

TITLE: DMS Principal
QUALIFICATIONS: Valid Oklahoma Elementary or 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.

October 2004

TITLE: DMS Assistant Principal

QUALIFICATIONS: Valid Oklahoma Principal's Elementary or Secondary 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. Cooperates in the conducting of safety inspections and safety drill practice activities.
4. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
5. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
6. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
7. Performs such record-keeping functions as the principal may direct.
8. Assigns lockers.
9. Designs duty schedule.
10. Distribution and care of 2-way radios.
11. Performs other duties as requested by the building principal.

October 2004

TITLE: DMS Counselor
QUALIFICATIONS: Valid Oklahoma Teacher's Certificate with School Counselor endorsement; Bachelor's Degree; minimum of 2 years classroom teaching; Master's Degree in Counseling
REPORTS TO: Building Principal(s)
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. Enrolls and orientates of all new students. Initiates cumulative folder; orientation includes discussion of all school procedures, lunch program, transportation, discipline plan, school calendar; introduction to administrators and office staff, make-up work, etc. confer with principal and/or counselor of previous school if necessary.
2. Schedules pre-enrollment of all students to attend DMS the following academic year. Classroom visitations to all English classes to conduct completion of enrollment forms; in-depth discussion of curriculum and class placement requirements; explain elective choices; visitation Durant Intermediate School to pre-enroll in-coming 7th graders; follow-up to make certain enrollment forms are on file for next year for all currently enrolled students who will be at DMS the following year; assist high school counselors with pre-enrolling 8th graders for H.S.; tabulate all numbers for curriculum input as to class sections required (electives, acceleration, etc.)
3. Initiates and maintains all cumulative folders in a current and confidential manner. Prepares all cumulative folders of 8th graders for transfer to high school; collect, alphabetize, assimilate all records from Durant Intermediate School for inclusion in current files; reassign all cumulative records for students moving to next grade level.
4. Conducts counseling sessions for students either individual or group counseling time occurs at the request of the student, teacher, parent, counselor and/or principal/s. Counseling is currently preventive rather than crisis-directed.
5. Provides classroom guidance activities and/or visits upon request of faculty.
6. Works with librarian to provide up-to-date career and guidance materials for use by students and/or faculty.
7. Coordinates special programs offered by the school and community. Examples: PEER Mediation; President's Club/SOSU activities; D.A.R.E. visitation program; SAP.
8. Tabulates and prepares Honor Roll each semester, grades 7 & 8.
9. Sees that all earned grades of students, grades 7 & 8 are available within the cumulative folder.
10. Serves as a member of the school placement team for special needs students.
11. Works with all social agencies and state schools as regards all students' best interests
12. Serves on professional committees as needed.
13. Assists faculty with interpretation, evaluation and understanding of all students' records; determine best possible initial class placement for all students.
14. Confers with parents on all student-related matters; do progress reports as requested; set up and participate in teacher/parent conferences.
15. Copies and prepares for mailing all students' records for requesting schools. Request all needed records from students' pervious schools with accurate request forms and dates.
16. Initiates pre-referral and referral procedures for screening new special needs students.
17. Assists in first-aid matters when nurse is not available.
18. Dispenses all students' prescription medication when nurse is not available.
19. Keeps faculty apprised of special health, personal, psychological and/or emotional needs of individual students.
20. Performs other duties as requested by the building principal.
21. Coordinates ALL TESTING PROGRAMS, grades 7 & 8. Test coordination includes (currently) ~~HBBS~~, CRT Mult. Ch. grades 7 & 8; WRITING TEST, grade 8; EXPLORE Test, grade 8; assignment of testing sites for all teachers and students; instruction of testing procedures for faculty and monitors; assist Principal in establishing test schedule; assure that special documentation is on file for testing or for special needs children; collect and compile each grade level (7 & 8) test materials; distribute materials to teachers; prepare proper security forms for scoring; upon receiving test results, prepare folders for all testing reports, grades 7 & 8 , separate, distribute and file each student's testing reports; make testing reports available for teachers; assist in the interpretation of test scores to students, faculty and parents; utilize test results for correct student placement.
22. Coordinates 8th graduation exercises
23. Assists with Awards Assembly' tabulate and prepare all information for 8th grade HONOR GRADUATES; PRESIDENTIAL ACADEMIC FITNESS AWARDS; MASONIC AWARDS; other awards as needed.
24. Assists Principal/s as needed
25. Coordinates student schedule changes.
26. Accepts responsibility when needed by students, faculty, parents and/or administrators.
27. Performs other duties as requested by the building principal.

October 2004

TITLE: DMS 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.
14. Weeds obsolete and worn materials from the collections.
15. Manages current in-use student computer programs in reading and math.
16. Manages and schedules student computer lab.
17. Manages and schedules wireless computer lab.
18. Maintains laminator and responsible for laminating projects.
19. Oversees individualized computer training for teachers.
20. Installs programs on computers and troubleshoots as needed.
21. Assists teachers with computer and software issues as requested.
22. Supervises the clerical routines necessary for the smooth operation of the library.
23. Performs other duties as requested by the building principal.

October 2004

TITLE: DMS Gifted Education Coordinator
QUALIFICATIONS: Valid Oklahoma Teaching Certificate appropriate to grade levels served; state requirement: yearly in-service training.
REPORTS TO: Building Principal(s)
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/non-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 in gifted education as designated by the Oklahoma State Department of Education.
12. Coordinates and monitors staff who conduct special program options (i.e. Duke TIP Program, spelling bee, 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: DMS 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 requested by the building principal.

October 2004

TITLE: DMS 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 requested by the building principal.

October 2004

TITLE: DMS Gifted Education Teacher
QUALIFICATIONS: Valid Oklahoma teaching certificate appropriate for middle school instruction; in-service training, workshops, college training designed to educate/assist the individual in the area of gifted education
REPORTS TO: Middle School Principal
JOB GOAL: To assure that all students identified as Gifted and/or Talented are served in accordance with state law and district policy

JOB RESPONSIBILITIES:

1. Acts as advocate for Gifted/Talented students with the faculty, administration, parents, and the community.
2. Knows and disseminates among the faculty research information regarding the commonly found strengths and weaknesses of gifted students and assists in providing differentiated instruction for these students.
3. Encourages student strengths and helps alleviate student weaknesses.
4. Keeps up-to-date records on all identified students, including talent areas as demonstrated on achievement tests, in accordance with confidentiality requirements.
5. Works in conjunction with the Assistant Principal and Counselor to assure that student schedules coincide with talent area identification.
6. Prepares a list of Gifted/Talented students for the Superintendent.
7. Prepares the DMS portion of the annual count for the State Department of Education.
8. Screens all students' achievement and cognitive ability test results to identify students for placement.
9. Recommends students for testing upon referral by parents, students, teachers, and peers and secures parental permission for individual testing.
10. Notifies parents of test results when received.
11. Notifies parents on an annual basis concerning the nature of the Gifted/Talented program and secures annual permission for participation.
12. Maintains awareness of current state law regarding identification and serving identified students and shares that information with other school personnel.
13. Enlists the help of other teachers in serving Gifted/talented students so that the program is as inclusive and positive as possible.
14. Works with the district office to revise policy in accordance with changes in state law.
15. Coordinates the school Spelling Bee and other academic competitions as directed by the school principal.
17. Presents awards at the annual awards assembly at the end of school.
18. Screens sixth grade achievement test results to determine eligibility of seventh grades for participation in the Duke TIP program, contracts parents of eligible students, supplies them with the necessary forms to register for the SAT or ACT.
10. Writes letters of recommendation for students applying for special summer programs, camps, and colleges.
11. Performs other duties as requested by the building principal.

October 2004

TITLE: DMS 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 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. 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 requested by the building principal.

October 2004

TITLE: DMS 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 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 and attendance 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: DMS Career Technology Education Teacher

QUALIFICATIONS: Valid Oklahoma Teaching Certificate (Vocational Endorsement)
REPORTS TO: Building Principal
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 teacher, 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 that 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 vocational 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 course 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. Performs other duties as requested by the building principal.

October 2004

TITLE: Coordinator of Instrumental Music / DMS & DIS
QUALIFICATIONS: Valid Oklahoma Teacher's Certificate; appropriate endorsements
REPORTS TO: Building Principal(s)
JOB GOAL: To develop in each student an appreciation of the art of music as a part of general culture; to teach techniques of instrumental music expression; to discover talents of students in the field of music; to teach appropriate practice and playing habits; to teach correct hand positions, embouchure and posture for each instrument; to prepare students for high school band.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates the instrumental program 6th through 8th grades.
2. Assists in all aspects of instrumental music at the high school.
3. Accepts responsibility for or assists in all performances of the intermediate school, middle school and high school bands.
4. Teaches skills and fundamentals of instrumental music for 6th, 7th, and 8th grades.
5. Instructs students in citizenship and basic subject matter as relates to instrumental music.
6. Plans a balanced music program and organizes daily class time so that preparation, rehearsal and instruction can be accomplished with a minimum of out side rehearsals.
7. Provides individual and small group instruction.
8. Utilizes repertoire of all types of music literature that are appropriate for the ages and skill levels of students.
9. Controls storage and use of district-owned properties, maintain and repair equipment as needed.
10. Establishes standards of student behavior to provide a productive environment during rehearsals, performances, contest, etc.
11. Evaluates each student's musical growth and performance and assesses each student's contribution to a performance.
12. Selects and requisition books musical instruments an instructional aids, maintain inventory records.
13. Creates and maintains a good music library.
14. Communicates with parents and school counselors on student's progress.
15. Identifies student needs and cooperate with other professional staff in assessing and helping students solve health, attitude, and learning problems.
16. Cooperates with school administration in providing musical programs.
17. Supervises students in out-of-class activities as scheduled such as concerts, contests, clinics, etc.
18. Participates in curriculum and other developmental programs including professional organizations such as OMEA, MENC, SEOBOA, etc.
19. Participates in faculty meetings and sponsorships of student activities as it pertains to instrumental music.
20. Maintains professional competence through in-service education provided by the district and in self-selected professional growth activities related to music.
21. Cooperates with the principal or his/her designee.
22. Performs other duties as requested by the building principal.

October 2004

TITLE: DMS Vocal Music
QUALIFICATIONS: Valid Teacher's Certificate; with 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 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 other duties as requested by the building principal.

October 2004

TITLE: DMS Student Council Advisor
QUALIFICATIONS: Valid Oklahoma Teacher's Certificate; willingness to work with students; encourage leadership
REPORTS TO: Building Principal(s)
JOB GOAL: To promote student involvement in school related affairs

PERFORMANCE RESPONSIBILITIES:

1. Makes teacher sacks for back to school and help with enrollment.
2. Organizes 6th grade election, handout applications, type up a list of eligible students, and have only 6th graders vote for the new members, tally wall the votes and post new members.
3. Conducts 10 officer meetings throughout the year.
4. Conducts 10 student council meetings throughout the year.
5. Designs and orders Student Council t-shirts and sweatshirts; collects money; distributes shirts.
6. Sells candy grams and carnations for Valentine's Day; makes the candy and flower grams; orders the products.
7. Attends the state convention with student council officers.
8. Collects food for the food drive for a week and a half. Divide up the food and deliver to chosen families in November.
9. Collects Toys for Tots for a week in December.
10. Arranges a trip to Four Seasons Nursing Home to sing Christmas carols, visiting with and presenting treats to the residents.
11. Organizes the end- of-school year election of new class representatives. Distributes applications; from completed applications selects all eligible students; compiles a list for voting; counts votes; and post the winners.
12. Conducts beginning-of-school year election of officers from previously elected representatives.
12. Participates in community service events as able.
13. Assists with 8th grade promotion activities as needed.
14. Performs other duties as requested by the building principal.

October 2004

TITLE: DMS Annual Sponsor
QUALIFICATIONS: Valid Oklahoma Teacher's Certificate; ability to take pictures
REPORTS TO: Building Principal(s)
JOB GOAL: To put together a completed yearbook, photos, layouts, copy by the deadline

PERFORMANCE RESPONSIBILITIES:

1. Accepts responsibility to take photos of school functions, groups, activities, etc.
2. Puts out sales letter and collection envelopes - collect money (record sales and write receipts)
3. Meets with publisher representative and set up contract, deadlines, pick yearbook cover, etc.
4. Purchases film, take photos, has film developed.
5. Accepts responsibility for maintenance of camera, flash, etc.
6. Types names, headlines, etc. for layouts.
7. Compiles engraved list and checks names for correct spelling.
8. Assures the final product is virtually error free and mailed by deadline.
9. Assures delivery of each order.
10. Performs other duties as requested by the building principal.

October 2004

TITLE: DMS After-School Detention Supervisor
QUALIFICATIONS: 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 detention during prescribed hours.
2. Keeps a record of attendance.
3. Reports to administration confirming attendance or absence of assigned students.
4. Maintains discipline in detention hall.
5. Keeps the room quiet.
6. Encourages students to work at all times.
7. Punishes students who fail to show up for detention as determined by administration.
8. Adds one day of detention to students who fail to bring work with them.
9. Adds one day of detention to students who fail to follow detention rules.
10. Informs students in advance if detention will not meet.
11. Performs other duties as requested by the building principal.

October 2004

TITLE:	Coordinator of DMS Athletics
QUALIFICATIONS:	Valid teacher certification
REPORTS TO:	District Athletic Director and Assistant Superintendent/Special Programs
SUPERVISES:	Coaches and others involved in the middle school athletic programs, assisted by Principals when needed
JOB GOAL:	To provide for overall leadership and coordination among the various sports at DMS to facilitate programs that provide youngsters worthwhile learning experiences

PERFORMANCE RESPONSIBILITIES:

1. Responsible to the Superintendent of Schools and the Board of Education for compliance with Title IX.
2. Responsible to the Superintendent of Schools and works in consultation with the Assistant Superintendent, District Athletic Director, and/or Principal in supervising the athletic 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. Observes and evaluates coaches sufficiently in order to make future recommendations in terms of job expectancies and to make recommendations.
5. Assists in the selection of new coaches.
6. Responsible for all recommendations for the addition of adequate facilities.
7. Supervises all athletic facilities and schedules practice use and recommends maintenance repairs.
8. Responsible for the development of DMS interscholastic game schedules.
9. Responsible for contracting all game officials.
10. Seeks and finds ways for supporting and financing the DMS athletic programs.
11. Makes arrangements for all DMS interscholastic events, such as transportation, lodging and meals, when required.
12. Receives equipment quotations from authorized coaches, requisitions and/or purchases equipment and supplies for DMS athletic programs.
13. Attends all DMS home athletic contests and/or arranges for proper supervision by administrative personnel at home and/or away athletic contests.
14. Informs visiting teams and officials of the pertinent details of their participation (i.e., time schedule, dressing facilities, etc.).
15. Responsible, along with site principal and after consultation with the Head Coach, for the cancellation or postponement of DMS athletic contests caused by specific conditions that would prevent these contests from taking place.
16. Supervises public address system operations at various DMS home athletic events.
17. Maintains permanent file of DMS players' medical examinations, insurance forms, records, consent forms, payments, etc.
18. Supervises, services, and maintains records for all vending machines operated by the DMS athletic program.
19. Maintains permanent records of each DMS sport, such as wins-losses, outstanding records, letter-athletes, etc.
20. Maintains a file of all DMS athletic suspensions and expulsions from teams in regard to giving each DMS athlete "due process."
21. Responsible for determining scholastic eligibility of all DMS candidates for athletic teams on a semester basis for certifying their eligibility on the proper state forms.
22. Responsible for game management of all DMS home interscholastic contests and, when admission is charged, responsible for the safekeeping and deposit of gate receipts.
23. Provides for the cleaning, repair and storage of all DMS athletic equipment and maintains a perpetual inventory of all DMS athletic equipment.
24. Manages, supervises plans, and prepares payroll for the work-schedule of DMS athletic work staff.
25. Devises a reasonable and equitable program for the utilization of the concession stands at DMS.
26. Responsible for athletic physical examinations for DMS athletes in accordance with OSSAA requirements.
27. Serves as school liaison to parent support groups and booster clubs.
28. Serves as liaison between DMS coaches and the Athletic Booster Club.
29. Constantly evaluates the program, seeking ways to improve DMS interscholastic athletics.
30. Acts as consultant to the administration and coaching personnel on matters pertaining to the DMS athletic programs.
31. Presents recommendations for changes in DMS athletic policy to the District Athletic Director.
32. Performs other duties as requested by the athletic director and/or assistant superintendent.

December 2004

TITLE: DMS Head Coach

QUALIFICATIONS: Valid teacher certificate; successful experience as high school coach; 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. Maintains 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. ENCOURAGE AND GUIDE
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. Be involved in 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. Ensures 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. Ensures Informed Consent Program is implemented in your sport.
33. Informs athletic director 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 and maintains field used by specific sport programs when assigned.
39. Performs other duties as requested by the athletic director.

December 2004

TITLE: DMS Assistant Coach
QUALIFICATIONS: Valid teacher certificate; Athletic background; coursework in care and prevention of athletic injuries.
REPORTS TO: Head Coach through head coach to athletic director
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 designate 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 other duties as requested by head coach, athletic director, or principal.

December 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