondary Option Program
- Send parents of seniors warning letters regarding academic failures or fees owed
- Responsible for early graduation applications, correspondence course work, independent study, summer school and night school
- Assist students in developing individual career plans
- Organize and coordinate the course registration process
- Responsible for student awards and scholarships
- Provide information services, student appraisal and record services, group guidance services, counseling services, consultative services, parent conference services, resource coordination services, placement services, evaluation and planning services and testing services
- Organize and coordinate freshman orientation, senior awards night, college planning and scholarship meetings, financial aid seminar, commencement, parent and student registration orientation, and career planning committee test day
- Assist the administration in implementing all procedures and rules governing student life
- Counsel students on college and career plans
- Provide counseling that will lead each student to increased personal growth, self-understanding, and maturity
- Provide student information to colleges and potential employers according to provisions of the policy on student records
- Serve as a resource on counseling and problem solving for other staff members
- Maintain respect at all times for confidential information
- Attend meetings and in-services as required per negotiated agreement
- Participate in educational field trips
- Refer students suspected of learning difficulties to the intervention assistance team

- Remain current with the scope and sequence of the instructional program as defined in the courses of study which have been approved by the parochial Board of Education
- Observe ethics of the teaching profession

Other Duties and Responsibilities:

- Promote good public relations
- Schedule and meet with colleges, technical schools and military representatives
- Calculate student GPA based upon weighted courses
- Plan, organize and approve college fair trips and visitations
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Establish and maintain cooperative professional relationships
- Assist in the selection of textbooks, equipment, and other educational materials
- Participate in committees, study teams, and cocurricular activities as agreed upon
- Participate in intervention assistance team meetings
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current on relevant issues
- Supervise intern guidance counselors
- Counsel, advise, encourage, and motivate students
- Perform other duties as assigned by the parochial Building Principal or designee

Qualifications:

- Master's degree or equivalent from a four-year college or university
- Appropriate state of Ohio certifications/license
- One to two years related experience
- Such alternatives to the above qualifications as the parochial Superintendent and/or parochial 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 and skills in test administration and interpretation
- Knowledge of school curriculum
- Knowledge of financial aid
- Computer scheduling literacy
- Basic knowledge of the nine dimensions of guidance
- Knowledge of special education
- Training in chemical and alcohol abuse intervention
- Test administration knowledge and skills
- Basic computer/word processing skills

Equipment Operated:

- Computer
- Printer
- Telephone system
- Calculator
- Fax machine
- Locked file cabinets
- TV
- VCR or DVD player
- Copy machine
- Overhead projector
- Telephone

Additional Working Conditions:

- Occasional evening work
- Occasional exposure to blood, bodily fluids, and tissue
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional travel, e.g., attending workshop outside of district
- 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
- Occasional requirement to lift, carry, push and pull 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: November 30, 2010

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position:	Auxiliary Funded School Nurse
Reports to:	Superintendent and/or Parochial Building Principal
Employment Status:	Regular/Part-time
FLSA Status:	Non-Exempt
Description:	Provides overall leadership and coordination of the district health care services. Includes clinical assessments of students and staff; offers clinical nursing care services, as appropriate; secures and administers student medications; maintenance and review of student health care records, including immunization compliance; provides health care education to students and staff
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Conduct hearing, vision, scoliosis, and blood pressure screenings, and make referrals as appropriate
- Maintain up-to-date health records for students
- Assume responsibility for injured or ill students
- Act as health consultant for teachers, students, curriculum, parochial school, health and community agencies
- Act as liaison between parochial school district and the medical community
- Authorize exclusion and re-admission of students in connection with infectious and contagious diseases
- Dispense medication or delegate according to Ohio Revised Code with appropriate training, demonstrations, supervision, and evaluation
- Must be available for emergencies in the K-12 parochial building
- Assist in disease control programs by enforcing local and state immunization laws, screening for lice and other communicable diseases
- Assist with individual health care plans for students with special health care needs, and in-service staff as needed
- Monitor parochial school environment for safety
- Act as consultant, health educator and counselor to promote disease prevention and healthy lifestyles for students, staff and parents
- Provide leadership for parochial school and community health issues
- Act as student advocate
- Keep records and emergency contact information updated
- Assist the administration in implementing all procedures and rules governing student life and conduct
- Observe ethics of the nursing profession; exhibit professional behavior, emotional stability and sound judgment, and maintain confidentiality
- Identify nursing tasks appropriate to delegate in the individual situation, and provide procedural guidelines for orientation and training, return demonstration and documentation, schedule for supervision, and ongoing evaluation
- Provide staff with necessary student health information on an "as needed" to know basis, e.g., health restriction list
- Report all cases of child abuse and neglect to the proper authorities
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., medical records, prescription medicine, IEP's
- Interact in a positive manner with staff, students and parents
- Promote good public relations
- Attend meetings and in-services as required
- Ensure safety of students

- Provide counsel and assistance to teachers toward the solution of instructional problems, and in locating and securing various types of educational materials
- Participate in local and state seminars
- Purchase all necessary medical supplies, materials and equipment for the parochial district
- Coordinate the activities related to the school nursing program
- Attend meetings and in-services as required

Other Duties and Responsibilities:

- Refer students in need of medical and dental care to the proper local agency
- Provide individual and group health counseling to parochial students and parents
- Coordinate dental health program and screenings
- Coordinate and conduct adolescent development and HIV/AIDS education
- Schedule bloodborne pathogens in-services for parochial district
- Act as CPR instructor for staff and students
- Plan and coordinate elementary and high school health fairs
- Schedule times for federal, state and local board of education required testing, IEP completion, annual review and placement meetings
- Coordinate and supervise local, county, state, and federal assistance and grant programs, e.g., district testing, special education units; secure and distribute necessary test forms
- Provide counsel and assistance to parochial teachers in testing and writing IEP's
- Assist in the preparation of budgets pertaining to special education services
- Serve as a role model for parochial students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Parochial Superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- One to four years related experience
- R.N. licensed by the Ohio Board of Nursing
- Certification in CPR
- Such alternatives to the above qualifications as the Parochial 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
- Nursing procedures as covered by Ohio Revised Code 4723.28 and national standards of school nursing practice
- Ability to work effectively with others
- General operating knowledge of computers and related software

Equipment Operated:

- Computer
- Audiometer
- Sphygmomanometer
- Vision acuity screen
- Wheelchair
- Motor vehicle
- Eye chart
- Telephone
- Calculator
- Copy machine
- Fax machine
- Scales
- Stethoscope

Additional Working Conditions:

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

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: November 30, 2010

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Auxiliary Funded Tutors K-12

Reports to: Parochial Building Principal

Employment Status: Regular/Part-time

FLSA Status: Non-Exempt

Description: Provide parochial tutorial services for students in grades K-12

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

Essential Functions:

- Ensure safety of students
- Tutor in subject area assigned and evaluate the students using sound instructional practices
- Effectively manage individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Evaluate student subject level
- Maintain accurate, complete and correct records as required
- Provide guidance and counsel to the students which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Counsel with colleagues, students and parents
- Attend educational field trips
- Distribute homework assignments
- Ensure students are learning all subject material by testing or quizzing on a regular basis
- Provide complete lesson plans for substitute
- Make provisions for being available to students and parents for educational-related purposes outside the instruction day
- Maintain and improve professional competence
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences
- Tutor parochial students in the locations and at the times designated
- Assess the accomplishments of parochial students on a regular basis and provide progress reports as required
- Refer students suspected of learning disabilities for diagnosis on a regular basis, seeking the assistance of district specialists as required
- Assist the parochial administration in implementing all procedures and rules governing student life and conduct, and develop reasonable rules of classroom behavior and procedure for the classroom, and maintain order in the classroom in a fair and just manner
- Notify parents if student is not meeting classroom goals
- Follow the scope and sequence of the instructional program as defined in the content standards which have been approved by the parochial Board of Education
- Take all necessary and reasonable precautions to protect students, 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
- Act as teacher, facilitator and information source in subject area specialty
- Teach new concepts and facilitate different activities enabling students to learn in different ways
- Participate on building "teams" when requested and agreed upon
- Organize various subject-specific programs within assigned building, e.g., Right to Read Week
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., home and discipline situations, medical background and family history
- Interact in a positive manner with parochial staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required by parochial Principal/Superintendent

Other Duties and Responsibilities:

- Perform other duties as assigned by the parochial Building Principal

Qualifications:

- Bachelor's degree (B.A.) from an accredited institution of higher learning
- Alternatives to the above qualification as the parochial Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge of academic area and teaching methodology
- Basic knowledge of all other subject matter
- 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
- Experience working with children
- Training in varied instructional methods
- Basic computer skills
- Excellent reading comprehension

Equipment Operated:

- VCR
- Overhead projector
- Computer
- Copy machine
- Calculator
- Typewriter
- Camcorder
- Telephone
- Television

Additional Working Conditions:

- Requirement to travel, both daily and overnight
- Weekend/evening/summer work
- Exposure to blood, bodily fluids and tissue
- Interaction among unruly children
- Operation of a vehicle in inclement weather conditions
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- 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: November 30, 2010