

TITLE: Elementary Principal
QUALIFICATIONS: Valid Oklahoma Elementary Principal's Certificate required
REPORTS TO: Superintendent of Schools
JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes, and directs implementation of all school activities.
3. Keeps the superintendent informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Monitors the expenditures of funds.
6. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required and appropriate to the school's administration.
7. Works with various members of the central administrative staff to solve school problems such as transportation, special services, federal and state programs, and the like.
8. Keeps his supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
9. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
10. Maintains active relationships with students and parents.
11. Budgets school time to provide for the efficient conduct of school instruction and business.
12. Supervises the school's educational program.
13. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
14. Programs classes within established guides to meet student needs.
15. Assists in the development, revisions, and evaluation of the curriculum.
16. Supervises the guidance program to enhance individual student education and development.
17. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
18. Attends special events.
19. Ensures that all policies are adhered to in the management of the school's activity funds.
20. Supervises the maintenance of accurate records on the progress and attendance of students.
21. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations.
22. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
23. Supervises all professional, paraprofessional, administrative, and non-professional personnel attached to the school.
24. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
25. Supervises the school's teaching process.
26. Approves the master teaching schedule and any special assignments.
27. Orients newly assigned staff members and assists in their development, as appropriate.
28. Evaluates and counsels all staff members regarding their individual and group performance.
29. Conducts meetings of the staff as necessary for the proper functioning of the school.
30. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.

31. Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.
32. Makes arrangements for special conferences between parents and teachers.
33. Assumes responsibility for the safety and administration of the school plant.
34. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
35. Plans and supervises fire drills and tornado drills as part of an emergency preparedness program.
36. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
37. Provides for adequate inventories of property under his jurisdiction and for the security and accountability for that property.
38. Supervises all activities and programs that are outgrowths of the school's curriculum.
39. Supervises and evaluates the school's extracurricular program.
40. Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
41. Cooperates with college and university officials regarding teacher training and preparation.
42. Responds to written and oral requests for information.
43. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
44. Serves as a member of such committees and attends such meetings as directed to by the superintendent.

October 2004

TITLE: Elementary Counselor
QUALIFICATIONS: Valid Oklahoma Teacher's Certificate with School Counselor endorsement; Master's degree; previous classroom experience
REPORTS TO: Building Principal
JOB GOAL: To help students overcome problems that impede learning and to assist them in making educational, occupation, and life plans that hold promise for their personal fulfillment as mature and responsible men and women. To try to insure that guidance is an integral part of total school program, strive to enhance each child's individual and optimum development in intellectual, physical, social and emotional areas.

PERFORMANCE RESPONSIBILITIES:

1. Conducts classroom guidance, discussions dealing with decision-making process.
2. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment.
3. Guides students in their participation in school and community activities.
4. Conducts individual counseling sessions with students referred by teacher, building principals, parents, or initiated by himself or herself.
5. Refers students and parents to outside agencies when need might warrant such action.
6. Works to discover and develop special abilities of students.
7. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
8. Remains available to students during their free time so that personal and individual contracts may be made.
9. Conducts small group sessions with students concerning special problems and special interests.
10. Helps students evaluate career interests and choices.
11. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
12. Arranges and sits in on parent-teacher conferences when requested.
13. Makes home visits when it would be advantageous to student's progress and well-being.
14. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
15. Works to discover and develop special abilities of students.
16. Interprets test data and implications of test results to teachers and parents.
17. Consults with teachers and building principals
18. Maintains student records and protects their confidentiality.
19. Confers with parents whenever necessary.
20. Assists in the orientation of new faculty members.
21. Assists with formal achievement/ability testing. Helps coordinate at the building level
22. Assists with Kindergarten screening Pre/post
23. Advises administrators and faculty on the matters of student discipline.
24. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
25. Serves on placement committee with parents, teachers, and administrators.
26. Interprets test data in conjunction with special program placement
27. Makes classroom observations and reports in association with formal evaluation referrals
28. Assists building principals in any activities that would be advantageous to student population.
29. Attends the following special education meetings: multidisciplinary meeting, eligibility meeting, I.E.P. meeting, I.E.P. review meeting.
30. Performs any other duties as requested by the building principal.

October 2004

TITLE:	Elementary Librarian
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Must hold a valid Oklahoma librarian's certificate. 2. Must have a bachelor's degree. 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
REPORTS TO:	Building principal and/or assistant principal.
SUPERVISES:	Library aides and Para-professionals.
JOB GOAL:	To provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

PERFORMANCE RESPONSIBILITIES:

1. Operates and supervises the library to which assigned.
2. Evaluates, selects, and requisitions new library materials.
3. Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials the library acquires.
5. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
6. Arranges for interlibrary loan of materials of interest or use to teachers.
7. Works with teachers in planning those assignments likely to lead to extended use of library resources.
8. Promotes appropriate conduct of students using library facilities.
9. Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
10. Presents and discusses materials with a class studying a particular topic, on the invitation for the teachers.
11. Participates at curriculum meetings.
12. Assists students in the selection of books and other instructional materials.
13. Arranges frequently changing book-related displays and exhibits likely to interest the library's patrons.
14. Prepares and administers the library budget.
15. Supervises library aides in the performance of their duties.
16. Keeps abreast of current trends and procedures in library media services.
17. Weeds obsolete and worn materials from the collections.
18. Arranges field trips when appropriate.
19. Manages various student computer programs and prints reports as needed.
20. Acts as media contact for the school where assigned.
21. Keeps copy machine and laminating machine ready for teacher use.
22. Trains teachers on various computer programs as necessary.
23. Manages student computer ID's and passwords when needed.
24. Manages the computer lab and laptops.
25. Troubleshoots most technology problems before placing on "help desk."
26. Supervises the clerical routines necessary for the smooth operation of the library.
27. Performs any other duties as requested by the building principal.

TITLE: Elementary Gifted Education Coordinator
QUALIFICATIONS: Valid Oklahoma Teaching Certificate appropriate to grade levels served; state requirement: yearly in-service training
REPORTS TO: Assistant superintendent or superintendent.
JOB GOAL: To assure that all students identified as gifted or talented are served in accordance with state law and district policy.

PERFORMANCE RESPONSIBILITIES:

Screening/Testing:

1. Conducts yearly screening of all incoming achievement and cognitive ability test results for current gifted and talented placement.
2. Conducts screening of records, upon request, of referred students for current gifted and talented placement.
3. Processes nominations for placement based upon referrals by parents, students, teachers or peers.
4. Arranges individual testing of referred students.

Identification/Placement:

5. Provides identification information to the local school district for records and child count.
6. Assists gifted education teacher in processing test results and forwarding written notification to parents and educators of placement/non-placement of referred students.

Program Implementation:

7. Assists the gifted education teacher in providing professional support through modeling, consultation, collaborative problem solving and in-service training.
8. Maintains awareness of current state law regarding gifted education identification and program implementation.
9. Assists counselors and teachers in monitoring student progress in current program services.
10. Assists the gifted and talented program committees evaluating and updating district policy to be in accordance with state mandated rules and regulations
11. Attends ~~one~~ in-service, workshop, or college training in gifted education as designated by the Oklahoma State Department of Education.
12. Monitors special program options (i.e. curriculum contests, academic competitions, special programs).
13. Monitors and evaluates program instruction/activities of the gifted education teacher(s).
14. Maintains approved expenditures and budgets appropriate to the elementary gifted and talented programs.
15. Conducts a needs assessment of the current program(s).
16. Utilizes a public relations plan that informs parents, educators and the community of the needs and programs of the gifted and talented students.
17. Performs any other duties as requested by the building principal.

October 2004

TITLE: Elementary Gifted Education Teacher
QUALIFICATIONS: Valid Oklahoma Teaching Certificate appropriate to grade levels served; state requirement: yearly in-service training
REPORTS TO: Prioritized (or as needed): site administrator, coordinator, elementary principals; assistant superintendent or superintendent.
JOB GOAL: To assure that all students identified as gifted or talented are served in accordance with state law and district policy.

PERFORMANCE RESPONSIBILITIES:

Screening/Testing:

1. Assists coordinator in yearly screening of all incoming achievement and cognitive ability test results for current gifted and talented placement.
2. Assists coordinator in screening of records, upon request, of referred students for current gifted and talented placement.

Identification/Placement:

3. Assists coordinator in providing identification information to the local school district for records and child count.
4. Maintains records of test results and placement/non-placement of referred students.

Program Implementation:

5. Provides professional support through modeling, consultation, co-teaching, collaborative problem solving, in-service training and assists classroom teachers in finding and securing resource materials and/or resource persons.
6. Maintains awareness of current state law regarding gifted education identification and program implementation.
7. Assists counselors and teachers in monitoring student progress in current program services.
8. Assists the gifted and talented program committees evaluating and updating district policy to be in accordance with state mandated rules and regulations.
9. Attends ~~one~~ in-service, workshop, or college training in gifted education as designated by the Oklahoma State Department of education.
10. Coordinates and assists staff who conduct special program options (i.e. curriculum contests, academic competitions, special programs/workshops).
11. Instructs intellectually gifted students in an appropriate educational program.
12. Coordinates and monitors an appropriate educational program for identified academically gifted and talented students.
13. Assists coordinator in maintaining an approved budget for needed resources appropriate to the gifted and talented program.
14. Maintains a current inventory of all materials purchased with gifted and talented funds.
15. Assists coordinator in conducting a needs assessment of the current program(s).
16. Utilizes a public relations plan that informs parents, educators and the community of the needs and program s of gifted and talented students.
17. Performs any other duties as requested by the building principal.

October 2004

TITLE: Elementary Regular Classroom Teacher
QUALIFICATIONS: Valid Oklahoma Teacher's Certificate with appropriate endorsements
REPORTS TO: Building Principal
JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and--in harmony with the goals--establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assess the accomplishments of students on a regular basis and provides progress reports as required.
10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
16. Strives to maintain and improve professional competence.
17. Attends staff meetings and services on staff committees as required.
18. Performs any other duties as requested by the building principal.

October 2004

TITLE: Elementary Special Education Teacher
QUALIFICATIONS: Valid Oklahoma teaching certificate (appropriate endorsements)
REPORTS TO: Principal and Special Education Director
JOB GOAL: To provide each handicapped student with the individually tailored help, counsel, and learning experiences he/she needs to make maximum progress toward educational goals established with the student's individual learning potential and capabilities in mind. To assist classroom teachers with supplemental methods and materials needed during intervention before students are referred.

PERFORMANCE RESPONSIBILITIES:

1. Provides a basic core program for handicapped students consistent with state education code requirements.
2. Works cooperatively with classroom teachers who mainstream handicapped students in regular classes, interpreting the abilities and disabilities of these students to the classroom teacher, and assisting the student with regular class assignments.
3. Confers frequently with parents and professional staff members regarding the education, social, and personal problems of such students.
4. Assist other professional staff members in resolving the unique psychological or disciplinary problems of each student.
5. Assists in screening, evaluating, and recommending placements of applicants in the school's special education programs.
6. Counsels individuals and groups of handicapped students with educational, occupational, and personal problems.
7. Assists the handicapped student in making a realistic assessment of his/her abilities and in establishing educational and occupational goals in keeping with these abilities. Provides motivation to students who have a short attention span.
8. Undertakes continuing professional study in the psychology of handicapped students in teaching methods related to this field.
9. Initiates and maintains a confidential folder for each special education student as prescribed in the "Oklahoma Policies and Procedures for Special Education" manual.
10. Strives to identify students with learning disabilities; seeks assistance of district specialists to assess students' capabilities; reviews records of these students on a regular basis.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Strives to maintain and improve professional competence.
15. Attends staff meetings and services on staff committees as required.
16. Performs any other duties as requested by the building principal.

October 2004

TITLE: Elementary Teacher of the Homebound
QUALIFICATIONS: Valid Oklahoma Teacher's Certificate
REPORTS TO: Director of Special Services
JOB GOAL: To ensure that every homebound child in the district capable of benefiting from instruction be provided with an ongoing educational program.

PERFORMANCE RESPONSIBILITIES:

1. Works with members of the special services and student personnel teams to identify the educational needs and the physical and learning capabilities of those students assigned to him/her.
2. Devises, with the advice of curriculum specialists, an instructional program for each assigned student receiving homebound instruction on a permanent basis.
3. Devises, with the advice of the student's regular teacher or teachers, an instructional program for each assigned student receiving homebound instruction on a temporary basis.
4. Meets with each assigned student on a regularly scheduled daily basis for the purpose of providing instruction.
5. Acquires personal acquaintanceship with the student's parents or guardians, and works to establish with them an understanding and cooperative relationship based on the student's individual needs.
6. Files written progress reports on each assigned student with the student's parents or guardians, and in the case of students temporarily assigned, with their regular teacher or teachers.
7. Keeps, maintains, and files such reports and records as the special services director may require, including attendance reports, case evaluation, and the like.
8. Assumes responsibility for obtaining textbooks and other teaching materials necessary through the procedures established.
9. Interprets the program for the homebound to the regular district staff and to the community at large as required.
10. Keeps informed in a systematic way of trends and new methods in education remaining always alert to possibilities inherent in such information for adaptation to the particular needs of homebound instruction.

October 2004

TITLE: Elementary Vocal Music
QUALIFICATIONS: Valid Oklahoma Teaching Certificate, Music Education endorsement(s);
REPORTS TO: Superintendent of Schools and Building Principals
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. Teaches skills in music appreciation, harmony and explorations in music and choral music (chorus, choral ensemble) to secondary students.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. 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".
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, including traditional and contemporary, that are appropriate for the ages and skill levels of students.
6. Controls the storage and use of school-owned property; makes minor adjustments and requests repairs to instruments as required.
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, assessing each individual's contribution to the performance of the group.
9. Plans, rehearses, and directs students in musical programs for school and community.
10. Selects and requisitions books and instructional aids.
11. Communicates with parents and school counselors on student progress.
12. Cooperates with the school administration in musical programs for school productions, graduation ceremonies, and civic functions.
13. Supervises students in out-of-classroom activities as assigned.
14. Participates in faculty committees and sponsorship of student activities.
15. Maintains professional competence through in-service education provided by the district, and in self-selected professional growth activities related to music.
16. 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.
17. Performs any other duties as requested by the building principal.

October 2004

TITLE: Site Based Website Assistant
QUALIFICATIONS: Computer experience and willingness to learn or working knowledge of Dreamweaver; enthusiastic attitude; willingness to work with teachers in posting site information
REPORTS TO: Webmaster
JOB GOAL: To keep site pages up-to-date with current information about various events and activities, as reported by teachers

LENGTH OF CONTRACT: 182 DAYS

PERFORMANCE RESPONSIBILITIES:

1. Accepts responsibility to check and update web pages for site on a frequent basis.
2. Agrees to learn appropriate program to create pages that align to the format of the DISD website.
3. Accepts responsibility to stay up-to-date with website regulations concerning confidentiality of students.
4. Enthusiastic attitude to promote use of DISD website for students, parents and teachers!

August 2005