

**TITLE:** Superintendent of Schools  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate with Administrator's endorsement; successful experience as school administrator  
**REPORTS TO:** Board of Education  
**JOB GOAL:** To provide leadership in developing and maintaining the best possible educational programs and services.

**PERFORMANCE RESPONSIBILITIES:**

1. Interprets for the staff and implements all Board policies and all state laws relevant to education.
2. Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.
3. Represents the Board as liaison between the school district and the community.
4. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, affecting a wholesome and cooperative working relationship between the schools and the community.
5. Attends and participates in all regular and special meetings of the Board, except when own employment or salary is under consideration, and makes recommendations of any nature affecting the schools.
6. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
7. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the Board for review and approval.
8. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
9. Files, or causes to be filed, all reports required by the state and the school code.
10. Makes recommendations to the Board for the selection of personnel of the district.
11. Makes and records assignments and transfers of all employees in keeping with their qualifications.
12. Employs such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.
13. Suspends any employee for just cause, and reports such suspension to the Board at the next meeting thereafter for final action.
14. Acts as the official representative for Federal and other required purposes.
15. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
15. Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the district.
16. Supervises methods of teaching, supervision, and administration in effect in the school.
17. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
18. Accepts responsibility for the general efficiency of the school system, for the development of the school staff, and for educational growth and welfare of the students.
19. Defines educational needs and formulates policies and plans for recommendation to the Board.
20. Makes all administrative decisions within the school necessary to the proper function of the school district.
21. Accepts responsibility for scheduling the use of buildings and grounds by all groups and/or organizations.
22. Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.
23. Approves vacation schedules for all salaried district employees.
24. Conducts periodical district administration meetings.
25. Performs such other tasks as may from time to time be assigned by the Board.

October 2004

**TITLE:** Assistant Superintendent of Schools / Curriculum & Instruction  
**QUALIFICATIONS:** Valid Oklahoma Superintendent's Certificate  
**REPORTS TO:** Superintendent of Schools  
**JOB GOAL:** To coordinate and provide leadership for selection, development, implementation, and evaluation of all instructional programs and to coordinate the district's personnel program.

**PERFORMANCE RESPONSIBILITIES:**

1. Administers the following Federal and State Programs: Title I, Title II, Title IV, Title V, Title VI, Title VII, Entry Year.
2. Serves as District Curriculum Director (PK-12) by facilitating and providing leadership for the district's curriculum development, review, and evaluation.
3. Oversees the district's summer school programs.
4. Oversees the district's Indian Education program.
5. Oversees the district's drug education program.
6. Coordinates the district's involvement with the Partners in Education Foundation.
7. Coordinates the district's textbook selection, adoption and purchasing process.
8. Coordinates the district's Gifted & Talented program.
9. Coordinates the district's Testing program.
10. Coordinates the district's Professional Development program.
11. Coordinates the district's Reading Sufficiency program.
12. Remains informed of the district's elementary enrollment.
13. Makes an annual report to Superintendent/Board on the outcomes of student learning.
14. Coordinates/facilitates the district's employment process and maintains personnel applications and records.
15. Serves as a member of the negotiation team.
16. Works with the Superintendent in establishing the district's budget.
17. Performs other duties as assigned by the Superintendent.

December 2004

**TITLE:** Assistant Superintendent / Special Programs  
**QUALIFICATIONS:** Valid Oklahoma Superintendent's Certificate  
**REPORTS TO:** Superintendent of Schools  
**JOB GOAL:** To develop a program of Public Information which will communicate pertinent information about the school system to staff, patrons, and the entire community and to supervise and coordinate the district's Special Education program.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and coordinates the district's Special Education program.
2. Establishes procedures for placement evaluation, assignment and re-evaluation of students in Special Education programs.
3. Keeps informed of all legal requirements governing Special Education.
4. Maintains and prepares all data for required state and federal reporting of Special Education services.
5. Monitors records of all students receiving Special Education services.
6. Assists in requirement, selection and recommendations for hiring of any Special Education personnel.
7. Evaluates existing Special Education programs and recommends changes.
8. Oversees the district State Department of Education Accreditation process and maintains records for SDE audits of accreditation reports/files.
9. Acts as advisor on issues relating to the district's Transportation Department
10. Oversees the district's Athletic Program.
11. Oversees the district's 504 plans.
12. Oversees the district's Alternative Education/Vision Academy program.
13. Coordinates the district's homebound program.
14. Coordinates the district's Adult Education program.
15. Coordinates the district's Career & Technology Education programs.
16. Coordinates the district's Child Nutrition program.
17. Coordinates the district's Security & Crisis Management programs.
18. Coordinates the district's Safe Schools/Healthy Students grant program.
19. Coordinates the district's health care/nursing program.
20. Coordinates the district's grant-writing processes.
21. Coordinates the district's student teaching/field experience process.
22. Assists with public presentations concerning the schools when needed.
23. Prepares press releases concerning district-wide information when appropriate.
24. Performs other duties as assigned by the Superintendent.

December 2004

**TITLE:** Director of Indian Education  
**QUALIFICATIONS:** Must hold a degree relating to helping our Indian students and parents or qualify for an Oklahoma Teaching Certificate. Applicants should have experience working with Indian students and a minimum of two (2) years of successful employment as a classroom teacher and/or school counselor. Preference will be given to applicants who are Native Americans.  
**REPORTS TO:** Assistant Superintendent/Curriculum & Instruction  
**JOB GOAL:** Under general supervision, performs duties relating to the education and welfare of Indian children, preschool through twelfth grade.

**PERFORMANCE RESPONSIBILITIES:**

1. Visits schools and confers with school personnel, such as superintendents, principals, counselors and teachers, in order to learn the problems confronting the Indian students; compares the Indian census with the school enrollment, and attempts to locate and enroll all school-aged Indian children in an area; attempts to alleviate problems which might keep children out of school, or cause them to leave.
2. Visits Indian homes and explains the importance of regular school attendance; explains various school policies and regulations, school lunches, and other school matters; encourages parents to attend school sponsored meetings.
3. Counsels with Indian students and dropouts to encourage them to further their education; helps students make decisions concerning higher education or vocational training.
4. Cooperates with the local branches of government, the Department of Institutions, Social and Rehabilitative Services, the State Employment Office, Choctaw Nation Child Welfare; tribal officials, and with such local organizations as churches and civic groups; attends meetings concerning Indian matters.
5. Establishes and maintains an active file on Indian students enrolled in Durant schools for the purpose of close evaluation of individual progress.
6. Responsible for writing grant applications for Johnson-O'Malley and Title VII funds; conducting a needs survey from secondary students, parents, school faculty and administration and other interested community members.
7. Prepare and supervise budgets and maintain files as well as prepare revisions to budgets and all matters related to maintaining budgets.
8. Work with the Parent Advisory Committee in developing budgets, designing programs, and any matters concerning the Indian Education Program.
9. Responsible for implementing project components.
10. Responsible for collecting and evaluating data regarding program objectives and writing the final evaluation reports at the end of the fiscal year.
11. Responsible for informing appropriate school personnel regarding any maintenance required in the Indian Education Office.
12. Responsible for supervision of staff.
13. Responsible for providing necessary information to parents in the most effective and appropriate way.
14. Attend Administrative/Supervisory Staff meetings.
15. Directly responsible for the Superintendent or Assistant Superintendent.
16. Attends training for Johnson O'Malley and Title VII programs.
17. Performs other duties as requested by the administration.

December 2004

**TITLE:** Director of Athletics and Activities  
**QUALIFICATIONS:** Oklahoma teacher certification required, administrative certification preferred, with a minimum of five years experience as a coach preferred.  
**REPORTS TO:** Superintendent of Schools  
**SUPERVISES:** District Athletic and Physical Education Programs, Athletic Coaches and others involved in school athletic programs, assisted by Principals when needed.  
**JOB GOAL:** To provide for overall leadership and coordination among the various sports to facilitate programs that provides students worthwhile learning experiences. Encourage and promote participation of large numbers of students in competitive sports. Develop superior standards of sportsmanship, competitive spirit, and moral character. Recognize the principle that an acceptable standard of class work and general school behavior is a prerequisite to representation of the school on interscholastic teams

**DUTIES AND RESPONSIBILITIES:**

1. Responsible to the Superintendent of Schools and the Board of Education for compliance with Title IX of the Education Amendments of 1972 insofar as Title IX concerns school sponsored sports.
2. Responsible to the Superintendent of Schools and works in consultation with the Principal in supervising the athletic and intramural programs.
3. Responsible for administrating all interscholastic policies and procedures working within the confines of the rules and bylaws of the Oklahoma Secondary School Activities Association (OSSAA).
4. Serves as school liaison to parent support groups and booster clubs. Serves as liaison between the coaches and the Athletic Booster Club.
5. Monitor fund-raisers by athletic programs.
6. Works closely with the Chief Financial Officer to ensure budgets and expenditures are accurate. Submits a financial report to the Superintendent at the end of each school year.
7. Observes and evaluates coaches sufficiently in order to make future recommendations in terms of job expectancies and to make recommendations. Shall assist in the selection of new coaches.
8. Responsible for all recommendations for the addition of adequate facilities.
9. Supervises all athletic facilities and schedules practice use and recommends maintenance repairs.
10. Responsible for the development of all interscholastic game schedules supported by a copy of the contract in his files and approve the publication of all schedules.
11. Responsible for contracting all game officials.
12. Interprets Board Policy to the extent necessary to provide guidance for the schools and coaches.
13. Seeks and finds ways for supporting and financing the athletic programs.
14. Makes arrangements for all interscholastic events such as transportation, lodging and meals, when required.
15. Serves as a Tournament Manager for all Conference, District, and State activities that are assigned to the school district.
16. Attends all home athletic contests and/or arranges for proper supervision of home and/or away athletic contests and activities by administrative personnel.
17. Sends reminders of coming events to schools and officials.
18. Informs visiting teams and officials of the pertinent details of their participation – time schedule, dressing facilities, etc.
19. Responsible, along with principal, after consulting the Head Coach, for the cancellation or postponement of contracted contests because of non-playing conditions.
20. Supervises the public address system operations at home games.
21. Maintains permanent file of players' medical examinations, insurance forms, records, consent forms, payments, etc.
22. Supervises services and maintains records for all vending machines operated by the athletic program.
23. Maintains permanent records for each sport, such as wins and losses, outstanding records, letter-persons, etc.

24. Maintains a file of all athletic suspensions and expulsions from teams in regard to giving each athlete "Due Process."
25. Responsible for determining scholastic eligibility of all candidates for athletic teams on a semester basis.
26. Coordinates with respective Principals' offices the coaches' requests to attend coaching clinics at Board of Education expense.
27. Coordinates the use of all athletic facilities in the school district with the respective building principals by groups outside the school.
28. Responsible for game management of all home interscholastic contests and, when admission is charged and responsible for the safekeeping and deposit of gate receipts.
29. Provides for the cleaning, repairing and storing of all athletic equipment and maintaining a perpetual inventory of all athletic equipment.
30. Establishes procedures for the control of the training room.
31. Arranges for medical doctors and/or ambulances as necessary at all home varsity football games and large athletic events.
32. Plans, organizes and supervises all athletic awards programs with the coaches.
33. Promotes publicity for all interscholastic sports and assists the school and Booster Club in obtaining from the visiting teams the information to be included in the individual game programs.
34. Coordinates with the Director of Maintenance the repair and maintenance of varsity athletic fields, track, and gymnasiums, including physical education facilities.
35. Receives equipment quotations from authorized coaches, requisitions and/or purchases athletic programs supplies and equipment.
36. Manages athletic facilities and controls the use of these facilities by band, football team, etc. Hires or makes necessary arrangements to provide ushers, parking, security, and others necessary to ensure smooth operation on all fronts.
37. Manages, supervises and plans work schedules for athletic work staff and prepares payroll for all.
38. Makes all necessary arrangements for all non-school facilities needed in the athletic program.
39. Represents the school in all athletic business at League, Conference and State meetings.
40. Devises a reasonable and equitable program for the utilization of the concession stands.
41. Responsible for athletic physical examinations in accordance with the requirements of the State High School Association.
42. Responsible for the operation and organization of the press boxes, officials' tables, etc.
43. Assists the administration in the preparation and distribution of complimentary passes for school district employees.
44. Responsible for the construction and annual review of the Athletic Policy and Staff Handbook.
45. Constantly evaluates the program, seeking ways of improving interscholastic athletics.
46. Acts as consultant to the administration and coaching personnel on matters pertaining to the athletic program.
47. Presents recommendations for changes in athletic policies to the Superintendent of Schools.
48. Performs such other duties as Superintendent may direct.

**Evaluation:** Performance evaluated by the Superintendent of Schools on a yearly basis.

**Revised by vote of the Board of Education  
April 6, 2009**

**TITLE:** Associate Director of Athletics  
**QUALIFICATIONS:** Oklahoma Teaching Certificate  
**REPORTS TO:** Athletic Director  
**SUPERVISES:** Coaches and others involved in school athletic programs, assisted by Principals when needed.  
**JOB GOAL:** To provide for overall leadership and coordination among the various sports to facilitate programs that provides youngsters worthwhile learning experiences.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible to the Superintendent of Schools and the Board of Education for compliance with Title IX of the Education Amendments of 1972 insofar as Title IX concerns school sponsored sports.
2. Responsible to the Athletic Director and/or Principal in supervising the athletic and intramural programs.
3. Responsible for administrating all interscholastic policies and procedures working within the confines of the rules and bylaws of the Oklahoma Secondary School Activities Association (OSSAA).
4. Assists the Athletic Director in observation and evaluation of coaches in order to make future recommendations in terms of job expectations and to make recommendations.
5. Develops activities to acknowledge and further the tradition of Durant athletics.
6. Coordinates with youth leagues, including support for coaches in these leagues.
7. Assists the Athletic Director in selection of new coaches.
8. Assists the Athletic Director in scheduling and organizing the use of facilities, practices, and competitions.
9. Assists the Athletic Director in maintenance and improvement of facilities and equipment.
10. Assists the Athletic Director in any areas for which the Athletic Director is responsible.
11. Performs such other such reasonable duties as the Athletic Director may request.

**New Job Description Added by Vote of the Board of Education  
April 3, 2006**

**TITLE:** Director of Vision Academy  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate  
**REPORTS TO:** Superintendent of Schools  
**SUPERVISES:** All Alternative Education Staff  
**JOB GOAL:** To use leadership, supervisory, and administrative skills so as to promote the educational development of each student

**Performance Responsibilities:**

1. Conducts student intake and assessments.
2. Collaborates with Vision Academy staff and Durant High School staff to determine appropriate students placement.
3. Coordinates with Special Education Director and teachers in appropriate placement and monitoring of students with special needs.
4. Oversees educational process and records of students placed in Youth Shelter.
5. Coordinates with local law enforcement agencies and community service agencies to ensure the safety and well being of students.
6. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and to solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
7. Assumes responsibility for the safety and administration of the school.
8. Monitors student academic progress.
9. Plans, implements and supervises procedures for curriculum enhancement sessions.
10. Monitors student daily attendance, informing parents of absences or tardies.
11. Plans and implements student dress code.
12. Plans and implements disciplinary system.
13. Builds rapport and maintains close contact with students, parents and guardians.
14. Plans and supervises fire drills as part of an emergency preparedness program.
15. Supervises and evaluates staff.
16. Conducts staff meetings as necessary for the proper function and continual betterment of the program.
17. Attends mandatory district meetings, staff development and alternative education conferences as required.
18. Keeps superintendent informed of the school's activities and problems.
19. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
20. Ensures that all Board policies are adhered to in the management of the school's activity funds.
21. Performs any other duties as assigned by the administration.

December 2004

**TITLE:** Chief Technology Officer  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate, knowledge of technology needs mandated by the state as well as experience in programming and database management.  
**REPORTS TO:** Superintendent of Schools  
**SUPERVISES:** Technology director and all other technology personnel  
**JOB GOAL:** To maintain all technology in the Durant Public School District that supports the learning environment and keeps the district abreast of new technology.

**Performance Responsibilities:**

1. Oversee and manage the Information Technology Department of the Durant Public School district.
2. Keep all administrative software needs up-to-date and compliant with State mandates.
3. Ensure all databases are capable of producing reports mandated by the Oklahoma State Department of Education and NCLB.
4. Maintain food service application software. Support food service student management and site point of sale modules.
5. Make certain that the district is compliant with CIPA (Children's Internet Protection ACT) each year.
6. Maintain and support district's telecommunication services.
7. Coordinate the purchasing of technology equipment with district's Technology Director, including the development of RFP's (Request for Proposals) for the district's technology needs.
8. Maintain and support district energy management system through a cooperative effort with the district's Maintenance Director. Schedule all off-hour heating and air requests.
9. Submit applications to SLC (Schools and Libraries Corporation) for all annual e-rate funded services. This includes timely application and acceptance of all e-rate eligible service for the district.
10. Support technology for the district's cable TV channel, to include structuring and maintaining equipment needed to provide programming for the district's local TV channel.
11. Keep teachers abreast of educational software resources as well as maintain current educational software applications.
12. Provide training needs for all personnel.
13. Serve as committee member on the state board for the district's involvement in VISION project. Develop and maintain an annual budget for the district's involvement. Attend 12 meetings annually at State Department of Education.
14. Develop and author the district's technology plan. This requires keeping a high level three-year technology plan up-to-date and on file with the State Department of Education.
15. Performs any other duties as assigned by the administration.

October 2004

**TITLE:** Head Nurse/Health Services Coordinator  
**QUALIFICATIONS:** Valid Teacher's Certificate with appropriate endorsement(s); Registered Nurse for State of Oklahoma; BS in nursing; School Nursing and Administration  
**REPORTS TO:** Assistant Superintendent/Special Programs  
**JOB GOAL:** To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts or delegates school health service, including nurse assessments, immunizations, and tests for hearing and vision.
2. Assumes responsibility for selection and referral of student in need of medical and dental care.
3. Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
4. Maintains up-to-date cumulative health records on all students.
5. Observes students on a regular basis to detect health needs.
6. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness.
7. Visits student homes when necessary.
8. Participates with school staff in developing and implementing total school health program.
9. Contacts homes of children referred by principals.
10. Advises on modification of the educational program to meet health needs of individual students. Attends IEP meetings when indicated.
11. Prepares and submits reports for the superintendent and the State Board of Health.
12. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases.
13. Advises teachers on health matters, particularly regarding screening for student health defect.
14. Assists school personnel and nurses in establishing sanitary conditions in schools.
15. Attends committee meetings and conferences regarding health service and health curriculum.
16. Participates in in-service training.
17. Plans in-service training for both teachers and parents on health topics.
18. Provides orientation and continued nursing education to staff nurses.
19. Develops with assistance of school health committee and administrators a school health program.
20. Performs other duties as requested by the administration.

December 2004

**TITLE:** District Director of Vocal Music  
**QUALIFICATIONS:** Valid Teacher's Certificate; with appropriate endorsement(s)  
**REPORTS TO:** Building Principal(s) / Superintendent  
**JOB GOAL:** To develop in each student an appreciation of the art of music as part of general culture; to teach techniques of vocal music expressions; to discover and develop talents of students in the field of music; to develop knowledge and skills in listening to and reading music.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates music programs for high school and middle school students.
2. Teaches skills in music appreciation, harmony and explorations in music and choral music (chorus, choral ensemble) to secondary students.
3. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
4. Plans a balanced music program and organizes daily class time preparation, rehearsal and instruction. Some after-school rehearsals are needed for the individual classes can rehearse as a "choir".
5. Provides individual and small group instruction in order to adapt the curriculum to the needs of each student.
6. Utilizes repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of students.
7. Controls the storage and use of school-owned property; makes minor adjustments and requests repairs to instruments as required.
8. Establishes and maintains standards of student behavior to provide an orderly, productive environment during practice, group rehearsals, and musical performances.
9. Evaluates each student's musical growth and performance, assessing each individual's contribution to the performance of the group.
10. Plans, rehearses, and directs students in musical programs for school and community.
11. Selects and requisitions books and instructional aids.
12. Communicates with parents and school counselors on student progress.
13. Cooperates with the school administration in musical programs for school productions, graduation ceremonies, and civic functions.
14. Supervises students in out-of-classroom activities as assigned.
15. Participates in faculty committees and sponsorship of student activities.
16. Maintains professional competence through in-service education provided by the district, and in self-selected professional growth activities related to music.
17. Participates cooperatively with the principal of his/her designee to develop the method by which the teacher will be evaluated in conformance with district guidelines.
18. Performs any other duties as directed by the administration.

October 2004

**TITLE:** Assistant Director of Vocal Music  
**QUALIFICATIONS:** Valid Teacher's Certificate; with appropriate endorsement(s)  
**REPORTS TO:** Building Principal(s) / Superintendent  
**JOB GOAL:** To develop in each student an appreciation of the art of music as part of general culture; to teach techniques of vocal music expressions; to discover and develop talents of students in the field of music; to develop knowledge and skills in listening to and reading music.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the District Director of Vocal Music.
2. Teaches skills in music appreciation, harmony in choral music to students.
3. Plans a balanced music program and organizes daily class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
4. Provides individual and small group instruction in order to adapt the curriculum to the needs of each student.
5. Utilizes repertoire of all types of music literature appropriate for the ages and skill levels of students.
6. Controls the storage and use of school owned property
7. Establishes and maintains standards of student behavior to provide an orderly, productive environment during practice, group rehearsals and musical performances.
8. Evaluates each student's musical growth and performance.
9. Plans, rehearses and directs students in musical programs for school and community events.
10. Communicates with parents on student progress.
11. Cooperates with the school administration in providing musical programs for school productions, graduation ceremonies and civic functions.
12. Supervises students in out-of-classroom activities.
13. Maintains professional competence through in-service education and in self-selected professional growth activities related to vocal music.
14. Participates cooperative with the principal or his designee to develop the method by which the teacher will be evaluated in conformance with district guidelines.
15. Performs other duties as assigned by the administration.

October 2004

<b>TITLE:</b>	District Director of Instrumental Music
<b>QUALIFICATIONS:</b>	Valid Teacher's Certificate; endorsement to teach Instrumental Music
<b>REPORTS TO:</b>	Building Principal(s)
<b>JOB GOAL:</b>	To develop in each student an appreciation of the art of music as part of general culture; to teach techniques of instrumental music expression; to discover and develop talents of students in the field of music; to teach appropriate practice and playing habits; to teach correct hand positions, embouchures and posture for each individual instrument; to promote a sense of one band program from the 6th through the 12 grades.

**PERFORMANCE RESPONSIBILITIES:**

1. Co-ordinates the instrumental program 6th through the 12 grades.
2. Helps as needed with the teaching duties at the intermediate and middle schools' instrumental music programs.
3. Coordinates and responsible for the DHS Marching Band.
4. Coordinates and responsible for the DHS Concert Band.
5. Coordinates and responsible for the DHS Jazz Ensemble.
6. Helps with and oversees all performances and competitions of the intermediate and middle school bands.
7. Teaches necessary skills in music appreciation, harmony and explorations in instrumental music (band, instrumental ensemble) to secondary students. Utilizes a course of study adopted by the Board of Education or any that might be adopted plus any other appropriate learning activities.
8. Instructs students in citizenship and basic subject matter as pertaining to instrumental music specified in state law and administrative regulations and procedures of the school district.
9. Plans a balanced music program and organize daily class time so that preparation, rehearsal, and instruction can be accomplished with minimum of outside rehearsal time.
10. Provides individual and small group instruction in order to adopt the curriculum to the needs of each student.
11. Utilizes repertoire of all types of music literature, including traditional and contemporary, appropriate for the ages and skill levels of students.
12. Controls the storage and use of school-owned property; make minor adjustments on instruments and request repairs to instruments as required. See that all instruments are maintained for a high level of performance.
13. Establishes and maintains standards of student behavior to provide an orderly, productive environment during practice, group rehearsals, musical performances, contests, and trips.
14. Evaluates each student's musical growth and performance, assessing each individual's contribution to the performance of the group.
15. Plans, rehearses and directs students in musical programs for school and community.
16. Selects and requisitions books, musical instruments and instructional aids; maintains required inventory records.
17. Creates and maintains a good music library. Requisitions and maintains instruments for a well-balanced instrumental program.
18. Communicates with parents and school counselors regarding student programs.
19. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
20. Cooperates with the school administration in providing musical programs for school productions, graduation ceremonies and civic functions.
21. Supervises students in out-of-classroom activities as scheduled, such as concerts, contests, ball games, clinics, etc.
22. Participates in curriculum and other developmental programs including professional organizations.
23. Participates in faculty committees and sponsorship of student activities as it pertains to instrumental music.
24. Maintains professional competence through in-service education provided by the district and in self-selected professional growth activities related to music.
25. Participates cooperatively with the principal or his designee to develop the method by which the teacher will be evaluated in conformance with district guidelines.
26. Performs other duties as requested by the administration.

October 2004

**TITLE:** Assistant Director of Instrumental Music  
**QUALIFICATIONS:** Valid Teacher's Certificate; with appropriate endorsement(s)  
**REPORTS TO:** Building Principal(s) / Superintendent  
**JOB GOAL:** To develop in each student an appreciation of the art of music as part of general culture; to teach techniques of instrumental music expression; to discover and develop talents of students in the field of music; to teach appropriate practice and playing habits; to teach correct hand positions, embouchures and posture for each individual instrument; to promote a sense of one band program from the 6th through the 12 grades.

**PERFORMANCE RESPONSIBILITIES:**

High School Responsibilities:

1. Assists the District Director of Instrumental Music.
2. Assists with high school band rehearsals each morning.
3. Assists with OSSAA regional marching contest.
4. Assists with OBA State marching contest.
5. Assists with two preliminary marching band contests.
6. Assists with Monday night rehearsals through marching season.
7. Assists with and attends eight football games (5 home/3 away).
8. Assists with pep rallies.
9. Assists with three parades (homecoming, Veteran's Day, Christmas)
10. Assists with before-school morning sectionals and after-school sections (weekly).
11. Assists students in preparing for OSSAA District Solo and Ensemble contest.
12. Assists students in preparing for the OSSAA State Solo and Ensemble contest.
13. Assists with OSSAA State Concert Band contest.
14. Assists with OSSAA State Sight-Reading contest.
15. Assists with the end-of-year band trip.
16. Assists with three to five concerts per year.
17. Assists with weekly evening Jazz Band Rehearsals starting in November through May.
18. Performs other duties as assigned by the administration.

Intermediate School Responsibilities:

1. Assists with two concert band competitions.
2. Assists with one solo and ensemble competition.

September 4, 2007

**TITLE:** Adult Education Director  
**QUALIFICATIONS:** Current Oklahoma Teacher's Certification required. Background in Adult Education preferred. Knowledge of counseling, supervision of test administration and public relations/media recommended.  
**REPORTS TO:** Assistant Superintendent/Special Programs  
**SUPERVISES:** Adult Education staff and GED Test Examiners  
**JOB GOAL:** To extend the benefits of the district's educational program to as wide a section of the community as is interested and as can benefit from continued exposure to academic work and avocation courses.

**PERFORMANCE RESPONSIBILITIES:**

1. Meets with staff members and laymen to identify community interests and needs in terms of specific course offerings.
2. Provides curricular course offerings in conformance with state laws regarding high school equivalency requirements.
- ~~3.~~ Supervises classes and assists teachers in the preparation of a general curriculum for the school year.
4. Organizes such classes in the general adult education programs as are needed in the community.
5. Maintains an ongoing program of courses relevant to the needs of aliens, immigrants, and prospective citizens.
6. Finds and screens applicants for teaching positions and recommends them to the superintendent for appointment.
7. Plans and directs in-service training programs for adult education faculty.
8. Determines testing fees and tuition-free eligibility requirements and collects fees as required, depositing such collections promptly with the district's business manager and maintains an accurate system of records for all funds handled.
9. Supervises all mailing of informational materials and catalogues to be sent to community residents announcing the adult education program and its offerings.
10. Oversees the enrollment of all students in the program and maintains accurate records.
11. Assigns rooms for adult education classes.
12. Initiates all supplies requisitions for adult education classes.
13. Oversees preparation of monthly payroll information for program staff.
14. Assumes responsibility for the administration of tests.
15. Maintains complete and accurate records of the program and, from these records, prepares such reports as may be required by district personnel or other legal authorities.
16. Guides and counsels adult students interested in continuing their educations.
17. Participates in county, state and national activities designed to improve adult education.
18. Carries out statistical and other research projects connected with the adult education program.
19. Performs other duties as requested by the administration.

December 2004

**TITLE:** Adult Education Teacher  
**QUALIFICATIONS:** Current Oklahoma Teacher's Certificate;  
**REPORTS TO:** Adult Education Director  
**JOB GOAL:** To prepare students for the future

**PERFORMANCE RESPONSIBILITIES:**

1. Prepares individuals to meet their individual goals.
2. Instructs materials pertinent to adult education.
3. Keeps accurate records of attendance.
4. Monitors the individual's progress.
5. Maintains an atmosphere conducive to learning.
6. Helps in the coordination of the testing program.
7. Works within the time frame prescribed by director.
8. Accepts responsibility for reports and record keeping necessary for state and federal guidelines.
9. Performs other duties as requested by the adult education director.

**TITLE:** Director of Career & Technology Education Programs  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate and two (2) years of successful full-time paid employment as a classroom teacher and/or school counselor.  
**REPORTS TO:** Assistant Superintendent/Special Programs  
**SUPERVISES:** All Career & Technology Education staff  
**JOB GOAL:** To provide students enrolled in the Career & Technology Education program with education and training of sufficient excellence to enable them upon graduation to enter the job market with well-developed skills, varied intellectual interests, and sufficient understanding and curiosity to continue their growth and maturation as workers and as individuals

**PERFORMANCE RESPONSIBILITIES:**

1. Formulates and administers a comprehensive, modern program of career and technology education.
2. Maintains close working relationships with community and state agencies and area businesses, industries, and labor organizations, in order to provide training consistent with needs, and establishes lay advisory committees as needed.
3. Continuously appraises and evaluates the total Career & Technology Education program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
4. Maintains current knowledge of all pertinent rules and regulations affecting Career & Technology Education.
5. Advises and assists in obtaining state and federal funds for Career & Technology Education programs.
6. Assumes responsibility for the collection, review, and submission of all forms and reports relative to Career & Technology Education to state agencies.
7. Supervises and evaluates all instructional personnel in the Career and Technology Education program.
8. Coordinates the gathering, selecting, and analysis of data with respect to jobs available to local high school graduates.
9. Works to identify and define local job opportunities and the role of the schools in meeting these opportunities.
10. Coordinates all student internship programs in the schools.
11. Interprets the Career & Technology Education program to the public.
12. Makes recommendations for long-term adjustments, changes, additions, and deletions in the Career & Technology Education program to meet changing job trends and needs.
13. Assists in the recruitment and screening of Career & Technology Education instructors.
14. Maintains membership in and participates in the affairs of professional societies devoted to the advancement of Career & Technology Education.
15. Performs other duties as requested by the administration

December 2004

**TITLE:** District Drug Testing Coordinator  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate  
**REPORTS TO:** Assistant Superintendent/Special Programs  
**JOB GOAL:** To develop an awareness among all students concerning the beneficial uses of drugs and dangers of drug abuse.

**PERFORMANCE RESPONSIBILITIES:**

1. Plans and provides leadership for the district's drug education program.
2. Works cooperative with health and guidance personnel to coordinate the district's drug education program.
3. Administers the district drug testing program.
4. Selects, assigns, supervises, and evaluates community resource persons used in the district's drug education program.
5. Assists in the preparation of reports and statistical data related to the program.
6. Assists in coordinating district-wide activities relevant to drug education.
7. Obtains and disseminates drug education information to students and to classes.
8. Maintains written records concerning the drug education program in complete confidentiality.
9. Compiles and maintains a directory of community resource persons available to add breadth, depth, reality, and pertinence to the drug education curriculum.
10. Maintains on ongoing dialogue with secondary school administrators, guidance counselors, teachers and health services personnel regarding the drug education program.
11. Performs other duties as requested by the administration.

October 2004

**TITLE:** Public Information Specialist  
**QUALIFICATIONS:** Bachelor's Degree with emphasis in Communication, Business or Education (preferred)  
**REPORTS TO:** Superintendent of Schools  
**JOB GOAL:** To develop a program of Public Information that will communicate pertinent information about the school system to staff, patrons, and the entire community

**PERFORMANCE RESPONSIBILITIES:**

1. Plans, develops, and produces internal and external publications.
2. Prepares specialized printed communiqués, such as brochures, calendars and annual reports.
3. Acts as liaison person to media.
4. Assists with public presentations concerning the school system.
5. Prepares press releases concerning district-wide information.
6. Assesses and identifies communication needs.
7. Coordinates an ongoing program for communicating with the school district's various publics.
8. Establishes and monitors a budget for the Public Relations program.
9. Performs other duties as requested by the superintendent of schools.

February 2007

**TITLE:** Director of Special Services

**QUALIFICATIONS:** Certification and experience in at least one are of special education required. Master's Degree and/or Administrative Certification preferred.

**REPORTS TO:** Assistant Superintendent

**JOB GOAL:** To direct and coordinate special education services in the Durant ISD. Formulates policies and procedures, such as screening and placement. Interprets state and federal laws to staff, parents and the public.

**PERFORMANCE RESPONSIBILITIES:**

The Director of Special Services shall:

1. Plan, develop and supervise all special education programs for the Durant ISD.
2. Coordinate the total special education program and consult with principals, teachers, and parents in program development.
3. Collect and maintain student individual evaluation records and special education confidential files.
4. Supervise Special Services staff.
5. Assist in the selection, assignment, and evaluation of special education personnel.
6. Represent the Durant ISD as needed, in professional organizations and interagency activities at local and state levels.
7. Assist with coordination of interagency agreements for education support services.
8. Serve as a district consultant regarding compliance with regulations relating to disability populations.
9. Performs any other duties assigned by the Assistant Superintendent.

**WORK YEAR:** Twelve months

**EVALUATION:** Performance evaluated by the Assistant Superintendent on a yearly basis using standards established by the Durant Board of Education

October 2010

**TITLE:** Elementary Special Services Coordinator  
**QUALIFICATIONS:** Valid Special Education Teacher's Certificate  
**REPORTS TO:** Director of Special Services / Assistant Superintendent  
**JOB GOAL:** To assist the Director of Special Services in the management of the District's special education program in order to provide our special education students with the very best program available.

**PERFORMANCE RESPONSIBILITIES:**

Assists the Director of Special Services with the following:

1. Monitor files with SDE check list. All files should be checked annually.
2. Correct all files as required.
3. Attend and participate in difficult IEP meetings.
4. Act as a liaison with classroom teachers and parents to ensure implementation of the IEP.
5. Provide data reports and other information as requested.
6. Serve as a resource and/ or consultant for school personnel and parents.
7. Responsible for all state mandated testing for IEP/504 students.
8. Assists the Director of Special Services with all state and federal reports.
9. Performs any other duties assigned by the Director of Special Services or Assistant Superintendent.

October 2010

**TITLE:** Secondary Special Services Coordinator  
**QUALIFICATIONS:** Valid Special Education Teacher's Certificate  
**REPORTS TO:** Director of Special Services / Assistant Superintendent  
**JOB GOAL:** To assist the Director of Special Services in the management of the District's special education program in order to provide our special education students with the very best program available.

**PERFORMANCE RESPONSIBILITIES:**

Assists the Director of Special Services with the following:

1. Monitor files with SDE check list. All files should be checked annually.
2. Correct all files as required.
3. Attend and participate in difficult IEP meetings.
4. Act as a liaison with classroom teachers and parents to ensure implementation of the IEP/504.
5. Provide data reports and other information as requested.
6. Serve as a resource and/ or consultant for school personnel and parents.
7. Responsible for assigning and tracking all new referrals.
8. Responsible for assigning and enrolling all new IEP/504 students
9. Approving all schedule changes to ensure compliance on IEP/504 students.
10. Responsible for all state mandated testing for IEP/504 students.
11. Assists the Director of Special Services with all state and federal reports.
12. Performs any other duties assigned by the Director of Special Services or Assistant Superintendent.

October 2010