

TITLE: DHS Principal
QUALIFICATIONS: Valid Oklahoma Secondary 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. Prepares with staff members the school site budget and 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 held to recognize student achievement, and attends school sponsored activities, functions, and athletic 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, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.
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.
45. Performs other duties as directed by the Superintendent.

October 2004

TITLE: DHS Assistant Principal
QUALIFICATIONS: Valid Oklahoma Secondary Principal's Certificate required
REPORTS TO: Building Principal
JOB GOAL: To assist the principal with administrative duties in order to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school.
2. Serves as principal in the absence of the regular principal.
3. Proposes schedules of classes and extracurricular activities.
4. Supervises the preparation of student schedules.
5. Works with department heads and faculty in compiling the annual budget requests.
6. Requisitions supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such material.
7. Cooperates in the conducting of safety inspections and safety drill practice activities.
8. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.
9. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
10. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
11. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
12. Administers the student insurance program.
13. Performs such record-keeping functions as the principal may direct.
14. Performs other duties as directed by the principal.

October 2004

TITLE: DHS Counselor
QUALIFICATIONS: Valid Oklahoma Teacher and Counselor Certificates; Master's Degree in School Counseling; Two Year Experience in classroom teaching; such alternatives to the above qualifications as the Board may find appropriate and acceptable.
REPORTS TO: Building Principal(s)
JOB GOAL: To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Aids students in course and subject selection.
2. Obtains and disseminates occupational information to students and to classes studying occupations.
3. 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.
4. Works to discover and develop students' special abilities.
5. Works to resolve student's educational handicaps.
6. Works with administrators to plan and schedule school curriculum.
7. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
8. Enrolls all students for school year and advises them on graduation requirements.
9. Works to prevent students from dropping out of school.
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. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, attendance, and emotional adjustment.
13. Arranges for consultants from colleges and industry for interested students.
14. Monitors student transcripts and credits for high school graduation.
15. Supervises the preparation and processing of college, scholarship, and employment applications.
16. Makes recommendations to colleges for admissions and scholarships.
17. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
18. Confers with parents whenever necessary and maintains check on student's academic progress at parent's request.
19. Works with teachers and other staff members to familiarize them with the general range of services offered by the counseling department, and to improve the educational prospects of individual students being counseled.
20. Advises administrators and faculty on matters of student discipline.
21. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
22. Interprets the counseling program to the community.
23. Organizes and conducts "career day" or similar activities to make students aware of post-high school opportunities.
24. Arranges for tutors and summer school work.
25. Oversees administration of state mandated achievement tests and other assessment tests such as the ASVAB.
26. Administers the P-SAT and PLAN tests.
27. Arranges for workshops and preparation reviews for the ACT and P-SAT tests.
28. Plans and assists with graduation exercises.
29. Participates in IEP (Individual Educational Plan) meetings with parents and teachers of special students needs.
30. Performs other duties as directed by the Principal.

October 2004

TITLE: DHS Librarian

QUALIFICATIONS:

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. Supervises the clerical routines necessary for the smooth operation of the library.
19. Performs other duties as directed by the Principal.

TITLE: DHS Gifted Education Coordinator
QUALIFICATIONS: Valid Oklahoma Teaching Certificate appropriate to grade levels served; state requirement: yearly in-service training.
REPORTS TO: DHS Principal
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 requests, 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. Processes test results and forwards written notification to parents and educators of placement/no placement of referred students.

Program Implementation:

7. Provides professional support through modeling, consultation, co-teaching, collaborative problem solving, in-service training and assists classroom teachers in finding and securing resource material and/or resource persons.
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 committee's evaluating and updating the district policy to be in accordance with state mandated rules and regulations.
11. Attends one in-service, workshop, or college training per school year in gifted education as designated by the Oklahoma State Department of Education.
12. Coordinates and monitors staff who conduct special program options (i.e. curriculum contest, academic competitions, special programs).
13. Maintains an approved budget for needed resources appropriate to the gifted and talented programs.
14. Maintains a current inventory of all materials purchased with gifted and talented funds.
15. Conducts a needs assessment of the current program(s).
16. Utilizes a public relations plan, which informs parents, educators and the community of the needs and programs of gifted and talented students.
17. Performs other duties as requested by the building principal.

October 2004

TITLE: DHS Department Head
QUALIFICATIONS: Valid Teacher's Certificate
REPORTS TO: Building Principal(s)
JOB GOAL: To provide leadership, coordination, and innovation in assigned curricular area, so that each student may derive maximum benefit from the continuing pursuit of the subject involved.

PERFORMANCE RESPONSIBILITIES:

1. Assists in establishing department curriculum objectives, and develops a plan for the implementation and evaluation of these objectives.
2. Assists in the recruitment, screening, hiring, training, and assigning of department personnel.
3. Conducts department meetings and attends relevant school, district, and professional meetings as necessary.
4. Assists department teachers in the handling of day-to-day problems of instruction and acts as a resource person for department teachers on curriculum questions.
5. Assumes responsibility for the ordering, inventorying, and distributing of all departmental instructional materials.
6. Evaluates teacher performance and makes recommendations to the principal regarding department personnel.
7. Advises the principal on the department's budgetary needs.
8. Makes classroom visitations of department personnel when necessary and provides follow-up consultation.
9. Collects and maintains a file of daily lesson plans.
10. Develops and maintains a department library.
11. Provides orientation and in-service training programs for department personnel.
12. Attends relevant school, district, and professional meetings.
13. Meets with other department heads to promote interdisciplinary programs.
14. Assists in identifying and utilizing community resources for the department program.
15. Implements an ongoing program of curriculum evaluation.
16. Provides the departmental supervisor with course outlines for all department offerings.
17. Assists the principal in interpreting grading policies, promotional policies, and the district's instructional program to parents and the community.
18. Administers the tutoring program of the assigned subject area.
19. Devises experimental programs designed to improve the curriculum and instructional techniques.
20. Keeps informed on educational innovations and trends as they relate to department concerns.
21. Performs other duties as directed by the Principal.

October 2004

TITLE: DHS 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 other duties as directed by the Principal.

October 2004

TITLE: DHS 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.

PERFORMANCE RESPONSIBILITIES:

1. Provides a basic core program for students with disabilities consistent with state education code requirements.
2. Works cooperatively with classroom teachers who include students with disabilities 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 students with disabilities with educational, occupational, and personal problems.
7. Assists students with disabilities 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 students with disabilities 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. Initiates and conducts initial categorical and annual review/IEP meetings with appropriate team members.
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 other duties as directed by the Principal and/or the Special Education Director.

October 2004

TITLE: DHS 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: DHS Career & Technology Education Teacher
QUALIFICATIONS: Valid Oklahoma Teaching Certificate (Vocational Endorsement)
REPORTS TO: Building Principal & Career & Technology Education Director
JOB GOAL: To develop in each student an awareness and understanding coupled with the basic skills and knowledge applicable occupations in the business or public sector; and to instill in each student safe working habits, the importance of continuation of his/her education and the assets of reliability, competence, loyalty, and dependability.

PERFORMANCE RESPONSIBILITIES:

1. Teaches skills and knowledge to provide students with the competence to be an asset to the employer.
2. Instructs students in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law, administrative regulations, and procedures of the school district.
3. Develops lesson plans and organizes class time so that preparation, instruction, shop work, and clean-up activities can be accomplished within the allotted time.
4. Demonstrates materials, equipment, tools, and processes using standard or teacher-prepared models, mock-ups, sketches, and other instructional aids.
5. Guides students in selection and performance of appropriate activities.
6. Provides individual and group instruction appropriate to the needs of the student(s) and the requirements of the activities being performed.
7. Instructs students in the appropriate safety precautions and the safe operation and use of tools, machinery, and equipment.
8. Controls the storage, maintenance and use of materials and property to prevent loss or abuse.
9. Establishes and maintains standards of student conduct to provide an orderly, safe, and productive environment in an activity-type classroom with many potential hazards.
10. Maintains contacts with the business community to keep informed of new innovations and job requirements, which must be reflected in the curriculum in order to develop marketable skills as required by prospective employers.
11. Communicates with employers, parents, and school counselors on individual student progress.
12. Identifies student needs, and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
13. Provides encouragement for continuation of formal education and assistance to students in seeking employment on full or part-time basis.
14. Supervises student in out-of-classroom activities during the assigned working day.
15. Participates in curriculum and other developmental programs. Attends and works with Advisory Committees in the development and implementation of specific career and technology education programs.
16. Shares in the sponsorship of student activities and club activities. Participates in faculty activities.
17. Coordinates work schedules and stations with participating facilities where training is done, such as: hospitals, airports, shopping centers, and other off campus locations.
18. Assists in district follow-up studies and evaluations of programs and graduates.
19. Evaluates each student's performance, knowledge, and skills in courses being taught; prepares progress reports.
20. Selects and requisitions books, instructional aids, equipment, tools, materials, supplies, and parts as required, working under established budget and procedures.
21. Prepares required state and local reports in a timely manner.
22. Performs other duties as directed by the Principal or Superintendent.

October 2004

TITLE: DHS Speech and Drama Instructor
QUALIFICATIONS: Valid Teacher's Certificate; appropriate endorsement(s)
REPORTS TO: Building Principal(s)
JOB GOAL: To provide opportunities for students to participate in all areas of speech activities through contest work, school plays, and local leadership opportunities

PERFORMANCE RESPONSIBILITIES:

1. Attends coaches workshop in early fall (always on Saturday)
2. Selects five speech tournaments to attend on weekends. Most involve overnight stays due to distances traveled.
3. Plans and supervises after school rehearsals to prepare for contests.
4. Attends and judges regional speech contest in April. (will require overnight and Saturday stay)
5. Attends and judges state speech contest in April. (will require overnight and Saturday stay)
6. Organizes an all school play to allow any student in high school to participate. Conducts evening play rehearsals for approximately 6 weeks.
7. Provides a speech awards banquet in the spring so parents may view student accomplishments.
8. Provides guidance and performance practice to any student who might need such help with speech writing for different school organizations.
9. Organizes and sponsors a local chapter of a Speech and Drama Club. monthly meetings to be held.
10. Plans a theatrical field trip to Dallas or Oklahoma City to view a professional performance. (to go on an out of school day)
11. Keeps students informed of scholarship opportunities in the speech/drama field. Also help students prepare for any auditions or videotaping.
12. Organizes one major fundraiser to help with expenses.
13. Sponsors an entry in the Homecoming Parade.
14. Accompanies debate students to the one-week summer debate camp at Cameron University.
15. Performs other duties as directed by the Principal or Superintendent.

October 2004

TITLE: Coordinator of Vocal Music / DHS
QUALIFICATIONS: Valid Teacher's Certificate; appropriate endorsement(s)
REPORTS TO: Building Principal(s)
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; to develop knowledge and skills in listening to and reading music.

PERFORMANCE RESPONSIBILITIES:

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

October 2004

TITLE: DHS Detention Supervisor
QUALIFICATIONS: Valid Oklahoma Teaching Certificate - currently on staff
REPORTS TO: Building Principal(s)
JOB GOAL: To encourage students to arrive at their classes in a responsible manner and to further encourage students to take responsibility for their own actions.

PERFORMANCE RESPONSIBILITIES:

1. Attends assigned detention, either a.m. detention 7:00 - 8:00 or p.m. detention 3:15 - 4:15.
2. Keeps a record book of attendance.
3. Reports to the student's teacher and administration confirming attendance at detention hall.
4. Supervises work given to the student by the teacher.
5. Maintains discipline in the detention hall.
6. Keeps the room quiet and students working at all times.
7. Doubles detention time of students who fail to show up for detention.
8. Performs other duties as directed by the Principal.

October 2004

TITLE: DHS Annual Sponsor
QUALIFICATIONS: Valid Oklahoma Teaching Certificate; successful experience putting together and completing a school yearbook; experience in journalism and in yearbook production; keeping up to date on new techniques.
REPORTS TO: Building Principal(s)
JOB GOAL: To coordinate with the business people to buy ads to support our book and our schools; to try to the best of my ability to include as many students as possible in the yearbook; make an attractive yet economical and memorable yearbook.

PERFORMANCE RESPONSIBILITIES:

1. Advises yearbook staff in making a yearly planning ladder (number pages and arrange sections of the yearbook).
2. Tries to get black/white pictures of all students for individual classes.
3. Arranges and have pictures taken of all classrooms, organizations, and sports.
4. Assumes responsible for selling the yearbooks, getting list made of those pre-paid, ordering correct number of books each year. Handing out books when they come back in the fall.
5. Teaches yearbook staff to organize and make layouts of each yearbook page. Sorts and alphabetizes pictures of each student and faculty member.
6. Teaches yearbook staff on how to make layouts and find and crop pictures for each page.
7. Takes all candid photos for the book.
8. Performs other duties as directed by the Principal.

October 2004

TITLE: DHS Student Council Advisor
QUALIFICATIONS: Valid Teacher's Certificate
REPORTS TO: Building Principal(s)
JOB GOAL: To assist with organization and operation of Student Council, coordinate activities, and guide student leaders.

PERFORMANCE RESPONSIBILITIES:

1. Assists with campaign and election of Student Council officers, representatives, and class officers, checking grades for eligibility, notifying if ineligible, and guiding officers in preparation of ballots, runoffs, and voting.
2. Coordinates all Student Council mixers and recruits chaperons; responsible for all money collected.
3. Coordinates concession stands for all J.V. football games and 7th, 8th, and 9th grade games; responsible for all money received.
4. Coordinates Student Council assemblies.
5. Attends all student council meetings, assist and intervene as necessary.
6. Maintains Student Council financial records and turn in all money; prepares purchase orders.
7. Helps with all preparation of homecoming (football and basketball) including parade and dances.
8. Coordinates summer retreat before school begins for all members.
9. Assists with ordering and accepting money for Student Council sweatshirt.
10. Plans and coordinates teacher appreciation activities.
11. Accompanies representatives to state convention and district meetings.
12. Assists with Christmas and Valentine candy-gram programs.
13. Assists with Twirp Week Activities.
14. Assists with Special Olympics (Student Council participation).
15. Assists in preparation for Student Council Banquet.
16. Assists with preparation of all student council reports to the state level.
17. Assists in completion of applications for basic Student Council workshops.
18. Meets with officers as the need arises, including some summer meetings.
19. Conducts Coffee House.
20. Assists in food drive for the needy.
21. Remains available to students and leaders as the need arises in making suggestions for more activities.
22. Performs other duties as directed by the Principal.

October 2004

TITLE: DHS Assistant Student Council Advisor
QUALIFICATIONS: Valid Teacher's Certificate
REPORTS TO: Building Principal(s)
JOB GOAL: To assist with organization and operation of Student Council, assist with coordination of activities, and guide student leaders

PERFORMANCE RESPONSIBILITIES:

1. Assists with campaign and election of Student Council officers, representatives and class officer – guiding officers in preparation of ballots, runoff, and voting.
2. Assists with coordination of all Student Council mixers, recruits chaperons, and works the door-collecting money.
3. Assists with coordination of concession stand for all J.V. football games and 7th, 8th, 9th grade games.; assists with money taken in.
4. Assists with coordination of Student Council assemblies.
5. Attends all student council meetings; assists and intervenes as necessary.
6. Helps with all preparation of Homecoming (football and basketball) including float decorating, parade and dances.
7. Assists with coordination of summer retreat before school begins for all members.
8. Assists with ordering and accepting money for Student council sweatshirts.
9. Assists with planning and coordinating teach appreciation activities.
10. Accompanies representatives to state convention and District meetings.
11. Assists with Christmas and Valentine candy-gram programs.
12. Assists with Twirp Week Activities.
13. Assists with Special Olympics (Student Council participation).
14. Assists with preparation for Student Council Banquet.
15. Assists in preparation of all Student Council report to the state level.
16. Assists in completion of applications for basic Student Council workshops.
17. Assists in meetings with officers as the need arises, including some summer meetings.
18. Assists with Coffee House.
19. Assists in food drive for the needy.
20. Performs other duties as directed by the Principal.

October 2004

TITLE: DHS Academic Coach
QUALIFICATIONS: Valid Teacher's Certificate who has interest in various academic disciplines.
REPORTS TO: Building Principal(s)
JOB GOAL: To encourage academic growth, school spirit, and organize a competitive team of student who will work together for the betterment of the team and the school

PERFORMANCE RESPONSIBILITIES:

1. Meets weekly with team members to practice game procedures.
2. Quizzes team members to strengthen knowledge in academic disciplines.
3. Supplies supplemental materials for study by team members.
4. Arranges competition in district, regional and state matches, as qualified.
5. Encourages academic growth for self-improvement.
6. Teaches rules of sportsmanship.
7. Expects team members to show respect for other team members/coaches, display sportsmanlike conduct and contribute to a team effort.
8. Teaches rules of sportsmanship.
9. Attends academic coaches' meetings to stay apprised of association rules and regulations.
10. Selects and recruits team members on basis of academic standing and personal interest by student.
11. Performs other duties as directed by the Principal.

October 2004

TITLE: DHS Newspaper Sponsor
QUALIFICATIONS: Valid Teacher's Certificate; endorsement to teach journalism
REPORTS TO: Building Principal(s)
JOB GOAL: To teach students to write in a journalistic style, to think critically about news stories, and to make editorial decisions about newspaper content. Students will experience the professional aspect of journalism through publication in the city newspaper. Staff will learn to work as a team.

PERFORMANCE RESPONSIBILITIES:

1. Teaches students to write in a journalistic style and to edit and revise their work.
2. Selects staff positions based on interest as well as qualifications.
3. Accepts full responsibility for the financial decisions of the newspaper activity account.
4. Supervises the planning of weekly issues of the newspaper. (Content and layout)
5. Ensures that deadlines are met for the printer.
6. Acts as a public relations liaison with the community.
7. Plans and implements enrichment activities such as field trips, journalism competitions, and special speakers or films.
8. Performs other duties as directed by the Principal.

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October 2004

TITLE: DHS Head Coach
QUALIFICATIONS: Valid teacher certificate; successful experience in sport(s); coursework in prevention and care of athletic injuries.
REPORTS TO: Athletic Director
JOB GOAL: The head coach is to coordinate the total program grades 7-12. He/she shall be directly responsible to the athletic director for all coaching duties and responsible to his/her principal for all teaching duties.

PERFORMANCE RESPONSIBILITIES:

1. Stays familiar with and follows the policies of OSSAA as set forth in their handbook.
2. Provides in-service training opportunities for staff.
3. Holds pre-season meeting with students to discuss philosophy of the program and inform them of responsibilities and regulations.
4. Supervises assistant coaches, assigns their respective duties and responsibilities.
5. Conducts staff meetings as necessary.
6. Reports to the athletic director for entire program in his sports (7-12).
7. Submits forms to the athlete as required by OSSAA and local school system. (Eligibility, roster, players' addresses, accident reports, Informed Consent, etc)
8. Observes and evaluates total program and make recommendations to athletic director.
9. Remains until all participants have left facilities, or designate a responsible person to remain.
10. Teaches sportsmanship and set an example of good moral and physical behavior.
11. Assumes responsibility for conduct and well being of all team members.
12. Attends professional meetings as necessary.
13. Attends coaches meetings and clinics for professional growth.
14. Works continually with athletic director and other coaches to upgrade total athletic program.
15. Encourages athletes to participate in all programs of the student's choice.
16. Issues, collects, inventories, and stores equipment.
17. Counsels all participants in decision-making, be it college choice, vocation, or daily problems. ENCOURAGES AND GUIDES
18. Attends athletic staff meetings; sees that pertinent information is relayed to coaching staff.
19. Assists athletic director when necessary in scheduling.
20. Evaluates and rates all officials and submits rating to OSSAA in timely manner.
21. Submits equipment request to athletic director for approval and disposition.
22. Assumes responsibility for public relations and the publicity (radio, TV, newspaper) of the activity through the athletic director. Works with Booster Club activities and communicate with parents.
23. Instructs participants in the need for reporting injuries to coaches immediately.
24. Implements procedures for handling injury situations.
25. Insures supervision of all activities related to the sport, including travel and supervision of athletes while traveling or staying overnight.
26. Participates in awards programs according to school procedure.
27. Attends other activities of the school as often as possible.
28. Attends contests in your sport played at home unless in direct conflict with your practice or game schedule (7-12).
29. Maintains contact with athletes when they participate in other activities.
30. Performs other such duties as may be required and/or assigned by athletic director and/or building principal.
31. Keeps accurate attendance records and devise and administer a policy for handling of excused, unexcused absences, and tardies.
32. Insures Informed Consent Program is implemented in your sport.
33. Informs athletic director of any additions to travel or dress policy
34. Serves as a member of the interview committee for selecting assistant coaches in their sport and for selecting head coaches in their sport at the middle school
35. Supervises summer program in sports: when appropriate.
36. Recommends officials to be hired to the Athletic Director.
37. Ensures that accurate statistics are available to the media and other interested parties, including area and state honor selection committees.
38. Cares for and maintains field used by specific sport programs when appropriate.
39. Performs other duties as directed by the Principal.

December 2004

TITLE: DHS Head Assistant Coach
QUALIFICATIONS: Valid teacher certificate; Athletic background; coursework in care and prevention of athletic injuries.
REPORTS TO: Head Coach , Athletic Director, Principal
JOB GOAL: To perform all duties assigned by the head coach, athletic director, and principal to the best of his/her abilities and in a professional manner.

PERFORMANCE RESPONSIBILITIES:

1. Attends meetings as necessary.
2. Attends coaches meetings and clinics for professional growth.
3. Attends and takes part in the in-service training provided by each head coach and Athletic Director.
4. Remains familiar with and follow the policies of the OSSAA.
5. Remains until all participants have left facilities or designate a responsible person to remain.
6. Teaches sportsmanship and sets an example of good moral and physical behavior.
7. Encourages athletes to participate in all programs of the students' choice.
8. Works continually with athletic director and other coaches to upgrade total athletic program.
9. Supports head coach and his/her program.
10. Attends home contests in sport you are working when at all possible (7-12).
11. Attends other activities of the school as often as possible.
12. Teaches fundamentals, techniques, etc., as directed by the head coach.
13. Assumes responsibility of assisting the head coach, under his/her supervision, in performing assigned responsibilities.
14. Performs such other duties as may be required and/or assigned by head coach, athletic director, or principal.
15. Assumes responsibility to Head Coach for organization development, and execution of off-season program, when assigned.
16. Assumes responsibility to head football coach as defensive coordinator of high school football team to include preparation and implementation of sound defensive package and game plan (week by Week), study of opponents tendencies on video and through computer printout, compiling of defensive statistics (team and individual).
17. Assumes responsibility to head football coach to conduct team meetings, staff meetings, and practice in the absences of the head football coach.
18. Provides defensive point of view to Booster Club and media during football season.
19. Represents program in absence of head coach at local, area, and state meetings, when appropriate.
21. Performs such other duties assigned by the head coach, athletic director, and/or principal.

December 2004

TITLE: DHS Assistant Coach
QUALIFICATIONS: Valid teacher certificate; Athletic background; coursework in care and prevention of athletic injuries.
REPORTS TO: Head Coach, Athletic Director, Principal
JOB GOAL: To perform all duties assigned by the head coach, athletic director, and principal to the best of his/her abilities and in a professional manner.

PERFORMANCE RESPONSIBILITIES:

1. Attends meetings as necessary.
2. Attends coaches meetings and clinics for professional growth.
3. Attends and takes part in the in-service training provided by each head coach and Athletic Director.
4. Remains familiar with and follows the policies of the OSSAA.
5. Remains until all participants have left facilities or designates a responsible person to remain.
6. Teaches sportsmanship and set an example of good moral and physical behavior.
7. Encourages athletes to participate in all programs of the students' choice.
8. Works continually with athletic director and other coaches to upgrade total athletic program.
9. Supports head coach and his/her program.
10. Attends home contests in sport you are working when at all possible (7-12).
11. Attends other activities of the school as often as possible.
12. Teaches fundamentals, techniques, etc., as directed by the head coach.
13. Assumes responsibility of assisting the head coach, under his/her supervision, in performing assigned responsibilities.
14. Performs such other duties assigned by the head coach, athletic director, and/or principal.

December 2004

TITLE: DHS Cheerleader/Coach
QUALIFICATIONS: Valid Teacher's Certificate; appropriate endorsement(s)
REPORTS TO: Building Principal(s) and Athletic Director
JOB GOAL: To advise and coach as experience allows high school age cheerleaders.
To administer P.E. grade to enable students who desire to receive credit.

PERFORMANCE RESPONSIBILITIES:

1. Attends all football games with varsity cheerleaders.
2. Attends all in town basketball games.
3. Organizes cheerleaders in preparing appropriate spirit signs for ballgames and other school events.
4. Attends all practice sessions both during classroom and outside school hours.
5. Plans and performs pep assemblies for school year.
6. Plans and implements homecoming ceremonies for both football and basketball.
7. Assists in planning and preparing locker decorations for all sports events and miscellaneous events.
8. Orders uniforms and supplies throughout the year.
9. Collects money whenever necessary for dues and orders.
10. Assists athletic director in preparing a cheerleading budget each year.
11. Provides spirit items and snacks for several events during the year.
12. Assists with sports banquet (Fall and Spring) decorations.
13. Attends sports banquet with cheerleaders.
14. Attends and presents awards (seniors and others) at awards assembly.
15. Advises all fund raisers and assists with collection of money and deposits.
16. Purchases corsages, roses, gifts for homecoming queens and candidates.
17. Plans and have pictures made of new cheerleaders and queen candidates.
18. Inventories and collects school uniforms yearly.
19. Collects purchase order requests for sale of personally owned uniform items.
20. Attends cheerleading course 1-hour daily, plus all extra practices and performances.
21. Advises or plans regular cleaning of uniforms, including the mascot.
22. Maintains cheerleading closet in good order with all items inventoried and stored.
23. Maintains records for orders and past business relations.
24. Maintains grade book listing merit performance and grades according to student handbook.
25. Performs such other duties assigned by the head coach, athletic director, and/or principal.

December 2004

TITLE: DHS Drill Team Instructor
QUALIFICATIONS: Valid Oklahoma Teaching Certificate
REPORTS TO: Director of Instrumental Music
JOB GOAL: To teach cooperation, leadership, creativity to win with a humble attitude, to lose with dignity. To be proud of the team they build. To be positive about themselves as talented young ladies. To encourage school spirit. To be a vital part of the band.

PERFORMANCE RESPONSIBILITIES:

1. Approves all routines and props.
2. Keeps all records of merits and demerits.
3. Takes team to all camps and clinics.
4. Takes team to all competitions including those with the band.
5. Attends all football games with the team and takes roll and watch for merits and demerits.
6. Makes prop plans for the half-time show.
7. Attends all practices.
8. Schedules performances not affiliated with school for civic organizations, etc... to represent DHS to our community.
9. Orders uniforms, props, accessories, and equipment.
10. Remains informed on knowledge of pulled muscles, sprains, etc. Must require proper warm up and cool downs.
11. Teaches responsibility.
12. Assumes responsibility for organizing school-approved fundraisers.
13. Attends all band booster meetings and gets parents involved in supporting the band and drill team.
14. Attends all games the when the drill team is performing.
15. Performs such other duties assigned by the director of instrumental music and/or the principal.

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