

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTIONS
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ADMINISTRATION

1. **Superintendent**
2. **Assistant Superintendent**
3. **Principal**
4. **Assistant Principal**
5. **Summer School Principal**
6. **Dean of Students**

COORDINATORS (STONE)

1. **Activities Coordinator**
2. **Safety Coordinator (ALE)**
3. **Director of Learning Services**
4. **Assessment Coordinator***
5. **LEA Supervisor (SPED)**
6. **Curriculum Coordinator***
7. **Early Childhood Coordinator***
8. **Federal Program Coordinator**
9. **Finance Coordinator**
10. **Food Service Coordinator**
11. **Maintenance Coordinator**
12. **Summer School Coordinator**
13. **Technology Coordinator**
14. **Transportation Coordinator**
15. **CTE Coordinator**
16. **Grant Writer**
17. **Vocational Coordinator/Bookkeeper**

INSTRUCTIONAL STAFF (HAYDEN)

1. **ALE Head Teacher**
2. **ALE Teacher**
3. **Band Director**
4. **Counselor**
5. **Department Heads**
6. **Librarian**
7. **Teacher**
8. **Teacher/Cadre Member**
9. **Substitute Teacher**
10. **Vocational Instructor**
11. **Pre-School Lead Teacher**
12. **Gifted and Talented Facilitator**

PARAPROFESSIONALS (HAYDEN)

1. District Aide
2. Nurse
3. Paraprofessional
4. Title I Instructional Assistant

CLERICAL (STONE)

1. General Business Manager
2. Assistant Bookkeeper
3. Title I Bookkeeper
4. Part Time Bookkeeper
5. Secretary
6. Secretary, Superintendent
7. Secretary, Assistant Superintendent

SECURITY (HAYDEN)

1. School Resource Officer
2. Security Monitor
3. Security Officer

FEDERAL PROGRAMS/ESA (STONE)

1. Federal Programs Coordinator
2. Paraprofessional
3. Academic Coach
4. Title I Lab Coordinator
5. Title I Resource Center and Activity Coordinator
6. Title I Records/Media Coordinator/Secretary
7. Technology Assistant
8. Behavior Support Specialist

ACCOUNTABILITY PROGRAM (HAYDEN)

- A-1. Accountability Program Coordinator
- A-2. District Wide Accountability Specialist-Language
- A-3. District Wide Accountability Specialist-Math
- A-4. Instructional Specialist-Whitten Elementary
- A-5. Instructional Specialist-Strong Elementary
- A-6. Instructional Support Specialist District Level
- A-7. Instructional Specialist-Lee Sr. High

COACHES (STONE)

1. Coaches
2. Head Jr. Basketball and 7th Grade Football
3. Head Senior High Football
4. Head Senior High Boys Basketball
5. Head Senior High Boys Track and Assistant Sr. Football
6. Head Senior Girls Basketball and Jr. Girls Volleyball
7. Head Jr. Football and Head Jr. Boys Track
8. Assistant Sr. Football and Assistant Sr. Boys Basketball
9. Assistant Sr. Football and Head Jr. Girls Basketball
10. Head Sr. Girls Volleyball and Head Sr. Girls Track
11. Assistant Jr. Football and Head Jr. Girls Track
12. Assistant Jr. Football and Assistant Jr. Boys Track

EARLY CHILDHOOD (HAYDEN)

1. Early Childhood Coordinator
2. Hippy Paraprofessional
3. ABC Teacher
4. Even Start Teacher

VOCATIONAL (HAYDEN)

1. Vocational Director (Coordinator)
2. Secretary/Youth Apprenticeship/Work Based Learning Program
3. Agriculture Instructor
4. Vocational Instructor

TRANSPORTATION (HAYDEN)

1. Transportation Coordinator
2. Bus Aide
3. Bus Driver
4. Mechanic
5. Mechanic Helper

MAINTENANCE

1. Maintenance Coordinator
2. Custodian
3. Skilled Worker - Carpenter
4. Skilled Worker- Electrician
5. Skilled Worker-Plumber
6. Electrician Apprentice
7. Electrician Apprentice
8. Maintenance Worker I

**LEE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
SUPERINTENDENT OF SCHOOLS**

QUALIFICATIONS:

- Must meet the full requirements for Superintendent certification for the State of Arkansas.

REPORTS TO:

- Board of Education

SUPERVISES:

- All administrative and supervisory personnel of the district.

POSITION SUMMARY:

The Superintendent of Schools serves as the Executive Officer of the Board of Education and has executive authority over the school system in accordance with the policies of the Board, the laws of the State of Arkansas, and federal regulations. The Superintendent is responsible for the overall supervision and administration of the school district, including instructional programs and services, personnel leadership, business and fiscal operations, school facilities management, pupil transportation, record-keeping, and community relations.

CRITICAL TASK AREAS:

1. Instruction and Curriculum Development

- Formulates curriculum objectives.
- Determines curriculum content and organization.
- Aligns curriculum with available time, facilities, and personnel.
- Provides necessary materials, resources, and equipment.
- Supervises instructional practices.
- Implements in-service training for instructional personnel.

2. Pupil Personnel

- Maintains child accounting and attendance records.
- Establishes orientation programs for students.
- Oversees counseling and health services.
- Develops educational and occupational guidance programs.
- Implements procedures for student assessment and progress tracking.
- Establishes disciplinary procedures and intervention programs.
- Develops and coordinates extracurricular activities.

3. Community-School Leadership

- Engages with the community to understand its needs and resources.
- Identifies opportunities for community improvement through education.
- Assesses and enhances the school's impact on the community.
- Develops initiatives for social improvement, such as reducing delinquency and fostering inclusivity.
- Coordinates with community agencies to enhance educational services.

4. Staff Personnel

- Develops and implements staff policies.
- Recruits, selects, and assigns personnel.
- Supports staff welfare, including benefits and working conditions.
- Maintains personnel records.
- Encourages and provides opportunities for professional growth.

5. School Facilities Management

- Assesses physical plant needs and resources.
- Plans for the development and maintenance of school facilities.
- Implements effective facility maintenance and operation programs.

6. School Transportation

- Assesses transportation needs and conditions.
- Manages procurement and maintenance of transportation equipment.
- Ensures safety and efficiency in transportation services.
- Adheres to legal transportation requirements.

7. Organization and Structure

- Establishes relationships with local, state, and federal agencies.
- Works with the Board of Education on policy formulation.
- Determines operational units within the district.
- Develops staff structures to support educational objectives.
- Engages lay and professional groups in educational planning.

8. School Finance and Business Management

- Organizes and oversees business operations.
- Identifies revenue sources and formulates financial plans.
- Develops and manages the district budget.
- Administers purchasing, accounting, and insurance programs.
- Ensures efficient use of financial and physical resources.

PERFORMANCE EXPECTATIONS:

- Uphold ethical leadership and decision-making.
- Maintain clear communication with stakeholders.
- Foster a culture of continuous improvement in education.
- Demonstrate fiscal responsibility and resource management.
- Advocate for student achievement and staff development.
- Ensure compliance with all legal and regulatory requirements.

This job description outlines the essential functions and expectations for the Superintendent of Schools at Lee County School District No. 1. The Superintendent plays a vital role in shaping the educational landscape and fostering a positive learning environment for students and staff alike.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

Meets the full requirements for Superintendent certification for the State of Arkansas.

REPORTS TO:

Board of Education.

SUPERVISES:

All administrative and supervisory personnel of the district.

POSITION SUMMARY:

The Superintendent of Schools shall serve as Executive Officer of the Board of Education and, subject to the policies adopted by the Board of Education, the laws of the state of ARKANSAS and the Federal Government, shall have executive authority over the school system and the responsibility for its supervision. Responsibilities include general administration, instructional programs and services, personnel leadership and supervision, business and fiscal operations, school facilities management, pupil transportation, record keeping and reporting, and community relations.

CRITICAL TASK:

1. Critical Task Area: Instruction and Curriculum Development
 - a. Providing for the formulation of curriculum objectives
 - b. Providing for the determination of curriculum content and organization
 - c. Relating the desired curriculum to available time, physical facilities, and personnel
 - d. Providing materials, resources, and equipment for the instructional program
 - e. Providing for the supervision of instruction
 - f. Providing for in-service education of instructional personnel
2. Critical Task Area: Pupil Personnel
 - a. Initiating and maintaining a system of child accounting and attendance
 - b. Instituting measures for the orientation of pupils
 - c. Providing counseling services
 - d. Providing health services
 - e. Providing for individual inventory service
 - f. Providing occupational and educational information services
 - g. Providing placement and follow-up services for pupils
 - h. Arranging systematic procedures for the continual assessment and

interpretation of pupil growth (social behavior, academic progress, physical and emotional development, etc.)

- i. Establishing means of dealing with pupil irregularities (critical disciplinary problems truancy, etc.)
- j. Developing and coordinating pupil activity programs

3. Critical Task Area: Community-School Leadership

- a. Helping provide an opportunity for a community to recognize its composition (formal and informal groups, population characteristics, socioeconomic trends, economic base, power structure) and understand its present social policy (directions, beliefs, aims, objectives, operating procedures)
- b. Assisting a community to identify its potential for improvement through the use of natural and human resources (climate, topography, number of people, channels of communication, social agencies, institutions, values, and beliefs)
- c. Determining the educational services the school renders and how such services are conditioned by community forces
- d. Helping to develop and implement plans for the improvement of community life (amelioration of race tensions, improving equal opportunities, reducing delinquency better recreational facilities, etc.)
- e. Determining and rendering services which the school can best provide in community improvement with and through the cooperation of other agencies
- f. Making possible the continual re-examination of accepted plans and policies for community improvement with particular reference to the services which the schools are rendering.

4. Critical Task Area: Staff Personnel

- a. Providing for the formulation of staff personnel policies
- b. Providing for the recruitment of staff personnel
- c. Selecting and assigning staff personnel
- d. Promoting the general welfare of the staff (tenure, retirement, insurance, sick leave, living conditions, morale, etc.)
- e. Developing a system of staff personnel records
- f. Stimulating and providing opportunities for professional growth of staff personnel

5. Critical Task Area: School Plant

- a. Determining the physical plant needs of the community and the resources which can be marshaled to meet those needs
- b. Developing a comprehensive plan for the orderly growth and improvement of school plant facilities
- c. Initiating and implementing plans for the orderly growth and improvement of school plant facilities
- d. Developing an efficient program of operation and maintenance of the physical plant

6. Critical Task Area: School Transportation

- a. Determining school transportation needs and conditions (roads, location of schools, etc.) under which transportation services must be rendered
- b. Procuring equipment and supplies through approved methods of purchase and contract
- c. Organizing and providing an efficient system of school transportation maintenance
- d. Providing for the safety of pupils, personnel, and equipment
- e. Developing an understanding and use of the legal provisions under which the transportation system operates

7. Critical Task Area: Organization and Structure

- a. Establishing working relationships with local, state, and federal agencies to provide services needed by the school system
- b. Working with the board of education in the formulation of public school policy and plans
- c. Designating appropriate operational units within the school system (including sizes of schools by grades, attendance areas, etc.)
- d. Developing a staff organization as a means of implementing the educational objectives of the school program
- e. Organizing lay and professional groups for participation in educational planning and other educational activities

8. Critical Task Area: School Finance and business Management

- a. Organizing the business staff
- b. Determining sources of school revenue
- c. Formulating a salary schedule
- d. Preparing the school budget
- e. Administering capital outlay and debt service
- f. Administering school purchasing
- g. Accounting for school monies
- h. Accounting for school property (buildings, equipment, buses, etc.)
- i. Providing for a school insurance program
- j. Providing a system of internal accounting

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
ASSISTANT SUPERINTENDENT
(ASSOCIATE SUPERINTENDENT)

The Assistant Superintendent is directly responsible to the Superintendent of Schools and assists the Superintendent in all areas of administering the school district. Daily interaction between the two persons allows for common understanding of problems, priorities, and progress. The Assistant Superintendent directs the activities of others in accordance with the decisions and preferences of the Superintendent. During the disability or absence of the Superintendent from the school district, the Assistant Superintendent acts as chief executive officer of the school board and as administrative head of the school district. The duties of this position require a twelve month contract period. Special qualifications include a high level of both managerial and research skills.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

1. Administers personnel functions of recruitment, selection, employment, assignment, and development.
2. Coordinates overall planning and assessment efforts for instruction and management in the school system.
3. Conducts research and analysis needed in administrative problem solving.
4. Provides coordination of subordinate staff in working toward objectives.
5. Supervises the development of funding proposals and ensures that new programs or projects are well coordinated within the total school program.
6. Provides direction in evaluating the effectiveness of the various aspects of the school program.
7. Maintains productive working relationships as liaison with funding and regulatory agencies of government.
8. Prepares drafts of policies and regulations for the board and Superintendent.
9. Assists the Superintendent in preparing and submitting reports and recommendations to the board.
10. Assumes responsibility for executing specific activities or projects deemed to be priorities by the Superintendent.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT

The Administrative Assistant is directly responsible to the Superintendent of Schools and assists the Superintendent in all areas of administering the school district. Daily interaction between the two persons allows for common understanding of problems, priorities, and progress. The Administrative Assistant directs the activities of others in accordance with the decisions and preferences of the Superintendent. During the disability or absence of the Superintendent from the school district, the Administrative Assistant acts as chief executive officer of the school board and as administrative head of the school district. The duties of this position require a twelve-month contract period. Special qualifications include a high level of both managerial and research skills.

1. Administers personnel functions of recruitment, selection, employment, assignment, and development.
2. Coordinates overall planning and assessment efforts for instruction and management in the school system.
3. Conducts research and analysis needed in administrative problem solving.
4. Provides coordination of subordinate staff in working toward objectives.
5. Supervises the development of funding proposals and ensures that new programs or projects are well coordinated within the total school program.
6. Provides direction in evaluating the effectiveness of the various aspects of the school program.
7. Maintains productive working relationships as liaison with funding and regulatory agencies of government.
8. Prepares drafts of policies and regulations for the board and Superintendent.
9. Assists the Superintendent in preparing and submitting reports and recommendations to the board.
10. Assumes responsibility for executing specific activities or projects deemed to be priorities by the Superintendent.
11. Oversees the purchase of textbooks.
12. Supervises the staff evaluations.
13. Handles all personnel dealings.
14. Acts as the district's student hearing officer.
15. Supervises the editing of the student handbook.
16. Serves on the Personnel Policy Committee.
17. Acts as the liaison between the district and Legal Services-Jesse Daggett-Kristen Gould-Paul Blume.
18. Monitors ADE licensure.
19. Administers Personnel absences, leave, vacations, etc.
20. Post Notices of Vacancy.

- 21. Organizes summer school.**
- 22. Make necessary board presentations.**
- 23. Monitors the district's ACSIP-Curriculum-Instruction.**
- 24. Develops the district's school calendar.**
- 25. Acts as the district's grievance hearing officer.**
- 26. Monitors the early childhood program.**
- 27. Updates the Job Description manual.**
- 28. Supervises Home School procedures.**
- 29. Develops and approves administrators PGP-IIP.**
- 30. Coordinates the Leadership Institute.**
- 31. Coordinates substitute teachers.**
- 32. All other duties required by the superintendent.**

JOB DESCRIPTION PRINCIPAL

QUALIFICATIONS:

- Must meet Arkansas Department of Education Certification requirements.

REPORTS TO:

- Superintendent

SUPERVISES:

- Staff members designated by the Superintendent.

POSITION SUMMARY:

The Principal provides leadership, supervisory, and administrative skills necessary to promote the educational development of each student. The Principal ensures an effective learning climate, directs school activities, and manages school operations, including budgeting, curriculum development, staff supervision, and student discipline.

CRITICAL TASK AREAS:

1. Instructional Leadership

- Establish and maintain an effective learning climate in the school.
- Lead in the development, implementation, and monitoring of the instructional program.
- Assist in curriculum development, revision, and evaluation.
- Supervise the guidance program to enhance student education and development.

2. School Administration

- Plan, organize, and direct implementation of all school activities.
- Keep the Superintendent informed of school administration and instruction.
- Make recommendations concerning school policies, procedures, and instruction.
- Prepare and administer the school budget and supervise school finances.
- Supervise the maintenance of all required building records and reports.
- Ensure compliance with district policies and administrative regulations.

3. Student Management

- Maintain high standards of student conduct and enforce discipline as necessary.
- Establish and maintain proper student conduct guidelines.
- Assume responsibility for student attendance, conduct, and overall well-being.
- Maintain active relationships with students and parents.
- Attend special events recognizing student achievements and school-sponsored activities.

4. Staff Supervision and Development

- Supervise all professional, paraprofessional, administrative, and support personnel.
- Assist in the recruiting, screening, hiring, training, assigning, and evaluating of school staff.
- Supervise the school's teaching process and approve the master teaching schedule.
- Conduct staff meetings as necessary for the proper functioning of the school.
- Support staff professional growth through in-service orientation and training.

5. School Operations and Safety

- Assume responsibility for the safety and administration of the school plant.
- Supervise the daily use of school facilities for both academic and non-academic purposes.
- Plan and supervise fire drills, tornado drills, and emergency preparedness programs.
- Provide for adequate inventories of school property and ensure security and accountability.

6. Community and Public Relations

- Establish and maintain relationships with local community groups and individuals.
- Interpret and enforce district policies while fostering support for school objectives.
- Make arrangements for parent-teacher conferences and respond to requests for information.
- Represent the school in professional and community organizations.

TERMS OF EMPLOYMENT:

- Twelve-month year, Type E 235-day contract.

EVALUATION:

- Performance will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1" JOB DESCRIPTION PRINCIPAL

QUALIFICATIONS:

- 1. Meet Arkansas Department of Education Certification requirements**

REPORTS TO:

[Superintendent/assistant superintendent.]

SUPERVISES:

[Staff members designated by the superintendent.]

JOB GOAL:

To use leadership, supervisory, and administrative skills to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

- 1. Establish and maintain 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 administration and instruction.**
- 4. Makes recommendations concerning the school's administration and instruction.**
- 5. Prepares and administers the school budget and supervises school finances.**
- 6. Supervises the maintenance of all required building records and reports.**
- 7. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.**
- 8. Works with various members of the central administrative staff on school problems of more than in-school import, such as transportation and special services.**
- 9. Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.**
- 10. Maintains active relationships with students and parents.**
- 11. Interprets and enforces district policies and administrative regulations.**
- 12. Budgets school time to provide for the efficient conduct of school instruction and business.**
- 13. Leads in the development, determination of appropriateness, and monitoring of the instructional program.**
- 14. Schedules classes within established guidelines to meet student needs.**
- 15. Assists in the development, revision, and evaluation of 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 to due process rights of students.**
- 18. Establishes guides for proper student conduct and maintaining student discipline.**
- 19. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions, and athletic events.**
- 20. Maintains and controls the various local funds generated by student activities.**
- 21. Supervises the maintenance of accurate records on the progress and attendance of students.**
- 22. Assumes responsibility for the attendance, conduct, and maintenance of health of students.**
- 23. Assumes responsibility for his or her own professional growth and development through membership and participation in the affairs of professional organizations; attendance at regional, state, and national meetings; and enrollment in advances sources.**
- 24. Keeps abreast if 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.**
- 25. Supervises all professional, paraprofessional, administrative, and support personnel attached to the school.**
- 26. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.**
- 27. Supervises the school's teaching process.**
- 28. Approves the master teaching schedule and any special assignments.**
- 29. Orients newly assigned staff members and assists in their development, as appropriate.**
- 30. Evaluates and counsels all staff members regarding their individual and group performance.**
- 31. Conducts meetings of the staff as necessary for the proper functioning of the school.**
- 32. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructional.**

- 33. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.**
- 34. Makes arrangements for special conferences between parents and teachers.**
- 35. Assumes responsibility for the safety and administration of the school plant.**
- 36. Supervises the daily use of the school facilities for both academic and nonacademic purposes.**
- 37. Plans and supervises fire drills, tornado drills, and an emergency preparedness program.**
- 38. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.**
- 39. Provides for adequate inventories of school property and for the security and accountability for that property.**
- 40. Supervises all activities and programs that are outgrowths of the school's curriculum.**
- 41. Supervises and evaluates the school's extracurricular program.**
- 42. Participates in principal's meetings, negotiations meetings, and such other meetings as are required or appropriate.**
- 43. Serves as an ex officio member of all committees and councils within the school.**
- 44. Cooperates with college and university officials regarding teacher training and preparation.**
- 45. Responds to written and oral requests for information.**
- 46. Assumes responsibility for all official school correspondence and news releases.**
- 47. Establishes and maintains 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.**
- 48. Serves as a member of such committees and attends such meetings as directed by the superintendent.**

- 49. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.**

TERMS OF EMPLOYMENT:

Twelve-month year. Type E 240 day contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**JOB DESCRIPTION
ASSISTANT PRINCIPAL**

QUALIFICATIONS:

1. Meets Arkansas Department of Education Certification Requirements.
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**REPORTS TO:
Principal**

**SUPERVISES:
Staff members designated by the principal.**

**JOB GOAL:
To assist the principal in providing schoolwide leadership and to learn the role of the principal.**

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. Purposes 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, conducts inventories; maintains records; and checks on receipts for such material.
7. Assists in 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, 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. Supervises teachers and departments as assigned by the principal.
15. Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.

TERMS OF EMPLOYMENT:
Ten-month year. Type C contract.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. Meets Arkansas Department of Education Certification Requirements.

REPORTS TO:

[Principal]

SUPERVISES:

[Staff members designated by the principal].

JOB GOAL:

To assist the principal in providing schoolwide leadership and to learn the role of the principal.

PERFORMANCE RESPONSIBILITIES:

- 1. Assists the principal in the overall administration of the school.**
- 2. Serves as a principal in the absence of the regular principal.**
- 3. Purposes 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, conducts inventories; maintains records; and checks on receipts for such material.**
- 7. Assists in 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, 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. **Supervises teachers and departments as assigned by the principal.**
15. **Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.**

TERMS OF EMPLOYMENT:

Ten-month year. Type C contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
SUMMER SCHOOL PRINCIPAL**

QUALIFICATIONS:

1. **Certificate, license, or other legal credential required.**
2. **Degree(s) required and area of major study.**
3. **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**

REPORTS TO:

Superintendent/Assistant Superintendent

SUPERVISES:

Summer school staff members as designated.

JOB GOAL:

To provide every student in the district with an opportunity to use vacation time in a productive and meaningful program of remedial or enrichment education.

PERFORMANCE RESPONSIBILITIES:

1. Organizes the summer school curriculum for all grade levels in consultation with appropriate members of the staff and faculty.
2. Acquires the services of teachers for courses taught.
3. Establishes a substitute teacher program of appropriate scope.
4. Assumes responsibility for attendance accounting and submits enrollment and attendance reports.
5. Makes classroom visits for administrative and supervisory purposes.
6. Prepares the summer school schedule and assumes responsibility for registration and assignment of students.
7. Recommends promotion or retention of students when their successful participation in the summer school program may be the deciding factor.
8. Requisitions classroom equipment, supplies, and textbooks, as needed.
9. Reports and certifies to proper authorities the grades achieved by summer school students.
10. Prepares and maintains required records.
11. Prepares and oversees dissemination of publicity and information concerning summer school course offerings.
12. Prepares and administers the summer school operating budget.

TERMS OF EMPLOYMENT:

Length of summer school.

**LEE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
DEAN OF STUDENTS**

QUALIFICATIONS:

1. Meet Arkansas Department of Education Certification Requirements as a secondary teacher.

REPORTS TO:

Superintendent/Principal

JOB GOAL:

To help students resolve such nonacademic problems as may interfere with their getting the greatest benefit from the school's educational opportunities and to help them achieve the fullest benefits from the school's nonacademic programs, services, and offerings.

1. Shares with the principal the responsibility for protecting the health and welfare of students.
2. Shares responsibility for certifying students for graduation.
3. Counsels individual students and, when necessary, makes appropriate referrals for testing, guidance, or psychological counseling.
4. Makes recommendations for appropriate revisions of policies and rules affecting the student's life in the school.
5. Resolves all discipline problems in a fair and just manner, and maintains records of any disciplinary action taken.
6. Participates in the coordination, implementation, and supervision of co-curricular activities.
7. Assists in the interpretation of school and district programs, policies, and procedures to students, parents, staff, and community.
8. Works with community and government agencies on problems relating to drug abuse and truancy from school.
9. Assists in developing and administering practices dealing with campus control and security.
10. Assists with campus supervision.
11. Confers with parents, teachers, counselors, support service personnel, and students on matters of discipline and welfare.
12. Confers with and makes appropriate referrals to psychologists, social workers, and other personnel.
13. Has general supervisory responsibility for student activities, programs of student orientation, and similar activities.
14. Supervises development, maintenance, and distribution of student calendars, handbooks, schedules, bulletins, and the like.
15. All other duties required by the Principal.

TERMS OF EMPLOYMENT:

Type A, 187 Day Contract

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

JOB DESCRIPTION
21ST CENTURY COMMUNITY LEARNING CENTER PROJECT
DIRECTOR
(assistant coordinator)

QUALIFICATIONS:

1. Meet Arkansas Department of Education Certification requirements.

REPORTS TO:

Coordinator, Superintendent/Asst. Superintendent.

SUPERVISES:

Assist in supervising of the 21st Century Learning Project.

JOB GOAL:

To provide tutorial, educational and enrichment services for the children, youth, and adult population of Lee County.

PERFORMANCE RESPONSIBILITIES:

1. Assist in coordinating Child Daycare Services.
2. Assist in coordinating Literacy Educational Programs.
3. Assist in coordinating education, technology, health, social services, recreational and cultural programs.
4. Assist in coordinating afterschool tutorial, educational and recreational programs.
5. Assist in coordinating summer and weekend school programs in conjunction with recreational programs.
6. Assist in coordinating nutrition and health programs.
7. Assist in coordinating the expansion of library services to meet community needs.
8. Assist in coordinating parenting skills educational programs.
9. Assist in coordinating services for individuals who leave school before graduation.
10. Assist in coordinating services for individuals with disabilities.
11. Assist in coordinating GED and Adult Basic Education Classes.
12. Assist in coordinating Senior Citizens Services.
13. Assist in performing any other duties assigned by the Coordinator, Superintendent/Asst. Superintendent.

TERMS OF EMPLOYMENT:

Type E 241 day contract

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
21ST CENTURY COMMUNITY LEARNING CENTER PROJECT
COORDINATOR

QUALIFICATIONS:

1. Meet Arkansas Department of Education Certification requirements.

REPORTS TO:

Superintendent/Asst. Superintendent.

SUPERVISES:
21st Century Learning Project.

JOB GOAL:
To provide tutorial, educational and enrichment services for the children, youth, and adult population of Lee County.

PERFORMANCE RESPONSIBILITIES:

- 1. Coordinate Child Daycare Services.**
- 2. Coordinate Literacy Educational Programs.**
- 3. Coordinate education, technology, health, social services, recreational and cultural programs.**
- 4. Coordinate afterschool tutorial, educational and recreational programs.**
- 5. Coordinate summer and weekend school programs in conjunction with recreational programs.**
- 6. Coordinate nutrition and health programs.**
- 7. Coordinate the expansion of library services to meet community needs.**
- 8. Coordinate parenting skills educational programs.**
- 9. Coordinate services for individuals who leave school before graduation.**
- 10. Coordinate services for individuals with disabilities.**
- 11. Coordinate GED and Adult Basic Education Classes.**
- 12. Coordinate Senior Citizens Services.**
- 13. Perform any other duties assigned by the Superintendent/Asst. Superintendent.**

TERMS OF EMPLOYMENT:
Type E 241 day contract

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
ACTIVITIES COORDINATOR

The Athletic and Activities program, shall operate in cooperation with the involvement of all Coaches, Sponsors Administrators and the Activities Coordinator. The Activity Coordinator is directly accountable to the Superintendent. The Coordinator will provide technical assistance to the head coach and sponsor of each sport or activity and will perform his duties in accordance with the priorities of the administration and by the

athletic conference guidelines. To aid in accomplishing this, the Coordinator shall assist coaches and sponsors with:

1. Obtaining clerical assistance for typing and printing of schedules, eligibility lists, team and team rosters.
2. Creating parent involvement in the total athletic program-parent volunteers, when possible can be utilized for ticket sales, gate workers, etc.
3. The Coordinator in collaboration with the coaches, principals, and sponsors of each level (Jr. & Sr. High) in the selection of game workers, i.e. ticket sellers, gate keepers and clock operations. A Master List should be kept on file with the coordinator, Principal, Coaches and Finance Office.
4. Assist in the upkeep of athletic facilities, i.e. maintenance needs by custodial and maintenance department.
5. The Activities Coordinator will coordinate all Cheerleader Activities.
6. Responsible to select cheerleader sponsors.
7. The Coordinator and off-season coaches shall be responsible for the Concession Stand. Profits will be credited to the Athletic department.
8. The Coordinator shall be responsible for arranging all transportation for each sport and/or event.
9. In collaboration with the principals and superintendent, the Coordinator will evaluate the performance of coaches, sponsors, and programs.
10. Responsible for the budget of all sports and activities.
11. Responsible for obtaining Officials for Athletic events using AAA conference selection guidelines.
12. Responsible for purchasing the necessary athletic equipment.
13. Responsible to recommend personnel needs and changes and to recommend individuals to fill vacant positions.
14. Conduct all activities programs with the idea to promote the attainment of educational objectives. Strive to increase pupil participation in all activities.
15. Responsible to coordinate SIPP (Supplemental Instruction Program) when offered by the district.
16. Coordinate all district responsibilities as related to the Arkansas Activities Association, Conference 6AAA.
17. All other duties as assigned by the Superintendent.
18. Must be very knowledgeable of all Arkansas Activities Association rules and regulations.

JOB DESCRIPTION

SCHOOL DISTRICT SAFETY COORDINATOR

Reports To: Superintendent

Supervises: Staff members designated by the Superintendent

FLSA Status: Exempt

Position Summary:

The School District Safety Coordinator is responsible for providing leadership and oversight of the district's safety and security programs. This position ensures compliance with federal, state, and local safety regulations, coordinates emergency preparedness, and fosters a safe and secure learning environment for students, staff, and visitors.

Critical Task Areas:**1. Safety Leadership and Compliance**

- Develop, implement, and maintain district-wide safety and security policies and procedures.
- Conduct regular safety assessments, audits, and inspections of school facilities to identify potential hazards and security concerns.
- Ensure compliance with district policies, administrative regulations, and safety-related laws, including OSHA and ADA guidelines.

2. Emergency Preparedness and Crisis Response

- Develop and implement emergency response plans, including fire drills, lockdowns, and crisis management protocols.
- Coordinate district crisis response efforts and serve as a liaison to emergency management agencies.
- Serve as the primary point of contact for all safety-related matters and incidents, conducting investigations as necessary.

3. Staff Training and Development

- Provide training and guidance to staff, students, and stakeholders on safety procedures, emergency response, and risk mitigation strategies.
- Conduct staff meetings as necessary to ensure school safety policies and procedures are followed.
- Support staff professional growth through in-service orientation and training on safety and security.

4. School Operations and Security

- Oversee the implementation of security technologies, including surveillance systems, access control, and communication systems.
- Supervise the maintenance of all required building safety records and reports.
- Ensure adequate inventories of safety-related school property and maintain security and accountability.

5. Student and Community Engagement

- Maintain active relationships with students, parents, and staff to promote a culture of safety and security.
- Establish and maintain relationships with local law enforcement, emergency responders, and government agencies to enhance school safety initiatives.
- Represent the district in professional and community organizations related to school safety.

Qualifications:

- Must meet Arkansas Department of Education Certification requirements.

- Bachelor's degree in safety management, criminal justice, education, or a related field (Master's preferred).
- Minimum of three years of experience in safety, security, law enforcement, emergency management, or a related area.
- Strong leadership, organizational, and communication skills.
- Ability to assess risks, develop strategies, and implement safety programs effectively.
- Experience working in an educational setting is preferred.

Physical Requirements:

- Ability to conduct on-site inspections and respond to emergencies as needed.
- Ability to lift, carry, or move objects up to 25 pounds.
- Must be able to work in various environmental conditions, including outdoor settings.

Terms of Employment:

Twelve-month year, Type E 235-day contract.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
ALTERNATIVE LEARNING ENVIRONMENT COORDINATOR

QUALIFICATIONS:

- 1. Meet Arkansas Department of Education Certification requirements**

REPORTS TO:

Superintendent/Asst. Superintendent.

SUPERVISES:

Alternative Learning Staff

JOB GOAL:

To provide students enrolled in the alternative learning environment program with education, training, and experience based as fully as possible on their own stated needs, interests, desires, and expectations, while maintaining a high standard of validity, relevance, and intellectual rigor in the educational experiences offered.

PERFORMANCE RESPONSIBILITIES:

- 1. Establishes criteria for student admission into the alternative learning environment program and administers the admissions procedure.**
- 2. Recruits potential teachers for the program from the regular teaching staff and conducts an annual in-service training workshop for those assigned to the program.**
- 3. Maintains current knowledge of all pertinent rules, regulations, and statutes, and assures that the ALE program meets such requirements and standards.**
- 4. Assumes responsibility for the collection, review, and submission of all forms and reports relative to the program to the administration, to the Board, and to state agencies.**
- 5. Supervises all personnel in the ALE program and counsels them regularly on both a formal and an informal basis.**
- 6. Meets with students enrolled in the program for the purposes of counseling and evaluation.**
- 7. Prepares and administers the program's budget.**
- 8. Interprets the ALE program to the student body at large, to the district's staff, to the administration, to the Board, and to the public.**

TERMS OF EMPLOYMENT:

Type E 240 day contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

JOB DESCRIPTION DIRECTOR OF LEARNING SERVICES

Reports To: Superintendent/Assistant Superintendent/Federal Funds Coordinator
Supervises: Staff members designated by the Superintendent
FLSA Status: Exempt

Position Summary:

The Director of Learning Services is responsible for overseeing and coordinating educational programs, ensuring students derive full educational benefits from district programs, and supporting school improvement initiatives. This position provides leadership in curriculum planning, staff development, and instructional strategies to enhance student achievement.

Critical Task Areas:

1. Instructional Leadership
 - Plans, implements, and administers programs to enhance student learning and performance.
 - Coordinates district-wide educational programs and activities to align with state and federal requirements.
 - Establishes and directs procedures for evaluating student performance and instructional effectiveness.
 - Collaborates with principals to develop and improve student performance initiatives.
2. School Improvement and Program Coordination
 - Coordinates all summer school activities to support student learning and growth.
 - Oversees the planning and execution of school improvement projects.
 - Leads curriculum planning efforts and provides professional development for staff.
 - Develops and implements instructional strategies that support high academic standards.
3. Communication and Policy Development
 - Serves as a liaison between district staff and the Superintendent to communicate instructional needs and goals.
 - Advises the Superintendent on instructional policies and district-wide educational objectives.
 - Ensures alignment of instructional programs with district goals and state educational standards.
4. Professional Development and Staff Support

- Supports staff development through in-service training and orientation programs.
 - Assists teachers in mastering and implementing effective instructional strategies.
 - Conducts demonstration classes and provides guidance on instructional best practices.
 - Helps diagnose and address learning challenges within the district.
5. Assessment and Program Evaluation
- Evaluates instructional programs to ensure their effectiveness and alignment with district goals.
 - Assists with interpreting standardized test scores for students, teachers, and parents.
 - Coordinates the development and administration of the district's improvement plans.
 - Attends professional conferences to stay updated on educational trends and instructional practices.
6. Additional Responsibilities
- Oversees the implementation of Pre-School Programming
 - Ensures that SFA are compliant with DESE
 - Attends meetings and conferences as assigned by the Superintendent.
 - Accepts and effectively manages additional responsibilities delegated by the Superintendent.

Qualifications:

- Must meet Arkansas Department of Education Certification requirements.
- Must hold ADE K-12 Curriculum Specialist Certification.
- Master's degree required.
- Minimum of three years of teaching or administrative experience required.
- Strong leadership, organizational, and communication skills.

Terms of Employment:

Twelve-month contract, salary based on District Salary Schedule with an increment of 1.65.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

This job description is not intended to be all-inclusive and may be modified to align with district needs.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
DIRECTOR OF LEARNING SERVICES

QUALIFICATIONS:

- 1. Meet Arkansas ADE Department of Education Certification.**
- 2. Must hold ADE K-12 Curriculum Specialist Certification.**
- 3. Masters Degree required.**
- 4. Three years prior teaching/administration experience required.**
- 5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.**

REPORTS TO:

Superintendent/Assistant Superintendent/Federal Funds Coordinator.

JOB GOAL:

To ensure that students participating in Title I Programs are in fact deriving full educational benefits there from.

PERFORMANCE RESPONSIBILITIES:

- 1. Plans, implements, and administers programs of guaranteed student performance.**
- 2. Coordinates guaranteed student performance programs and activities with system wide programs and activities.**
- 3. Establishes administrative procedures to procedures to guide and direct accountability evaluation of guaranteed student performance programs.**
- 4. Works with principals in the development and operation of the guaranteed student performance programs.**
- 5. Coordinates all summer school activities.**
- 6. Coordinate all school improvement projects.**
- 7. Plays a significant leadership role in curriculum planning and inservice education for the professional staff.**
- 8. Communicates to the Superintendent the requirements and needs of the district as perceived by staff members.**
- 9. Advises the Superintendent in the development of instructional policies and district wide instructional goals and objectives.**
- 10. Assumes responsibility for school improvement plans and coordination.**
- 11. Attends professional conferences to keep abreast of promising instructional practices.**
- 12. Conducts demonstration classes.**
- 13. Develops and implements a variety of teaching strategies.**

14. Diagnoses and prescribes remedies for learning problems.
15. Evaluates the instructional program.
16. Helps teachers master and implement new instructional ideas and strategies.
17. Interprets individual standardized test scores to students, teachers, and parents.
18. Assist with the development and administration of the district staff development program.
19. Attends meetings as assigned by the Superintendent
20. Coordinates the development of the district's improvement plan(s).
21. Accepts from the superintendent such responsibilities as the superintendent chooses to delegate, and assumes full responsibility for discharging them.

TERMS OF EMPLOYMENT:

Twelve month contract. Salary from District Salary Schedule with an increment of 1.65

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
ASSESSMENT COORDINATOR

District level Assessment Coordinators perform a support role on the administrative team. They utilize the support of available human and material resources in accomplishing the primary purpose of the school system--the education of students. They are under the direct supervision of the Assistant Superintendent. Assessment Coordinators work closely with: Psychological Corporation, Data Recognition Corporation, ACT, Southwest Region, NAPE, College Board, administrators, teachers and patrons.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

The Assessment Coordinator shall:

1. Order, inventory, disseminate and collect all test materials.
2. Package and ship according to vendor specifications (e.g. all test booklets in sequential order).
3. Provide to teachers for bubbling onto answer documents: identification number, birth date, race, sex, Title I eligibility in reading, language and mathematics, Special Education disabling condition and exclusion, if appropriate, Gifted/Talented participation, Principles of Technology and Applies Mathematics participation. All information is supplies for every student.
4. Coordinate testing arrangements with building principals and building test coordinators.
5. Insure all ancillary materials (calculators, rulers) needed are available.
6. Attend all Arkansas Department of Education sponsored assessment meetings.
7. Sort, copy and disseminate test data to the appropriate building in a timely fashion.
8. Assist principals and teachers with securing appropriate practice materials.
9. Provide district results to the board of education and patrons.
10. Provide teacher training for all test administrators.
11. Maintain and oversee security of testing materials at all times.
12. Monitor the testing process in all buildings.
13. Maintain copies of all reports in the assessment coordinator's office.
14. Keep administrators, teachers and students informed concerning implementation of the Arkansas Department of Education's rules and regulations governing the Arkansas Comprehensive Testing and Assessment Program for Act 1172 or 1997. (See attachment).
15. All other duties as assigned by the Superintendent.

JOB DESCRIPTION LEA SUPERVISOR

Reports To: Superintendent/Assistant Superintendent

Supervises: Special Education Staff, 504, RTI, and GT Programs

FLSA Status: Exempt

Position Summary:

The Special Education Supervisor is responsible for overseeing and coordinating special education services, 504 accommodations, Response to Intervention (RTI) programs, and Gifted and Talented (GT) programs. This position ensures compliance with state and federal regulations, supports teachers and staff, and promotes equitable access to high-quality education for all students.

Critical Task Areas:

1. Special Education Leadership and Compliance

- Develops, implements, and monitors special education programs to ensure compliance with IDEA and state regulations.
- Coordinates and supports teachers and staff in developing Individualized Education Programs (IEPs).
- Oversees special education evaluations, placements, and service delivery.
- Ensures adherence to district policies and administrative regulations related to special education.

2. 504, RTI, and GT Program Oversight

- Supervises the implementation of Section 504 plans to ensure accommodations align with student needs.
- Oversees the RTI process to provide appropriate academic and behavioral interventions.
- Directs and supports the development of Gifted and Talented (GT) programs to enhance student learning opportunities.
- Works collaboratively with school teams to monitor student progress and adjust interventions as needed.

3. Staff Support and Professional Development

- Provides training and guidance to special education staff, 504 coordinators, RTI teams, and GT program facilitators.
- Assists teachers in implementing effective instructional strategies and accommodations.
- Conducts staff meetings and professional development sessions focused on compliance, best practices, and instructional strategies.

4. Program Coordination and Evaluation

- Monitors and evaluates the effectiveness of special education, 504, RTI, and GT programs.
- Collaborates with principals and district leaders to improve student outcomes.
- Prepares reports and documentation required for compliance and program review.
- Ensures accurate record-keeping and data management for special education and intervention programs.

5. Student Advocacy and Parent Communication

- Serves as a liaison between parents, schools, and community agencies to support student needs.
- Communicates program expectations and student progress to families.
- Addresses concerns and collaborates with parents to ensure student success.

6. Additional Responsibilities

- Attends meetings and conferences as assigned by the Superintendent.
- Accepts and effectively manages additional responsibilities delegated by the Superintendent.

Qualifications:

- Must meet Arkansas Department of Education Certification requirements.
- Master's degree in Special Education or a related field required.
- Minimum of three years of experience in special education teaching or administration required.
- Strong knowledge of IDEA, 504, RTI, and GT program guidelines.
- Excellent leadership, organizational, and communication skills.

Terms of Employment:

Twelve-month contract, salary based on District Salary Schedule with an increment of 1.65.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
COORDINATOR OF EXCEPTIONAL CHILDREN

QUALIFICATIONS:

1. Meet Arkansas Department of Education Certification Requirements.

REPORTS TO:

[Superintendent/Assistant Superintendent]

SUPERVISES:

1. Staff members designated by the superintendent.
2. All Special Education Programs and Personnel.
3. All Gifted/Talented Programs and Personnel.
4. All Alternative Learning programs and personnel.

JOB GOAL:

To provide sound educational programs for children who require at least a partially different program from regular classroom programs.

PERFORMANCE RESPONSIBILITIES:

1. Contributes to the development of the total school philosophy of education.
2. Assists in the adaptation of school policies to include special education needs.
3. Recommends policies and programs essential to the needs of exceptional children.
4. Keeps informed of all legal requirements governing special education.
5. Provides leadership in establishing new programs and developing improved understanding of existing programs.
6. Develops and initiates survey programs for continuous identification of exceptional children.
7. Supervises and coordinates special education classroom programs that include special classes for students who are mentally retarded but trainable; who are mentally retarded but educable; who have specific learning disabilities; who are emotionally handicapped; who have severe auditory handicaps; and who have orthopedic or neuromuscular handicaps.
8. Evaluates existing programs as an ongoing responsibility, and recommends changes and additions as needed.
9. Establishes procedures for placement, evaluation, assignment, and reappraisal of

students with regard to the special education services program.

10. **Develops procedures for referral, securing medical reports, psychological examination, and placement.**
11. **Supervises and coordinates home instruction for homebound or hospitalized students.**
12. **Evaluates, determines tenure, and recommends for promotion any personnel serving in the special education area.**
13. **Assists in recruitment, selection, and recommendation for hiring special education personnel.**
14. **Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.**
15. **Develops and maintains complete and cumulative individual records of all children receiving special services or enrolled in special classes.**
16. **Supervises preparation of attendance reports and similar data necessary to reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters.**
17. **Arranges for transportation of all children placed in special classes.**
18. **Develops budget recommendations and provides expenditure control on established budgets for special education.**
19. **Keeps informed of the state financial aid for special education.**
20. **Interprets the objectives and programs of the special education services to the Board, the administration, the staff, and the public at large.**
21. **Maintains a permanent inventory of equipment purchased for special education.**
22. **Establishes procedures for requisitioning, ordering, and paying for special education equipment and supplies.**
23. **Approves all supplies, materials, and texts used by special education personnel.**
24. **Evaluates on an ongoing basis, the total special education program, curriculum, procedures, and individual students' needs and achievements.**

- 25. Makes recommendations on design, furnishings, equipment, and location of new special education facilities.**
- 26. Provides programs of remedial nature to supplement regular classroom instruction for those students with learning or visual disabilities.**
- 27. Consults with parents of students enrolled in the program.**
- 28. Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings, and improved techniques; and for attending appropriate professional meetings and conventions.**
- 29. Participates in the planning and implementation of special education staff development.**
- 30. Supervises implementation of the G/T program.**
- 31. Coordinate arrangements for out of town competitions of enrichment activities (e.g. transportation, funding, sponsors, communication to students and parents,) as related to G/T.**
- 32. Communicate G/T programming activities to administrators, teachers, students and patrons.**
- 33. Write grants for funding of selected special activities as related to G/T.**
- 34. In collaboration with the curriculum coordinator and building principal, facilitate staff development activities relating to the needs of G/T students for teachers K-12.**
- 35. In collaboration with the curriculum coordinator and building principal, facilitate curriculum development to meet the needs of the gifted student.**
- 36. Assist regular classroom teachers with appropriate materials for gifted students.**
- 37. Conduct and annual evaluation of the G/T Program.**
- 38. Attend all Great Rivers Educational Cooperative training or meetings for gifted/talented coordinators.**
- 39. Report G/T program status to the public annually.**
- 40. Purchase all material for the G/T Program.**

41. Supervise implementation of the Alternative Learning program.
42. All other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT:

Twelve-month year. Type E contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
CURRICULUM COORDINATOR

The Curriculum Coordinator is accountable to the Superintendent. This coordinator is responsible for carrying out administratively defined objectives to improve the quality of teaching and learning within the total program of instruction. These objectives may or may not be in the form of a federal project or projects, but in either case the activities are carried out in coordination and cooperation with other aspects of the total school program. The Curriculum Coordinator is to help teachers and others by setting examples, demonstrating techniques, furnishing materials and information, responding to requests, and other supportive strategies. As a leader in educational change, the coordinator contributes to planning, implementing, and assessing educational improvements. The duties of this position require a twelve month contract period.

Illustrative Examples of Expected Performance

- 1. Coordinates involvement of instructional facilitators, teachers, and other appropriate staff in decision making processes for instructional improvement.**
- 2. Implements all professional learning activities and such other staff training opportunities needed to improve the effectiveness of teaching and learning.**
- 3. Assists teachers in individualized instructional planning activities as needed.**
- 4. Facilitates curriculum development efforts through service as an information base and as a group leader.**
- 5. Coordinates textbook adoptions and other materials selection activities.**
- 6. Recommends instructional improvements to building administrators (principals and instructional facilitators) and assists in implementing such ideas.**
- 7. Works toward the completion of objectives administratively identified for improving or supporting the educational program.**
- 8. Submits suggestions or criticisms ethically and through district established channels or communication.**
- 9. All other duties as assigned by the Superintendent.**

**LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
EARLY CHILDHOOD COORDINATOR**

QUALIFICATIONS:

1. Meet Arkansas Department of Education Certification requirements.

REPORTS TO:

Superintendent/Assistant Superintendent

JOB GOAL:

To extend learning opportunities to all Early Childhood students.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate and supervise all activities as related to the District's Hippy, Even Start, and ABC Programs.
2. Serves as the school's liaison with many and various outside agencies establishing or administering programs for which district students are eligible for participation.
3. Makes recommendations regarding the district's participation or nonparticipation in each such program and reviews those recommendations at least annually.
4. Communicates to school administrators and staff information about each program, and information about changes or developments within each ongoing program.
5. Interviews student candidates for any such program and identifies appropriate candidates.
6. Meets with parents of candidates or prospective candidates when parental support or approval is mandated or advisable, or when parents themselves request an interview.
7. Assists staff and students in accumulating or preparing any documents, letters, or application forms pertinent to or attendant upon admission or application for special programs.
8. Participates as a member of any staff evaluation team involved in deciding placement or recommendation for placement in the Early Childhood Programs.
9. Receives all reports, both those pertaining to the program as a whole and those pertaining to the individual participating student, from the programs sponsoring or administrative agency.
10. Meets as appropriate with students participating in outside programs for purposes of counseling, evaluation, and encouragement.
11. Visits, on a regular basis, all physical sites within the boundaries of the school district at which such special programs are conducted during hours when the program is in operation.
12. Make home visits when necessary.
13. Prepares and maintains for the district such paperwork as is needed for each special program and each district student enrolled in such a program.
14. Makes recommendations for the creation of new special programs based on identified student needs and identified community or governmental resources.
15. Orients newly assigned staff members and assists in their development, as appropriate.
16. Evaluates all staff members regarding their individual and group performance.

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17. Assumes responsibility for safety and administration of the school plant.
18. Responds to oral and written request for information.
19. Plans and supervises the District's After School Programs.
20. Plans and supervises the District's Child Care Programs.

- 21. Supervises all activities and programs that are out growth's of the program's curriculum.**
- 22. All other duties as assigned by the Superintendent/Assistant Superintendent.**

JOB DESCRIPTION

FEDERAL PROGRAMS COORDINATOR

Reports To: Superintendent
Supervises: Federal Program Staff
FLSA Status: Exempt

Position Summary:

The Federal Programs Coordinator is responsible for the administration of the Elementary and Secondary Act (ESA) and all federal funding programs and related activities. This position ensures compliance with all applicable federal and state regulations, assists in the planning and implementation of federally funded initiatives, and coordinates with district and school leadership to maximize the impact of federal funds on student achievement.

Critical Task Areas:

1. Federal Program Administration and Compliance

- Administers all federal programs in alignment with district priorities and federal requirements.
- Ensures compliance with federal and state regulations related to funding and program implementation.
- Prepares and submits all necessary documentation and reports for federal funding applications.
- Monitors and evaluates the effectiveness of federally funded programs.

2. Program Planning and Coordination

- Identifies school district needs and aligns federal programs to address these needs.
- Collaborates with principals and district staff to integrate federal programs with school initiatives.
- Coordinates all federal projects to ensure alignment with district goals.
- Assists in the planning and execution of school improvement projects funded through federal resources.

3. Budgeting and Financial Management

- Assists in planning and allocating federal funds in accordance with district and school priorities.
- Monitors expenditures to ensure compliance with federal regulations and guidelines.
- Prepares and administers the budget for federal programs.
- Maintains financial records and documentation for auditing and compliance purposes.

4. Staff and Community Engagement

- Coordinates the involvement of parents and community stakeholders in federal program planning and development.
- Conducts workshops and training for staff on program requirements, grant applications, and compliance guidelines.
- Serves as a liaison between the district, state agencies, and the U.S. Department of Education.

5. Monitoring and Evaluation

- Evaluates the effectiveness of federally funded programs and recommends necessary adjustments.
- Prepares annual reports summarizing program evaluations, progress, and future plans.
- Ensures accurate data collection and reporting on program impact.

6. Legislative and Policy Compliance

- Keeps the Superintendent informed on current and pending federal legislation affecting school funding.
- Interprets federal policies and recommends necessary district actions.
- Advocates for federal funding opportunities that align with district needs.

7. Additional Responsibilities

- Attends meetings and professional development to stay informed on federal education policies.
- Accepts and effectively manages additional responsibilities as assigned by the Superintendent.

Qualifications:

- Must meet Arkansas Department of Education Certification requirements.
- Master's degree in Education, Administration, or a related field required.
- Minimum of three years of experience in educational administration or federal program management required.
- Strong knowledge of federal education programs, grant writing, and compliance regulations.
- Excellent leadership, organizational, and communication skills.

Terms of Employment:

Twelve-month contract, salary based on District Salary Schedule with an increment of 1.65.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
FEDERAL PROGRAMS COORDINATOR

The Federal Programs Coordinator is directly accountable to the Superintendent. The Coordinator of Federal Programs is primarily responsible for the administration of the ESA and all federal funding programs and related activities. Duties of the Coordinator are to be carried out in accordance with priorities set or approved by the Superintendent. Federal Programs implementation decisions and activities at the school unit level are to be made in line with preferences of the Principal, subject to the project requirements and chief administrator priorities. Federal programs are to be operated in cooperation and coordination with the total school program. To aid in accomplishing this, the Coordinator of Federal Programs is to participate in identifying school district needs, examining alternatives, developing programs, and evaluating program effectiveness. The duties of this position require a twelve (12) month contract period.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE:

1. Coordinates involvement of parents and others as needed in program planning and development activities.
2. Studies all federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to the needs of the district.
3. Informs, interprets, and recommends to the superintendent the effects of current and impending federal legislation and prepares testimony for the Board concerning pending federal legislation.
4. Assists the superintendent and the professional staff in planning the wise use of funds available to the schools through the various federal programs.
5. Works with designated committees of teachers, principals, and lay persons in specific programs, projects, or courses of action.
6. Obtains information, data, and application forms necessary to fulfill the requirements of application.
7. Considers and evaluates all requests from school personnel for projects and programs requiring federal moneys.
8. Establishes standard practices and procedures for receiving and processing such requests.
9. Conducts in-service education workshops in the writing of performance objectives, the drafting of project proposals, and the interpretation of specifications for federal funding.
10. Assumes final responsibility for the writing of all proposals and the filing of all applications for federal moneys.
11. Evaluates all federally funded projects in operation in the district on a regular basis.
12. Serves as liaison between the school and other agencies on all projects of a joint community nature that are expected to involve the school and that can be federally funded.
13. Prepares an annual report summarizing the evaluations of federally funded programs newly completed, the progress of those under way, and the import of those being planned.
14. Compiles and maintains written records and reports on results of all federal projects and disseminates this information, as appropriate, to other educational institutions, lay groups, the state department of education, and the U.S. Department of Education.
15. Remains up-to-date on the changing laws and requirements regarding federal funds available to the schools.
16. Prepares and administers a budget for the department.

LEE COUNTY SCHOOL DISTRICT NO. "1"

JOB DESCRIPTION FINANCE COORDINATOR

The Finance Coordinator is directly accountable to the chief administration consisting of the Superintendent of Schools and the Assistant Superintendent. The Finance Coordinator shall keep the chief administration apprized of business decisions to be made as well as alternatives, background data and recommendations regarding such decisions. The Finance Coordinator is responsible for supervising and maintaining the finances of the school district. This includes the district budget, receipt of revenue, review and approval of expenditures in most areas, purchase of district supplies, and negotiation and recommendation in certain business related areas. The coordinator is responsible for financial records which are useful in district financial management and also useful in presenting an accurate auditing trail. The coordinator supervises the staff employed in the finance office. The coordinator serves on the management team with the superintendent, associate superintendent, and assistant superintendent. The coordinator is responsible to present reports on the financial status and operations of the school district at monthly meeting of the board. The duties of this position call for a twelve month contract and special qualification in both education and experience related to school finance, school administration, and business management.

Examples of expected performance:

- 1. Receive and receipt revenue.**
- 2. Make all expenditures other than those made from school activity accounts and Title I Funds.**
- 3. Establish and maintain an accounting system that will keep accurate records which are useful by both the district and the auditors. These records and procedures must meet the guidelines set forth by the Arkansas Department of Education.**
- 4. Generally supervise financial accounting for federal programs.**
- 5. Recommend and negotiate loans which the district may need to protect its cash position.**
- 6. Recommend and negotiate lease/purchase agreements which the district may need to purchase equipment.**
- 7. Supervise the purchase, inventory, and distribution of district educational supplies.**
- 8. Prepare and supervise the district budget.**
- 9. Work with the professional staff in analyzing and evaluating the effect of all funding programs on the educational programs of the schools.**
- 10. Complies and submits financial records and reports on all state and federal projects and disseminates this information to appropriate recipients.**
- 11. Submits evaluations and recommendations concerning the performance of personnel in the finance area.**
- 12. Aides the superintendent and other managers in dealing with business related priorities as they may arise.**
- 13. Maintains the district salary schedules and recommends changes as may be appropriate.**
- 14. The Finance Coordinator is designated as the District Treasurer.**
- 15. All other duties as assigned by the Superintendent.**

JOB DESCRIPTION

FOOD SERVICE COORDINATOR

Reports To: Superintendent

Supervises: School Food Service Staff

FLSA Status: Exempt

Position Summary:

The Food Service Coordinator is responsible for administering and supervising the district's school food service program. This position ensures compliance with applicable laws, board policies, and district directives while developing and implementing nutrition programs that meet federal and state standards. The Food Service Coordinator works closely with principals, staff, students, and the community to ensure the program supports student health, well-being, and educational success.

Critical Task Areas:

1. Nutrition and Health Education
 - Promotes nutrition and health education opportunities for students, staff, parents, and the community.
 - Develops menus that meet nutritional standards, student preferences, and financial efficiency.
2. Personnel Management
 - Assists in establishing uniform personnel policies, job descriptions, and salary schedules for food service employees.
 - Interviews, recommends placement, assigns schedules, and evaluates food service staff.
 - Plans in-service training, conferences, and staff meetings to enhance staff knowledge and performance.
3. Food Service Operations
 - Develops standardized recipes and portion sizes to maintain quality and cost-effectiveness.
 - Establishes standards for food preparation, safety, sanitation, and presentation.
 - Monitors daily food service operations to ensure efficiency and compliance with health regulations.
4. Procurement and Inventory Management
 - Develops specifications for purchasing food, supplies, and equipment.
 - Oversees the receipt, storage, and distribution of food and supplies.
 - Ensures proper use of USDA commodities and maintains accurate inventory records.
5. Budgeting and Financial Oversight
 - Assists in the development and management of the food service budget.
 - Establishes accurate accounting procedures for labor, food costs, and revenue management.
 - Ensures compliance with district, state, and federal financial guidelines.
6. Compliance and Policy Implementation

- Administers free and reduced-price meal programs per state and federal guidelines.
 - Maintains records and reports necessary for compliance with USDA and state regulations.
 - Works with school principals to align food service operations with school schedules and policies.
7. Facilities and Equipment Management
- Participates in planning for new food service facilities and selecting equipment.
 - Provides guidance on equipment maintenance, sanitation, and safety procedures.
 - Ensures proper care and cleaning of food service areas.
8. Community and Public Relations
- Communicates the goals and benefits of the food service program to students, parents, and the community.
 - Develops public information materials and resources related to nutrition and school meal programs.
9. Evaluation and Reporting
- Monitors program effectiveness and implements necessary improvements.
 - Prepares financial and operational reports for district leadership and the school board.
 - Stays informed on new developments in food service and nutrition education.
10. Additional Responsibilities
- Works as part of the district leadership team to enhance overall educational programs.
 - Performs other duties as assigned by the Superintendent or Assistant Superintendent.

Qualifications:

- Must meet Arkansas Department of Education Certification requirements.
- Bachelor's degree in Nutrition, Food Service Management, or a related field preferred.
- Minimum of three years of experience in food service administration required.
- Strong knowledge of federal and state school nutrition program regulations.
- Excellent leadership, organizational, and communication skills.

Terms of Employment:

Twelve-month contract, salary based on District Salary Schedule.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
FOOD SERVICE COORDINATOR

The Food Service Coordinator is directly accountable to the Assistant Superintendent for administering and supervising the school food service program. Duties of the coordinator are carried out in accordance with applicable laws, board policies, and directives of the Superintendent and Assistant Superintendent. Activities at the school unit lever are conducted with recognition given to the Principal as the chief administrator of the school unit and his preferences are considered in such areas as planning lunch schedules to fit the requirements and facilities of his school. The Food Service Coordinator operates the food service program as a practical application of sound nutrition and develops menus that address standards of nutritional adequacy, pupil acceptance, and financial efficiency. Aims and objectives of the food service program are developed under the leadership of the Food Service Coordinator through interaction with students, staff, parents, and community. The duties of this position require a twelve month contract period.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

1. Contributes to health and nutrition education opportunities for students, teaching staff, parents and community.
2. Assists in establishing uniform personnel policies for school food service employees, basic job descriptions, salary schedules and benefits, and in evaluating personnel.
3. Interviews and recommends placement of school food service personnel. Assigns hours and working times to employees and establish work performance standards.
4. Plans in-service training programs, personnel, conferences and regular staff meetings. Keeps personnel informed of required health laws including physical examinations, chest x-rays and good sanitation practice.
5. Develops standard recipes and portions to be used in the preparation and serving of food.
6. Develops specifications, purchases food, supplies and small equipment. Develops procedure for properly receiving food and supplies and arranges for their proper storage and distribution.
7. Establishes standards for food preparation and services with emphasis upon creative and appetizing appeal, maximum nutritive value and flavor, efficient preparation and service under sanitary conditions.
8. Orders and plans for optimum use of USDA commodities. Develops procedure for properly receiving and storing commodities and maintains records on their distribution to schools.
9. Assists in developing or administering accurate accounting procedures and records for proper control and management of money, labor, food, supplies and other costs.
10. Develops and executes free and reduced price meal policies in conformity with guidelines furnished by the school lunch division of the State Department of Education.
11. Works with principals to secure adequate reports from teachers and secretaries of free, reduced price, and paid meals served.

- 12. Cooperates in the planning of school food service facilities including layouts and the selection of large and small equipment and furnishing, making use of established criteria.**
- 13. Keeps informed of new developments in equipment that will improve and upgrade the food service program.**
- 14. Assists in establishing and maintaining records necessary for properly control of equipment and supplies.**
- 15. Instructs personnel in proper use and care of equipment and supplies, and cooperates with custodial and maintenance departments in planning for the proper care and maintenance of equipment and supplies and the proper cleaning of food service area.**
- 16. Maintains high standards of sanitation and safety in all phases of the school food service program.**
- 17. Interprets through committee work, speeches, newspaper and radio, the aims and objectives of the school food service program.**
- 18. Develops or assists in the development of printed matter and audio-visual aids including general materials for public information and manuals and instructional materials for school service personnel.**
- 19. Periodically reports to the Deputy Superintendent on the status and progress of the food service program.**
- 20. Makes periodic financial reports to the school board. Makes frequent cost and other comparative studies as guides in the administration of the program.**
- 21. Works as a team member with others in administrative leadership for the overall improvement of the educational program.**
- 22. All other duties as assigned by the Superintendent.**

JOB DESCRIPTION

MAINTENANCE/TRANSPORTATION COORDINATOR

Reports To: Superintendent

Supervises: Transportation and Maintenance Staff

FLSA Status: Exempt

Position Summary:

The Transportation/Maintenance Coordinator is responsible for overseeing and managing the district's transportation and maintenance operations. This includes ensuring the safe and efficient transportation of students, maintaining district facilities, and ensuring compliance with all applicable local, state, and federal regulations. The Transportation/Maintenance Coordinator works closely with school administrators, staff, and community stakeholders to maintain high-quality transportation and maintenance services.

Critical Task Areas:

1. **Transportation Management**
 - Develops and implements policies and procedures for the safe and efficient transportation of students.
 - Establishes bus routes, schedules, and assignments to ensure timely and safe student transportation.
 - Monitors bus fleet maintenance and ensures compliance with all safety and operational regulations.
 - Oversees driver training, certification, and evaluations.
 - Investigates transportation incidents and implements corrective actions.
2. **Maintenance and Facilities Oversight**
 - Supervises maintenance personnel and oversees district-wide facility maintenance programs.
 - Develops and implements preventative maintenance schedules for buildings, grounds, and equipment.
 - Ensures compliance with health, safety, and environmental regulations.
 - Manages facility repair projects, renovations, and capital improvement plans.
 - Coordinates inspections and ensures proper record-keeping for maintenance activities.
3. **Personnel Management**
 - Recruits, trains, assigns, and evaluates transportation and maintenance staff.
 - Conducts regular staff meetings and provides ongoing professional development.
 - Establishes work performance standards and expectations for all staff members.
 - Ensures adherence to district policies and safety regulations.
4. **Budgeting and Financial Oversight**
 - Assists in developing and managing the transportation and maintenance department budgets.
 - Monitors expenditures to ensure efficient use of resources.
 - Coordinates procurement of transportation and maintenance supplies, equipment, and services.

- Researches and applies for grants or funding opportunities to support department needs.
- 5. Safety and Compliance
 - Ensures compliance with all federal and state transportation and maintenance safety regulations.
 - Conducts regular safety inspections of buses, facilities, and equipment.
 - Implements emergency preparedness plans related to transportation and facility operations.
 - Coordinates safety training programs for transportation and maintenance staff.
- 6. Community and Public Relations
 - Communicates transportation policies and procedures to parents, staff, and the community.
 - Addresses and resolves transportation-related concerns and complaints.
 - Collaborates with local government agencies and law enforcement for transportation safety initiatives.
 - Engages with school administrators to align maintenance and transportation services with district needs.
- 7. Evaluation and Reporting
 - Conducts regular assessments of transportation and maintenance operations to improve efficiency.
 - Prepares reports on transportation performance, maintenance projects, and budget expenditures.
 - Stays informed on industry best practices and regulatory changes to enhance operations.
- 8. Additional Responsibilities
 - Works as part of the district leadership team to support overall school operations.
 - Performs other duties as assigned by the Superintendent or Assistant Superintendent.

Qualifications:

- Must meet Arkansas Department of Education Certification requirements.
- Bachelor's degree in Transportation Management, Facilities Management, Business Administration, or a related field preferred.
- Minimum of three years of experience in transportation and maintenance management required.
- Knowledge of state and federal transportation regulations and facility management best practices.
- Strong leadership, organizational, and problem-solving skills.

Terms of Employment:

Twelve-month contract, salary based on District Salary Schedule.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
MAINTENANCE/TRANSPORTATION COORDINATOR

The Maintenance and Transportation Coordinator is directly accountable to the Superintendent of Schools. He is primarily responsible for managing the Maintenance and Transportation of the School District in accordance with the decisions of the board and superintendent. In doing so, he keeps the superintendent apprised of the major problems that arise and major decisions to be made as well as alternatives, background data, and recommendation pertaining thereto. Regular reports to the superintendent are made by this coordinator on the status and progress of this department. The duties of this position require a twelve-month contract period.

QUALIFICATIONS:

1. Demonstrates aptitude or competence for assigned responsibilities.

REPORTS TO:

[Superintendent]

SUPERVISES:

[Staff assigned to Maintenance and Transportation Department.]

JOB GOAL:

To maintain the physical school plant and transportation services in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Plans, directs, and coordinates all Maintenance and Transportation Department activities and Personnel.
2. Administers budget decisions in the areas of maintenance and transportation and offers recommendations for needed changes in future budgetary planning.
3. Provides business-like management and accounting for school funds and properties in areas of responsibility.
4. Submits to the superintendent recommendations for maintenance and transportation personnel employment, retention, training, and assignment.

- 5. Compiles and submits records and reports as needed for local and state administrative purposes.**
- 6. Maintains and up to date inventory of all school equipment, materials, and property as it pertains to maintenance and transportation services.**
- 7. Submits presentations and reports to the board as needed and requested.**
- 8. Assists the superintendent in dealing with such matters that may arise and be deemed priorities.**
- 9. Examines school buildings and transportation vehicles on a regular basis for needed repairs and maintenance.**
- 10. Establishes and recommends priorities on repair projects.**
- 11. Estimates cost of repair projects in terms of labor, material, and overhead.**
- 12. Assigns and supervises crews for maintenance and transportation work such as replacing worn or defective wiring, switches, faucets, and plumbing fixtures, and repairing fencing, asphalt, concrete, ceilings, and all transportation vehicles.**
- 13. Lays out and inspects work, and assists crew members (as needed).**
- 14. Develops a system for dealing with emergency repair problems with efficiency.**
- 15. Prepares reports on costs of work done, materials used, and labor expended.**
- 16. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.**
- 17. Assigns work orders, checks drawings and plans.**
- 18. Consults with building principals regarding the establishment of regular preventive maintenance and transportation programs and/or requests.**
- 19. Maintains such personnel and other records as required for the Maintenance and Transportation Department.**
- 20. Recruits, screens, recommends for hiring, and trains all workers necessary (as deemed necessary) to the Maintenance and Transportation program.**
- 21. Advises on the hiring of contractors to perform certain maintenance and transportation repair services.**

22. All other duties assigned by the superintendent.

TRANSPORTATION (specific)

- 1. Plans, directs, and maintains bus routes and schedules.**
- 2. Provides transportation for student activity trips and other special uses of transportation services in accordance with policies and regulations established.**
- 3. Resolves problems of student bus conduct and parent complaints in cooperation with the efforts of principals.**
- 4. Advises superintendent in school closing decisions related inclement weather and road conditions.**
- 5. Responsible to keep buses clean at all times.**
- 6 All other duties as assigned by the Superintendent.**

TERMS OF EMPLOYMENT:

Twelve-month contract. Type E- 240 day contract.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
SUMMER SCHOOL COORDINATOR

QUALIFICATIONS:

1. Hold a teaching certificate from the state of Arkansas.

REPORTS TO:

Superintendent/Assistant Superintendent

SUPERVISES:

Summer school staff and activity.

JOB GOAL:

To provide every student in the district with an opportunity to use vacation time in a productive and meaningful program of remedial or enrichment education.

PERFORMANCE RESPONSIBILITIES:

1. Organizes the summer school curriculum for all grade levels in consultation with appropriate members of the staff and faculty.
2. Acquires the services of teachers for courses taught.
3. Establishes a substitute teacher program of appropriate scope.
4. Assumes responsibility for attendance accounting and submits enrollment and attendance reports.
5. Makes classroom visits for administrative and supervisory purposes.
6. Prepares the summer school schedule and assumes responsibility for registration and assignment of students.
7. Recommends promotion or retention of students when their successful participation in the summer school program may be the deciding factor.
8. Requisitions classroom equipment, supplies, and textbooks, as needed.
9. Reports and certifies to proper authorities the grades achieved by summer school students.
10. Prepares and maintains required records.
11. Prepares and oversees dissemination of publicity and information concerning summer school course offerings.
12. Prepares and administers the summer school operating budget.

JOB DESCRIPTION TECHNOLOGY COORDINATOR

Reports To: Assistant Superintendent

Supervises: Transportation and Maintenance Staff

FLSA Status: Exempt

Position Summary:

The Transportation/Maintenance Coordinator is responsible for overseeing and managing the district's transportation and maintenance operations. This includes ensuring the safe and efficient transportation of students, maintaining district facilities, and ensuring compliance with all applicable local, state, and federal regulations. The Transportation/Maintenance Coordinator works closely with school administrators, staff, and community stakeholders to maintain high-quality transportation and maintenance services.

Critical Task Areas:

1. Transportation Management
 - Develops and implements policies and procedures for the safe and efficient transportation of students.
 - Establishes bus routes, schedules, and assignments to ensure timely and safe student transportation.
 - Monitors bus fleet maintenance and ensures compliance with all safety and operational regulations.
 - Oversees driver training, certification, and evaluations.
 - Investigates transportation incidents and implements corrective actions.
2. Maintenance and Facilities Oversight
 - Supervises maintenance personnel and oversees district-wide facility maintenance programs.
 - Develops and implements preventative maintenance schedules for buildings, grounds, and equipment.
 - Ensures compliance with health, safety, and environmental regulations.
 - Manages facility repair projects, renovations, and capital improvement plans.
 - Coordinates inspections and ensures proper record-keeping for maintenance activities.
3. Personnel Management
 - Recruits, trains, assigns, and evaluates transportation and maintenance staff.
 - Conducts regular staff meetings and provides ongoing professional development.
 - Establishes work performance standards and expectations for all staff members.
 - Ensures adherence to district policies and safety regulations.
4. Budgeting and Financial Oversight
 - Assists in developing and managing the transportation and maintenance department budgets.
 - Monitors expenditures to ensure efficient use of resources.
 - Coordinates procurement of transportation and maintenance supplies, equipment, and services.

- Researches and applies for grants or funding opportunities to support department needs.
- 5. Safety and Compliance
 - Ensures compliance with all federal and state transportation and maintenance safety regulations.
 - Conducts regular safety inspections of buses, facilities, and equipment.
 - Implements emergency preparedness plans related to transportation and facility operations.
 - Coordinates safety training programs for transportation and maintenance staff.
- 6. Community and Public Relations
 - Communicates transportation policies and procedures to parents, staff, and the community.
 - Addresses and resolves transportation-related concerns and complaints.
 - Collaborates with local government agencies and law enforcement for transportation safety initiatives.
 - Engages with school administrators to align maintenance and transportation services with district needs.
- 7. Evaluation and Reporting
 - Conducts regular assessments of transportation and maintenance operations to improve efficiency.
 - Prepares reports on transportation performance, maintenance projects, and budget expenditures.
 - Stays informed on industry best practices and regulatory changes to enhance operations.
- 8. Additional Responsibilities
 - Works as part of the district leadership team to support overall school operations.
 - Performs other duties as assigned by the Superintendent or Assistant Superintendent.

Qualifications:

- Must meet Arkansas Department of Education Certification requirements.
- Bachelor's degree in Transportation Management, Facilities Management, Business Administration, or a related field preferred.
- Minimum of three years of experience in transportation and maintenance management required.
- Knowledge of state and federal transportation regulations and facility management best practices.
- Strong leadership, organizational, and problem-solving skills.

Terms of Employment:

Twelve-month contract, salary based on District Salary Schedule.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

JOB DESCRIPTION CTE COORDINATOR

Reports To: High School Principal

Supervises: CTE Instructors and Support Staff

FLSA Status: Exempt

Position Summary:

The Career and Technical Educator (CTE) Coordinator is responsible for overseeing and managing the district's CTE programs, ensuring they are aligned with state and federal guidelines, industry standards, and district goals. The Coordinator will provide leadership in developing, implementing, and evaluating CTE programs that prepare students for postsecondary education, career pathways, and industry certification. The CTE Coordinator will also focus on professional development for CTE instructors and promote engagement with business, industry, and community stakeholders to strengthen CTE programs.

Critical Task Areas:

1. Program Development and Implementation

- Develops, coordinates, and implements CTE programs aligned with local, state, and federal standards.
- Ensures curriculum is up-to-date and relevant to current industry trends and postsecondary education requirements.
- Works with school administrators and CTE instructors to ensure program success and student engagement.
- Monitors and evaluates CTE programs for compliance with accreditation standards and prepares reports for stakeholders.

2. Curriculum Coordination

- Collaborates with faculty to design and update instructional materials, including curriculum guides and syllabi.
- Assists CTE instructors in implementing evidence-based instructional strategies.
- Coordinates the integration of career readiness and employability skills across CTE courses.
- Oversees the development of student-centered instructional strategies that promote career readiness.

3. Student Assessment and Support

- Develops and implements processes for assessing student achievement and program effectiveness.
- Coordinates industry certification and state-required assessments for students in CTE programs.
- Provides support and resources for students pursuing internships, apprenticeships, or work-based learning opportunities.
- Ensures students have access to career exploration resources, guidance, and postsecondary opportunities.

4. Professional Development

- Provides ongoing professional development opportunities for CTE instructors to stay current on educational practices, industry trends, and certification requirements.
- Assists in the recruitment, hiring, and evaluation of CTE staff.
- Organizes workshops, conferences, and other professional development activities to enhance teacher effectiveness.

5. Industry Partnerships and Community Engagement

- Establishes and maintains partnerships with local businesses, industries, and postsecondary institutions to provide students with relevant career experiences.
- Promotes opportunities for internships, job shadowing, and apprenticeships for students in CTE programs.
- Develops and sustains relationships with community and industry stakeholders to ensure that the CTE curriculum is aligned with labor market needs.
- Engages local employers and community organizations in program development and evaluation.

6. Budget and Resource Management

- Develops and manages the CTE budget, including funding requests, resource allocation, and equipment purchases.
- Coordinates the procurement and management of instructional resources, including tools, equipment, and technology.
- Seeks out external funding opportunities, grants, and partnerships to enhance CTE program offerings.

7. Compliance and Reporting

- Ensures that CTE programs comply with local, state, and federal regulations, including Perkins funding and other grant requirements.
- Prepares and submits reports to state agencies, the district administration, and other stakeholders regarding program outcomes and funding.
- Tracks and analyzes data related to CTE student success, including graduation rates, certification achievements, and job placement rates.

8. Program Promotion and Recruitment

- Promotes CTE programs to students, parents, and the community through marketing, open houses, and outreach efforts.

- Assists in student recruitment, ensuring that all students are aware of the opportunities and career paths available through CTE.

Qualifications:

- Must meet Arkansas Department of Education Certification requirements for CTE coordinators.
- Bachelor's degree in Education, Career and Technical Education, or a related field (Master's degree preferred).
- Minimum of five years of experience in CTE instruction, with at least two years in a leadership or administrative capacity.
- Knowledge of industry standards, certifications, and postsecondary education requirements.
- Strong organizational, communication, and interpersonal skills.
- Ability to work effectively with students, staff, industry professionals, and the community.

Terms of Employment:

Twelve-month contract, salary based on District Salary Schedule.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
TECHNOLOGY COORDINATOR

QUALIFICATIONS:

- 1. Meet Arkansas Department of Education certification requirements.**

REPORTS TO:

[Superintendent]

JOB GOALS:

Develop, coordinate, and teach workshops and/or classes on office and instructional applications for microcomputers and related technologies. Also, provide curricular consultation and technical assistance on the use of technology to personnel, schools, and other work sites. At minimum, fifty-percent of work time shall be spent on staff development activities which shall include, but are not limited to, planning comprehensive training assistance, and previewing opportunities in the areas of educational technology including the following:

- 1. Technology awareness**
- 2. Educational applicability of a variety of computer programs and optical media.**
- 3. Evaluation and selection of software and hardware and optical media.**
- 4. Technological advancements (interactive video, robotics, etc).**
- 5. Curriculum integration as it relates to technology.**
- 6. Technology program evaluation.**
- 7. Other topics as identified by a building needs assessment.**

PERFORMANCE RESPONSIBILITIES:

- 1. Develop, coordinate, and teach workshops and classes on instructional and administrative applications for microcomputers and related technologies.**
- 2. Develop/modify staff development programs and materials to meet district specific needs related to the instructional and administrative use of microcomputers.**
- 3. Provide technical curriculum assistance regarding hardware usage, software applications, computer technology, and the general instructional use of technology in the classroom.**
- 4. Arrange for college credit and/or clock hours for the Technology Training center classes.**
- 5. Assist in the integration of technology applications in the K-12 curriculum.**
- 6. Develop, update, and maintain the training center's inventory of hardware, software, and educational materials.**
- 7. Establish systems for educators to access, preview, or receive training in hardware usage and software applications.**
- 8. Communicate information about training center services and research, including preparing promotions, flyers, and making presentations.**

9. Provide assistance to visitors of the training center, including identifying or recommending software and hardware.
10. Assist with development of, and participate in, computer user groups.
11. Assist in the overall evaluation of unit's programs and services providing input, support, and data to the division administrator as requested.
12. Maintain all data and records on the training center and prepare reports.
13. Participate in the training center support network which includes attendance at district technical support meetings.
14. Update personal technological knowledge and skills.
15. Serve as a liaison for technology to the Curriculum Coordinators, Specialists, etc.
16. Arrange for the installation of all technology equipment.
17. Perform any other duties assigned by the superintendent/assistant superintendent.

TERMS OF EMPLOYMENT:

Twelve-month year. Type E 240 days contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
TRANSPORTATION COORDINATOR

The Transportation Coordinator is directly accountable to the chief administration consisting of the Superintendent of Schools and his Assistant Superintendent. He is primarily responsible for managing the Transportation of the school district in accordance with the decisions of the board and chief administration. In doing so he keeps the chief administration apprized of major problems that arise and major decisions to be made as well as alternatives, background data, and recommendation pertaining thereto. Regular

reports to the chief administration are made by this coordinator on the status and progress of his departments. The duties of this position requires a eleven month contract period.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

1. Plans, directs, and maintains bus routes and schedules.
2. Provides transportation for student activity trips and other special uses of transportation services in accordance with policies and regulations established.
3. Administers budget decisions in the area of transportation and offers recommendation for needed changes in future budgetary planning in these areas.
4. Provides business-like management and accounting for school funds and properties in areas of responsibility.
5. Submits to the chief administration recommendations for school funds and properties in areas of responsibility.
6. Resolves problems of students bus conduct and parent complaints in cooperation with the efforts of principals.
7. Complies and submits records and reports as needed for local and state administrative purposes.
8. Advises superintendent in school closing decisions related inclement weather and road conditions.
9. Submits presentations and reports to the board as needed and requested.
10. Assists the chief administration in dealing with such matters that may arise and be deemed priorities.
11. Responsible to keep buses clean at all times.
12. All other duties as assigned by the Superintendent.

LEE COUNTY SCHOOL DISTRICT NO. "1" JOB DESCRIPTION VOCATIONAL COORDINATOR

The Coordinator of Vocational Education is directly accountable to the Superintendent. The Coordinator of Vocation Education coordinates vocational and technical education programs in grades seven through twelve and in such capacity works according to the preferences of each respective Principal. The discretion of the Principal, however, is interpreted within the framework of project requirements and chief administrative directives. The Coordinator of Vocational Education serves as the district liaison with the

**Vocational and Technical Education Division of the Arkansas Department of Education.
The duties of this position require a twelve month contract period.**

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

- 1. Maintains current knowledge of vocational education to ensure compliance with regulations and communicate information to the superintendent, principals and teachers.**
- 2. Complies and analyzes data to prepare reports to local, state and federal agencies and for planning and evaluating vocational programs.**
- 3. Effects procedure acquisition and inventory control of equipment, supplies and materials.**
- 4. Complies inventory of vocational equipment and furniture.**
- 5. Confers and assists principals, counselors, and teachers with student enrollment, recruitment and placement.**
- 6. Continues refinement of courses to adequately prepare students.**
- 7. Provides for service and repair of equipment.**
- 8. Promotes active participation of teachers and students in vocational student organizations.**
- 9. Provides technical assistance and support of principals and teachers.**
- 10. Assists principals in sharing ownership for the Vocational Programs within each building.**
- 11. Determines need, plans and provides orientation and in-service training for new and experienced staff members.**
- 12. Promotes image of vocational education with news media and civic organizations/commissions through speeches and written communication.**
- 13. Plans and modifies budget as program demands and categorical funding changes occur, with adjustments which retain proper balance among various program areas.**
- 14. Determines priority and best source, and authorizes the purchase of instructional materials and equipment within limitations of the current budget.**
- 15. Maintains income and disbursement records for all vocational programs.**
- 16. Follow procedures for handling purchasing and submit bills/invoices for payment.**
- 17. Prepares the Annual Expenditure Report.**
- 18. Organizes and supervises the evaluation/on-site review of vocational programs.**
- 19. Reports periodically to the superintendent on the status and progress of the vocational program.**
- 20. Works as a team member with others in administrative leadership for the overall improvement of the educational program.**
- 21. All other duties as assigned by the Superintendent.**

**LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
GRANT WRITER**

The district Grant Writing Coordinator is director accountable to the Superintendent and the Assistant Superintendent. The Coordinator will write grants to obtain funds for the maintenance and operation for various district programs; will seek and submit grants for

funds available for use to expand district programs; will assume responsibility for writing and assisting in writing grants for all departments of the school district.

All other duties as assigned by the Superintendent.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
VOCATIONAL COORDINATOR/BOOKKEEPER

The Coordinator of Vocational Education/Bookkeeper is directly accountable to the Superintendent/Finance Coordinator. The Coordinator of Vocation Education coordinates vocational and technical education programs in grades seven through twelve and in such capacity works according to the preferences of each respective Principal. The discretion of the Principal, however, is interpreted within the framework of project requirements and

chief administrative directives. The Coordinator of Vocational Education serves as the district liaison with the Vocational and Technical Education Division of the Arkansas Department of Education. The Bookkeeper assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available.

PERFORMANCE RESPONSIBILITIES (VOCATIONAL COORDINATOR)

1. Maintains current knowledge of vocational education to ensure compliance with regulations and communicate information to the superintendent, principals and teachers.
2. Complies and analyzes data to prepare reports to local, state and federal agencies and for planning and evaluating vocational programs.
3. Effects procedure acquisition and inventory control of equipment, supplies and materials.
4. Complies inventory of vocational equipment and furniture.
5. Confers and assists principals, counselors, and teachers with student enrollment, recruitment and placement.
6. Continues refinement of courses to adequately prepare students.
7. Provides for service and repair of equipment.
8. Promotes active participation of teachers and students in vocational student organizations.
9. Provides technical assistance and support of principals and teachers.
10. Assists principals in sharing ownership for the Vocational Programs within each building.
11. Determines need, plans and provides orientation and in-service training for new and experienced staff members.
12. Promotes image of vocational education with news media and civic organizations/commissions through speeches and written communication.
13. Plans and modifies budget as program demands and categorical funding changes occur, with adjustments which retain proper balance among various program areas.
14. Determines priority and best source, and authorizes the purchase of instructional materials and equipment within limitations of the current budget.
15. Maintains income and disbursement records for all vocational programs.
16. Follow procedures for handling purchasing and submit bills/invoices for payment.
17. Prepares the Annual Expenditure Report.
18. Organizes and supervises the evaluation/on-site review of vocational programs.
19. Reports periodically to the superintendent on the status and progress of the vocational program.
20. Works as a team member with others in administrative leadership for the overall improvement of the educational program.
21. All other duties as assigned by the Superintendent.

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PERFORMANCE RESPONSIBILITIES (BOOKKEEPER)

1. Assist with sign up of all new employees.
2. Figure, key, verify and run all payrolls.
3. Adjust salaries as necessary.
4. Run and balance all reports related to payroll. (biweekly/monthly/quarterly/annually)
5. Make copy of all payroll reports for the Finance Coordinator.
6. Maintain and update all computer records (calendar, salary schedules and employee personnel screens).

7. Maintain and balance "all" deductions that go through payroll (this includes but is not limited to) the cafeteria plan, insurance, teacher retirement, etc.
8. Balance and run W-2s for all employees.
9. Assist with fiscal year end closing.
10. Building rentals.
11. Handle transcript records.
12. Make all bank deposits.
13. Enter receipts in computer (monthly).
14. Issue PO #s as needed.
15. Match up all PO's with packing slips and invoices-check prices and total invoices.
16. Set up vendors for accounts payable and maintain list.
17. Back-up person to run accounts payable bills.
18. Mail all accounts payable bills.
29. Do consumer report.
20. Keep absentee records on all employees-notify payroll of anyone who should be docked.
21. Match up subs with person absent.
22. Type contracts and addendum's.
23. Type salary schedules.
24. Fingerprints and FBI checks.
25. Do 1099's at year end.
26. Go to Central Office at 2:30 each day.
27. Run all accounts payable bills.
28. Assist Finance Coordinator with the counting of all athletic money.
29. Stuff payroll checks.
30. Copy phone bills for E-Rate.
31. Copy Carl Perkins bills.
32. Receiving and disbursements of all grants.
33. SIS coordinator/pull cycles for state reporting.
34. Back-up person for payroll.
35. Title I responsibilities as assigned by Federal Coordinator.
36. Inventory.
37. Any other duties assigned by the Finance Coordinator/superintendent.

THIS POSITION CAN BE A CERTIFIED OR CLASSIFIED POSITION

TWELVE MONTH TYPE E 245 DAY CONTRACT

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INSTRUCTIONAL STAFF

1. ALE Head Teacher
2. ALE Teacher
3. Band Director
4. Counselor
5. Department Heads
6. Librarian
7. Teacher

- 8. Teacher/Cadre Member**
- 9. Substitute Teacher**
- 10. Vocational Instructor**
- 11. Pre-School Head Teacher**

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
ALTERNATIVE LEARNING HEAD TEACHER

QUALIFICATIONS:

- 1. Proper ADE Certification Required.**

REPORTS TO:

Special Education Coordinator, District Administrative Assistant, and the Superintendent.

SUPERVISES:

Staff members designated by the superintendent.

JOB GOAL:

To provide the leadership and expertise needed to make the teaching team most effective in its positive influence on each student at the LCSD Alternative Learning Environment (Opportunity School.)

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes at ALE.
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, and projects 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. Assess the accomplishments of students on a regular basis and provides progress reports as required.
9. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
10. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

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11. Maintains accurate, and complete, and correct records as required by law, district policy, and administrative regulation.
12. Coordinates all activities of the teaching team.
13. Assumes responsibility for the continual improvement of the quality of instruction of the team.
14. Serves as adviser and counselor to all students assigned to ALE.
15. Oversees and coordinates the clerical work of the team.
16. Assist with the master schedule and any individual teacher scheduling problems.
17. Assumes responsibility for the development and implementation of resource files for

the team.

18. Coordinates the creation and development of special curriculum materials.
19. Plans an individualized approach to the learning problems of students served by the team.
20. Encourages team members in the use of new methods and materials.
21. Oversees in-service workshops that are deemed useful by the teachers of the team.
22. Meet periodically with district principals to discuss new materials and programs, evaluate present programs, and consider problems of mutual concern.
23. Meets and confers with parents as necessary.
24. Assists members of the team in evaluation of all students.

TERMS OF EMPLOYMENT:

Type A 192 day contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of Professional Personnel.

Page 2 of 2

ALTERNATIVE LEARNING ENVIRONMENT TEACHER

Reports To: Building Principal

Supervises:

FLSA Status: Exempt

Position Summary:

3. To help students plan, develop, and execute such individual learning programs and experiences as will contribute to their development as mature, able, and responsible men and women.

Critical Task Areas:

- 1. Works with individual students in devising sequences of educational experiences that may be expected to lead the students to achievement of their specified goals.**
- 2. Serves as a resource person to students pursuing individual learning programs.**
- 3. Arranges for and coordinates off campus learning experiences for students, as appropriate, and, when necessary, accompanies students engaged in off-campus activities.**
- 4. Meets regularly with students assigned for the purposes of counseling, encouraging, and evaluating.**
- 5. Employs instructional methods and materials that are most appropriate for achieving stated objectives when formal instruction appears necessary or desirable.**
- 6. Makes provision for being available to students and parents for conferences outside the instructional day when requested to do so under reasonable terms.**
- 7. Assists the administration in implementing all the policies and rules governing student life and conduct, and, for the classroom, develops such procedures as are necessary for the success of the alternative education program.**
- 8. Maintain and improve professional competence.**
- 9. Attends staff meetings and serves on staff committees as required.**

Qualifications:

- Must meet Arkansas Department of Education Certification requirements.
- Bachelor's degree in the related field required.
- Minimum of three years of experience in educational administration or federal program management required.
- Strong knowledge of federal education programs, grant writing, and compliance regulations.
- Excellent leadership, organizational, and communication skills.

Terms of Employment:

Twelve-month contract, salary based on District Salary Schedule with an increment of 1.65.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
ALTERNATIVE LEARNING ENVIRONMENT TEACHER
(INSTRUCTIONAL FACILITATOR)

QUALIFICATIONS:

1. Must possess a college degree.
(Certification is not required)

REPORTS TO:

ALE Coordinator

SUPERVISES:

ALE students.

JOB GOAL:

To help students plan, develop, and execute such individual learning programs and experiences as will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Works with individual students in devising sequences of educational experiences that may be expected to lead the students to achievement of their specified goals.
2. Serves as a resource person to students pursuing individual learning programs.
3. Arranges for and coordinates off campus learning experiences for students, as appropriate, and, when necessary, accompanies students engaged in off-campus activities.
4. Meets regularly with students assigned for the purposes of counseling, encouraging, and evaluating.
5. Employs instructional methods and materials that are most appropriate for achieving stated objectives when formal instruction appears necessary or desirable.
6. Makes provision for being available to students and parents for conferences outside the instructional day when requested to do so under reasonable terms.
7. Assists the administration in implementing all the policies and rules governing student life and conduct, and, for the classroom, develops such procedures as are necessary for the success of the alternative education program.
8. Strives to maintain and improve professional competence.
9. Attends staff meetings and serves on staff committees as required.

TERMS OF EMPLOYMENT:

Type A 187 day contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of Professional Personnel.

BAND DIRECTOR**QUALIFICATIONS:**

- 1. Must possess a Bachelor's degree**
- 2. Must possess Arkansas Educator Certification**

REPORTS TO:
Building Principal

SUPERVISES:
N/A

JOB GOAL:

The Band Director is responsible for the organization and operation of the entire band program. The Band Director works cooperatively with Principals of other schools in matters of scheduling, tryouts, band trips, and student behavior problems. The Band Director maintains a relationship of mutual support and involvement of parents of band students.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

- 1. Conducts daily preparation and practice sessions for 12 work days prior to the first day of student attendance in August.**
- 2. Conducts inventories, repairs, and other school closing activities during 8 working days after school closes.**
- 3. Provides daily instruction and practices during school day on assigned periods.**
- 4. Annually conducts 30 (20 for Jr. High) or more after school practice sessions lasting 1 to 1 ½ hours each.**
- 5. Provides for band participation in 6 to 9 (4 to 6 for Jr. High) football games each season.**
- 6. Conducts 6 to 8 band performances, including concerts, parades, and other related school events, annually.**
- 7. Provides principals with names of band students in advance of the time necessary for preparing student schedules each year.**
- 8. Participates in budget planning and observes budget decisions concerning all funding sources for the band program.**
- 9. Provides for adequate supervision of students with whom charged during practice, trips, and other band activities.**

10. **Complies and submits information concerning band performances, trips, and other reports needed or requested for administration purposes.**
11. **Accountably maintains band equipment and supplies to prevent damage, theft or other**

MINIMUM JOB REQUIREMENTS

Duties Begin: 11 to 13 work days ahead of school opening

Duties End: When school closes

LEE COUNTY SCHOOL DISTRICT NO. "1" JOB DESCRIPTION BAND DIRECTOR

The Band Director is directly accountable to the Principal of the building in which his program is housed. He is responsible for the organization and operation of the entire band program at his assigned level (Jr. High or Sr. High). The Band Director works cooperatively with Principals of other schools in matters of scheduling, tryouts, band trips, and student behavior problems. In the conduct of his program, he maintains a relationship of mutual support and involvement of parents of band students. A Band Director is employed on a nine month teacher contract period basis with salary supplements provided for extra time, skills, and responsibilities required for the position.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

1. **Conducts daily preparation and practice sessions for 12 work days prior to the first day of student attendance in August.**
2. **Conducts inventories, repairs, and other school closing activities during 8 working days after school closes.**
3. **Provides daily instruction and practices during school day on assigned periods.**
4. **Annually conducts 30 (20 for Jr. High) or more after school practice sessions lasting 1 to 1 ½ hours each.**
5. **Provides for band participation in 6 to 9 (4 to 6 for Jr. High) football games each season.**

- 6. Conducts 6 to 8 band concerts/parade performances annually.**
- 7. Participates in 3 to 5 band festivals each year.**
- 8. Provides principals with names of band students in advance of the time necessary for preparing student schedules each year.**
- 9. Participates in budget planning and observes budget decisions concerning all funding sources for the band program.**
- 10. Provides for adequate supervision of students with whom charged during practice, tips, and other band activities.**
- 11. Complies and submits information concerning band performances, trips, and other reports needed or requested for administration purposes.**
- 12. Accountably maintains band equipment and supplies to prevent damage, theft or other**

MINIMUM JOB REQUIREMENTS

Assignment:	Senior High Band Director
Duties Begin:	August 1 (11 to 13 work days ahead of school opening)
Duties End:	When school closes
Duties During Preschool Days: with	Band practice for 2 or 3 hours during work day remaining time for preparation and individual instruction
Duties During School Year:	Daily instruction and practice during 4 periods of 6 period school day (2 planning periods) plus 30 to 35 1 to 1 ½ hour after school practice sessions. Performances include 6 to 9 football games, 6 to 8 concerts/parades, 3 to 5 festivals.

SCHOOL GUIDANCE COUNSELOR

QUALIFICATIONS:

- 1. Must possess a Master's degree**
- 2. Must possess Arkansas Educator Certification**

REPORTS TO:

Building Principal

SUPERVISES:

N/A

JOB GOAL:

The general role of the School Guidance Counselor is to assist each student to obtain the maximum benefit from the instructional program. The counselor focuses attention on individual students to help them understand their strengths and limitations, identify their interests, and aid their planning and attaining their educational goals. The counselor assists students in understanding and coping with personal problems as such may arise. The counselor secures the support and cooperation of administrators, teachers, parents, and others to the extent that their contributions can aid in solving problems and encouraging success. The guidance counselor will also serve as the registrar of the school of which they are assigned.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

- 1. Guides students in selecting courses and schedules that will most nearly fit their educational goals.**

2. Maintains or assists in maintaining cumulative student records and uses the contents thereof for guiding students, their teachers, parents, and other involved in meeting their educational needs.
3. Admits transfer students and forwards records of students transferring out in according to school policies and regulations.
4. Provides individual counseling for potential dropouts, behavior problem referrals, and other students needing special counseling.
5. Guides students in information and procedures for student aid, scholarships, or admission for future educational, military, or employment opportunities.
6. Reports to Principal on test scores, student grades, and other matters needed for administrative decision making.
7. Participates in individual and group studies on such matters that may become priorities for improving the educational program.
8. Works collaboratively with the Building Test Coordinator to ensure all students are tested

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
COUNSELOR

The counselor is directly accountable to the building Principal. The general role of the guidance counselor is to assist each student to obtain the maximum benefit from the instructional program. The counselor focuses his attention on the individual student to help him understand his strengths and limitations, identify his interests, and aid him in planning and attaining his educational goals. The counselor assists students in understanding and coping with personal problems as such may arise. The counselor secures the support and cooperation of administrators, teachers, parents, and others to the extent that their contributions can aid in solving problems and encouraging success. The duties of this position ordinarily requires a ten month contract period. The senior high school counselor also serves as High School Registrar, the added duties of which necessitate a twelve month contract period.

1. The counselor is directly accountable to the building Principal. The general role of the guidance counselor is to assist each student to obtain the maximum benefit from the instructional program. The counselor focuses his attention on the individual student to help him understand his strengths and limitations, identify his interests, and aid him in planning and attaining his educational goals. The counselor assists students in understanding and coping with personal problems as such may arise. The counselor secures the support and cooperation of administrators, teachers, parents, and others to the extent that their contributions can aid in solving problems and encouraging success. The duties of this position ordinarily require a ten month contract period. The senior high school counselor also serves as High School Registrar, the added duties of which necessitate a twelve month contract period.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

- 1. Guides students in selecting courses and schedules that will most nearly fit their educational goals.**
- 2. Maintains or assists in maintaining cumulative student records and uses the contents thereof for guiding students, their teachers, parents, and other involved in meeting their educational needs.**
- 3. Admits transfer students and forwards records of students transferring out in accordance with school policies and regulations.**
- 4. Provides individual counseling for potential dropouts, behavior problem referrals, and other students needing special counseling.**
- 5. Guides students in information and procedures for student aid, scholarships, or admission for future educational, military, or employment opportunities.**
- 6. Reports to Principal on test scores, student grades, and other matters needed for administrative decision making.**
- 7. Participates in individual and group studies on such matters that may become priorities for improving the educational program.**

LEE COUNTY SCHOOL DISTRICT NO. "1" JOB DESCRIPTION DEPARTMENT HEADS

QUALIFICATIONS:

- 1. Certificate, license, or other legal credential required.**
- 2. Degree(s) required and area of major study.**
- 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**

REPORT TO:

Superintendent, Asst. Superintendent, Principals.

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, and training 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. Advises the principal on the department's budgetary needs.
6. Makes classroom visitations of department personnel when requested by the principal.
7. Collects and maintains a file of daily lesson plans.
8. Develops and maintains a department library.
9. Provides orientation and in-service training programs for department personnel.
10. Attends relevant school, district, and professional meetings.
11. Meets with other department heads to promote interdisciplinary programs.
12. Assists in identifying and using community resources for the department program.
13. Implements an ongoing program of curriculum evaluation.
14. Provides the departmental supervisor with course outlines for all department offerings.

LIBRARIAN

QUALIFICATIONS:

1. Must possess a Master's degree
2. Must possess Arkansas Educator Certification

REPORTS TO:
Building Principal

SUPERVISES:
N/A

JOB GOAL:

The Librarian is directly accountable to the building Principal. The Librarian operates and maintains the school library to provide media resources and services to students and to those who instruct students. The Librarianship is an interactive position in that much communication is needed between the Librarian and instructional staff to ensure the acquisition and use of effective library resources. Further interaction with the administration is needed for efficiency in acquisition and maintenance of library resources. The duties of this position require a nine month contract period.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

1. Solicits instructional staff requests for library material and equipment selections.
2. Offers recommendations for instructional uses and value of various resources on the basis of personal reviews as well as solicited user feedback.

3. Assists each staff member or student in locating resources in a manner that is helpful both in terms of the user's immediate request and instructive in terms of developing library skills or the user.
4. Demonstrates library skills and resources through planned instruction to staff and groups of pupils (lessons more frequent and structured for lower grades).
5. Orders library materials and equipment according to approved procedures and budgetary allowances.
6. Catalogues and maintains shelves in accordance with Dewy Decimal System of classification.
7. Conducts periodic inventory to identify missing and to repair damaged items.
8. Promotes circulation and use of the library and encourages proper care of materials and equipment by users.
9. Enforces fines and penalties for misuse of library and library resources.
10. Completes library reports as needed for State Education Department or school district use.
11. Fulfills extra duties such as bus duty, playground supervision, and others as assigned to other instructional staff.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
LIBRARIAN

The Librarian is directly accountable to the building Principal. The Librarian operates and maintains the school library to provide media resources and services to students and to those who instruct students. The Librarianship is an interactive position in that much communication is needed between the Librarian and instructional staff to ensure the acquisition and use of effective library resources. Further interaction with the administration is needed for efficiency in acquisition and maintenance of library resources. The duties of this position require a nine month contract period.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

1. Solicits instructional staff requests for library material and equipment selections.

- 2. Offers recommendations for instructional uses and value of various resources on the basis of personal reviews as well as solicited user feedback.**
- 3. Assists each staff member or student in locating resources in a manner that is helpful both in terms of the user's immediate request and instructive in terms of developing library skills or the user.**
- 4. Demonstrates library skills and resources through planned instruction to staff and groups of pupils (lessons more frequent and structured for lower grades).**
- 5. Orders library materials and equipment according to approved procedures and budgetary allowances.**
- 6. Catalogues and maintains shelves in accordance with Dewy Decimal System of classification.**
- 7. Conducts periodic inventory to identify missing and to repair damaged items.**
- 8. Promotes circulation and use of the library and encourages proper care of materials and equipment by users.**
- 9. Enforces fines and penalties for misuse of library and library resources.**
- 10. Completes library reports as needed for State Education Department or school district use.**
- 11. Fulfills extra duties such as bus duty, playground supervision, and others as assigned to other instructional staff.**

TEACHER

QUALIFICATIONS:

1. **Must hold an appropriate state teaching certification for the grade level and subject area assigned.**
2. **Strong instructional, classroom management, and communication skills.**
3. **Ability to effectively plan and deliver engaging lessons.**
4. **Commitment to fostering a positive and inclusive learning environment.**
5. **Willingness to fulfill supervision and non-teaching duties essential to school operations.**

REPORTS TO:

Building Principal

JOB GOAL:

Classroom teachers play a key role in the teaching and learning process, utilizing available human and material resources to support student education. Under the direct supervision of the building principal, teachers implement instructional strategies, maintain classroom management, and ensure student success. They are responsible for instructional delivery, student supervision, and other essential duties necessary for school operations.

Responsibilities:

- Provide effective instruction aligned with the evidence-based best practices.
- Implement assertive discipline and classroom management strategies to foster a productive learning environment.
- Demonstrate mastery of subject content and continuously seek professional growth in the field.
- Select and utilize instructional materials and resources tailored to learning objectives and student needs.
- Promote human understanding, mutual respect, and positive relationships among students and between students and teachers.
- Exhibit strong planning and organizational skills to maximize instructional time and minimize waste of resources.
- Ensure student safety and proper care of school property.
- Enforce school board policies, administrative regulations, and directives within the classroom.
- Collaborate with parents, administrators, colleagues, and other staff to seek positive solutions to challenges.

Qualifications:

- Must hold an appropriate **state teaching certification** for the grade level and subject area assigned.
- Strong instructional, classroom management, and communication skills.
- Ability to effectively plan and deliver engaging lessons.
- Commitment to fostering a positive and inclusive learning environment.
- Willingness to fulfill supervision and non-teaching duties essential to school operations.

Employment Terms:

- Teachers are employed on **nine, ten, or twelve-month contracts**, depending on the teaching assignment and state regulations.

Success Criteria:

The success of a teacher—and ultimately the school system—is measured by the success and progress of each student.

LEE COUNTY SCHOOL DISTRICT NO. "1" JOB DESCRIPTION TEACHER

QUALIFICATIONS:

1. Meet Arkansas Department of Education certification requirements.

REPORTS TO:

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, and projects 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. Assesses 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.

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13. Assists the administration in implementing all policies and 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 serves on staff committees as required.

TERMS OF EMPLOYMENT:

Type A, 187 day contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**LEE COUNTY SCHOOL DISTRICT NO "1"
JOB DESCRIPTION
TEACHER/CADRE MEMBER**

The teacher Cadre member is accountable to the Building Principal. The teacher mentor Cadre is a select group of teachers chosen for their adherence to the instructional integrity of the District Instruction Programs and have demonstrated the ability to establish a supportive relationship with students and teachers. They will provide supportive supervision in the form of weekly classroom visits to assist teachers with using Direct Instruction strategies, techniques, classroom management and pacing guides. This position provides a cadre member assigned to a grade level of teachers who they monitor weekly.

EXPECTED PERFORMANCE

- 1. Demonstrates a thorough knowledge of Direct Instruction techniques, methods and interpersonal skills.**
- 2. Attends yearly Cadre in-service training.**
- 3. Assists and monitors assigned teachers weekly with Direct Instruction strategies, techniques, classroom management and other activities assigned.**
- 4. Monitors pacing guides weekly of assigned teachers.**
- 5. Assists in placement testing, grouping and scheduling of students for the Direct Instruction programs.**

6. Maintains appropriate records of Direct Instruction activities for assigned teachers.
7. Demonstrates respect and supportive relationship with students, staff and administration.
8. Uses positive classroom management skills.
9. Coordinates and assist with training for new teachers.
10. Demonstrates the correct methods of teaching Direct Instruction for new teachers, parents, other school personnel an inter/intra school visitations.
11. Performs any other duties assigned by the principal.

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LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
SUBSTITUTE TEACHER

QUALIFICATIONS:

1. Type 1 = High school graduate or GED
2. Type 2 = College degree
3. Type 3 = College degree plus valid Arkansas Teaching Certificate

REPORTS TO:

Principal

JOB GOAL:

To enable each child to pursue his or her education as smoothly and completely as possible in the absence of the regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the building principal or school secretary upon arrival fifteen minutes before the official school opening.
2. Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.

3. Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
4. Teaches the lesson outlined as prepared by the absent teacher.
5. Consults as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified by the absent teacher.
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
7. Write a note about work completed at the end of each teaching day, and leave it for the regular classroom teacher.
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Remain in assigned classroom until the official school closing.
10. Report to the building principal at the conclusion of the teaching day and verify whether or not his/her services will be needed on the next teaching day.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
VOCATIONAL INSTRUCTOR

Vocational Education teachers have the primary responsibility of meeting and teaching daily classes. They are under the direct supervision of the building principal, vocational director, and superintendent. Even though they perform as classroom teachers, they are subject to additional responsibilities and guidelines as set by the Lee County School District and the State Department of Education.

ADDITIONAL PERFORMANCES AND GUIDELINES FOR VOCATIONAL TEACHERS

1. Clubs and contest participation is an integral part of the teaching and learning situation, therefore each teacher shall serve as the sponsor for his or her club. Each teacher shall take an active part in organizational/club meetings along with local, district, state and national competition.
2. Each teacher is responsible for attending all state held meetings, inservices and workshops that relate to his/her program area.
3. Each teacher is responsible for forming an advisory committee for his/her program area. They must also assume the responsibility for the functioning of the committee.
4. Each teacher is responsible for integrating the state frameworks into his/her daily lesson plans and preparing their students for the State Competency Test.
5. Each teacher is responsible for integrating vocational programs with other vocational programs as well as academic programs.
6. Each teacher should make use of added contract length by:
 - A. repairing broken equipment and doing up-keep in classroom or shop areas.

- B. visiting student summer projects/on job experiences.
 - C. participating in recreational/leadership camps for students.
 - D. attending in service to keep up with improvements in technology in their program area.
 - E. making preparation for students by preparing lesson-plans, State reports, and lab exercises.
7. Each teacher's program area, grades 7-12, with the use of the State Vocational Framework, and administration guidance, will assure that minimum course content is similar at each school and that sequential learning objectives are established for every grade level and course offering.
 8. Each teacher will provide students with a course outline listing grading procedures and course content expectations.

JOB DESCRIPTION PRESCHOOL LEAD TEACHER

QUALIFICATIONS:

1. Proper ADE Certification Required.

REPORTS TO:

Whitten Elementary Principal, District Administrative Assistant, and the Superintendent.

SUPERVISES:

Staff members designated by the superintendent.

JOB GOAL:

To provide the leadership and expertise needed to make the teaching team more effective in its positive influence on each student at the LCSD Preschool facility.

PERFORMANCE RESPONSIBILITIES:

1. Supervises classroom instruction and evaluates teaching performance for assigned curricular area.
2. Plans, organizes, and presides over teacher meetings for assigned curricular area.
3. Promotes and holds pre-service and in-service education training in assigned curricular area.
4. Performs demonstration lessons with students in classroom situations for observation by teachers.
5. Approves all requests for attendance at professional meetings and conferences by teachers in assigned curricular area.
6. Coordinates departmental curricular revision, rewriting, and course distribution.
7. Prepares special reports to teachers, the superintendent, and the Board on the status of regular and special programs in preschool are.
8. Assists the personnel director in interviewing prospective teachers for assignment.
9. Advises the principal on class loads and teacher subject assignment.
10. Evaluates achievement and placement of students in assigned area.
11. Supervises and coordinates the ordering and use of departmental instructional aids and materials for assigned curricular area.
12. Reviews new trends and publications in assigned curricular area.
13. Participates in those activities most likely to lead to continued professional growth.
14. Prepares and administers the budget for assigned department.
15. Coordinates all aspects related to preschool student transportation.

16. Oversees and coordinates the clerical work for the preschool setting.
17. Coordinates the master schedule and any individual teacher scheduling problem.
18. Meets and confers with parents as necessary.
19. Carries out the evaluation process of all preschool staff member.
20. Any other responsibility as assigned by the principal/superintendent.

TERMS OF EMPLOYMENT:

Type B, 201 Day Contract

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
PRESCHOOL HEAD TEACHER

QUALIFICATIONS:

2. Proper ADE Certification Required.

REPORTS TO:

Whitten Elementary Principal, District Administrative Assistant, and the Superintendent.

SUPERVISES:

Staff members designated by the superintendent.

JOB GOAL:

To provide the leadership and expertise needed to make the teaching team more effective in its positive influence on each student at the LCSD Preschool facility.

PERFORMANCE RESPONSIBILITIES:

1. Supervises classroom instruction and evaluates teaching performance for assigned curricular area.
2. Plans, organizes, and presides over teacher meetings for assigned curricular area.
3. Promotes and holds pre-service and in-service education training in assigned curricular area.
4. Performs demonstration lessons with students in classroom situations for observation by teachers.
5. Approves all requests for attendance at professional meetings and conferences by teachers in assigned curricular area.
6. Coordinates departmental curricular revision, rewriting, and course distribution.
7. Prepares special reports to teachers, the superintendent, and the Board on the status of regular and special programs in preschool are.
8. Assists the personnel director in interviewing prospective teachers for assignment.
9. Advises the principal on class loads and teacher subject assignment.
10. Evaluates achievement and placement of students in assigned area.
11. Supervises and coordinates the ordering and use of departmental instructional aids and materials for assigned curricular area.
12. Reviews new trends and publications in assigned curricular area.
13. Participates in those activities most likely to lead to continued professional growth.

14. Prepares and administers the budget for assigned department.
15. Coordinates all aspects related to preschool student transportation.
16. Oversees and coordinates the clerical work for the preschool setting.
17. Coordinates the master schedule and any individual teacher scheduling problem.
18. Meets and confers with parents as necessary.
19. Carries out the evaluation process of all preschool staff member.
20. Any other responsibility as assigned by the principal/superintendent.

TERMS OF EMPLOYMENT:

Type B, 201 Day Contract

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PARAPROFESSIONALS

1. District Aide
2. Paraprofessional
3. Title I Instructional Assistant
4. Title I Instructional Assistant
5. 21st Century CCLC Tutors

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
DISTRICT AIDE

The District Aide may be used to carry out general clerical, instructional, or other duties that are necessary for the operation of the school.

The District Aide is directly accountable to the Principal.

- (1) Assist the school secretary when necessary.**
- (2) Is responsible for the school's daily attendance report**
- (3) Assist in non instructional assignments which include office duty, hall duty, playground duty, bus duty and/or lunch duty.**
- (4) Assist teachers with their copying needs.**
- (5) Develop and constructs games, activities, and other articles to be used by the students.**
- (6) Assist with instructional activities when necessary.**
- (7) Assist in parenting activities when necessary.**
- (8) Is responsible for the building APSCN requirements.**
- (9) All other duties as assigned by the principal.**

JOB DESCRIPTION NURSE

QUALIFICATIONS:

LPN or RN License required.

REPORTS TO:

Principal

JOB GOAL:

To providing the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in district schools.

PERFORMANCE RESPONSIBILITIES:

- 1. Assist school health committee, and administrators in developing school health program.**
- 2. Participates in work of health curriculum committee.**
- 3. Conducts school programs of immunization, physical examinations, and sight and hearing testing as directed by chief medical officer.**
- 4. Observes students on a regular basis to detect health needs.**
- 5. Instructs teachers on screening students for health defects.**
- 6. Maintains up-to-date cumulative health records on all students.**
- 7. Reports to parents, school personnel, physicians, clinics, and other agencies on student health matters, as directed by chief medical officer.**
- 8. Visits student homes when necessary.**
- 9. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered an injury or emergency illness.**
- 10. Administers first aid in accordance with established first aid procedures.**
- 11. Makes recommendations to principal on health needs of individual students.**
- 12. Implements Board policy on exclusion and readmission of students in connection with infectious and contagious diseases.**
- 13. Participates in in-service training programs.**
- 14. Assists school personnel in maintaining sanitary standards in schools.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
NURSE

QUALIFICATIONS:

LPN or RN License required.

REPORTS TO:

Principal

JOB GOAL:

To providing the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in district schools.

PERFORMANCE RESPONSIBILITIES:

- 1. Assist school health committee, and administrators in developing school health program.**
- 2. Participates in work of health curriculum committee.**
- 3. Conducts school programs of immunization, physical examinations, and sight and hearing testing as directed by chief medical officer.**
- 4. Observes students on a regular basis to detect health needs.**
- 5. Instructs teachers on screening students for health defects.**
- 6. Maintains up-to-date cumulative health records on all students.**
- 7. Reports to parents, school personnel, physicians, clinics, and other agencies on student health matters, as directed by chief medical officer.**
- 8. Visits student homes when necessary.**
- 9. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered an injury or emergency illness.**
- 10. Administers first aid in accordance with established first aid procedures.**
- 11. Makes recommendations to principal on health needs of individual students.**
- 12. Implements Board policy on exclusion and readmission of students in connection with infectious and contagious diseases.**
- 13. Participates in in-service training programs.**

14. Assists school personnel in maintaining sanitary standards in schools.

JOB DESCRIPTION PARPROFESSIONALS

The Paraprofessionals will carry out lessons, class assignments and instructional activities under the direct supervision of a certified teacher. The instructional activities must have been planned by and/or with a certified teacher. It is not necessary, however, that a certified teacher be present as the assistant leads drills and other instructional activities that have been planned with the teacher. The paraprofessional must have received adequate instruction and/or training to properly conduct these activities

The paraprofessional may be used to carry out general clerical or similar duties that are necessary for the preparation, record keeping and cleanup of instruction. The paraprofessional staff is employed to help all children meet high standards of performance; therefore, instructional time should be no less 5 ½ hours per day.

EXPECTED PERFORMANCE:

1. Provide lessons and class assignments, including instructional activities under the direct supervision of a certified teacher.
2. Provide small group and individual reinforcement of skills that have been introduced by the teacher (works check activities, supervise independent work in Take-Home Skill and Workbooks, check activities-calling answers, conduct rate and accuracy, checkouts and good-bye list.)
3. Develop and construct games, activities and aids to be used by the students.
4. Assist in parenting activities during the regular school day and extended day.
5. Assist in limited non instructional assignments which might include hall duty, playground duty, bus duty or lunch duty.

LEE COUNTY SCHOOL DISTRICT NO. "1" JOB DESCRIPTION PARPROFESSIONALS

The Paraprofessionals will carry out lessons, class assignments and instructional activities under the direct supervision of a certified teacher. The instructional activities must have been planned by and/or with a certified teacher. It is not necessary, however, that a

certified teacher be present as the assistant leads drills and other instructional activities that have been planned with the teacher. The paraprofessional must have received adequate instruction and/or training to properly conduct these activities

The paraprofessional may be used to carry out general clerical or similar duties that are necessary for the preparation, record keeping and cleanup of instruction. The paraprofessional staff is employed to help all children meet high standards of performance; therefore, instructional time should be no less 5 ½ hours per day.

EXPECTED PERFORMANCE:

1. Provide lessons and class assignments, including instructional activities under the direct supervision of a certified teacher.
2. Provide small group and individual reinforcement of skills that have been introduced by the teacher (works check activities, supervise independent work in Take-Home Skill and Workbooks, check activities-calling answers, conduct rate and accuracy, checkouts and good-bye list.)
3. Develop and construct games, activities and aids to be used by the students.
4. Assist in parenting activities during the regular school day and extended day.
5. Assist in limited non instructional assignments which might include hall duty, playground duty, bus duty or lunch duty.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
TITLE I INSTRUCTIONAL ASSISTANTS

The Title I Instructional Assistant will carry out lessons, class assignments and instructional activities under the direct supervision of a certified teacher. The instructional activities must have been planned by and/or with a certified teacher. It is not necessary,

however, that a certified teacher be present as the assistant leads drills and other instructional activities that have been planned with the teacher. The instructional assistant must have received adequate instruction and/or training to properly conduct these activities.

The instructional assistants should not be used to carry out general clerical or similar duties other than those necessary to the preparation, record keeping and cleanup of Title I instruction. Title I instructional staff are built in the plan to help educationally disadvantaged children meet high standards of performance; therefore, instructional time should be no less 5 ½ hours per day.

EXPECTED PERFORMANCE:

1. Provide lessons and class assignments, including instructional activities under the direct supervision of a certified teacher.
2. Provide small group and individual reinforcement of skills that have been introduced by the teacher (works check activities, supervise independent work in Take-Home Skill and Workbooks, check activities-calling answers, conduct rate and accuracy, checkouts and Good-bye list.)
3. Develop and construct games, activities and aids to be used by the students.
4. Participate in professional development and/or in service training opportunities to improve effectiveness.
5. Assist in parenting activities during the regular school day and extended day.
6. Assist in limited non instructional assignments which might include hall duty, playground duty, bus duty or lunch duty. These duties should not exceed more than sixty (60) minutes of a school day.

CLERICAL

1. Bookkeeper
2. Title I Bookkeeper
3. Secretary
4. Secretary, Superintendent
5. Secretary, Assistant Superintendent

**LEE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
BOOKKEEPER**

QUALIFICATIONS:

1. Such qualifications as the Superintendent/Board may find appropriate and acceptable.

REPORTS TO:

Finance Coordinator/Superintendent.

JOB GOAL:

To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

- 1. Assist with sign up of all new employees.**
- 2. Figure, key, verify and run all payrolls.**
- 3. Adjust salaries as necessary.**
- 4. Run and balance all reports related to payroll (biweekly/monthly/quarterly).**
- 5. Make copy of all reports for finance coordinator.**
- 6. Maintain and update all computer records (calendars, salary schedules and employee personnel screens).**
- 7. Maintain and balance "all" deductions that go thru payroll (this includes but not limited to)
the cafeteria plan, insurance, teacher retirement, etc.**
- 8. Balance and run W-2's for all employees.**
- 9. Assist with fiscal year end closing.**
- 10. Any other duties assigned by the finance coordinator/superintendent.**

TWELVE MONTH TYPE E 241 DAY CONTRACT

**LEE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
ASSISTANT BOOKKEEPER**

QUALIFICATIONS:

- 1. Such qualifications as the Superintendent/Board may find appropriate and acceptable.**

REPORTS TO:

Finance Coordinator/Superintendent.

JOB GOAL:

To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

- 1. Building Rentals.**
- 2. Handle Transcript Records.**
- 3. Make all bank deposits.**
- 4. Enter receipts in computer (monthly).**
- 5. Issue PO#'s as needed.**
- 6. Match up all PO's with packing slips and invoices-check prices and total invoices.**
- 7. Set up vendors for accounts payable.**
- 8. Back-up person to run accounts payable bills.**
- 9. Mail all accounts payable bills.**
- 10. Do consumer report.**
- 11. Keep absentee records on all employees-notify payroll of anyone who should be docked.**
- 12. Match up subs with person absent.**
- 13. Type contracts and addendums.**
- 14. Type salary schedules.**
- 15. Fingerprints and FBI checks.**
- 16. Do 1099's at year end.**
- 17. Go to Central Office at 2:30 each day.**
- 18. Any other duties assigned by the Finance Coordinator/Superintendent.**

ELEVEN MONTH TYPE D 221 (240) DAY CONTRACT

Job Description
General Business Manager

Reports To: Superintendent
Supervises: Finance Department and Administrative Support Staff
FLSA Status: Exempt

Position Summary:

The General Business Manager is responsible for overseeing and managing all business operations, including financial planning, budgeting, purchasing, and accounting. This position ensures compliance with district policies and procedures, as well as local, state, and federal

regulations related to financial management. The General Business Manager works closely with the Superintendent and other district leadership to ensure efficient financial operations.

Critical Task Areas:

1. Financial Management

- Oversees the preparation and implementation of the district's budget.
- Monitors expenditures, ensuring adherence to budget guidelines.
- Manages district finances, ensuring proper accounting practices and financial reporting.
- Prepares financial reports for the Board of Education, Superintendent, and other stakeholders.

2. Accounting and Payroll

- Oversees accounts payable, accounts receivable, and payroll functions.
- Ensures compliance with all accounting procedures and tax regulations.
- Coordinates the reconciliation of district accounts.

3. Procurement and Contracts

- Manages purchasing, ensuring compliance with procurement policies.
- Oversees the bidding process for major district purchases and contracts.

4. Financial Auditing and Compliance

- Coordinates annual financial audits and ensures compliance with state and federal regulations.
- Manages the financial aspects of grant reporting and compliance.

5. Supervisory Responsibilities

- Supervises the finance team, including the Assistant Bookkeeper and other support staff.
- Provides professional development opportunities for staff.

6. Budgeting and Financial Planning

- Assists in long-term financial planning, ensuring the financial health of the district.
 - Evaluates and recommends improvements to financial systems and processes.
-

Job Description Assistant Bookkeeper

Reports To: General Business Manager

Supervises: None

FLSA Status: Non-Exempt

Position Summary:

The Assistant Bookkeeper assists in maintaining the district's financial records, ensuring accurate and timely processing of accounts payable, accounts receivable, and payroll. The Assistant Bookkeeper will provide support to the General Business Manager in the management of district finances.

Critical Task Areas:

1. Accounts Management

- Assists with accounts payable and accounts receivable processes.
- Prepares and processes invoices and purchase orders.
- Assists with payroll processing and ensures timely payments.

2. Record Keeping and Reporting

- Maintains accurate financial records.
- Assists in preparing financial reports for internal use and external audits.

3. Compliance and Auditing Support

- Supports audits by preparing financial documentation and responding to auditor inquiries.
- Ensures compliance with district financial policies.

4. General Administrative Support

- Assists with various administrative and clerical duties as required.
 - Provides general financial support to the General Business Manager.
-

Job Description Secretary

Reports To: Principal or Department Head

Supervises: None

FLSA Status: Non-Exempt

Position Summary:

The Secretary is responsible for providing administrative and clerical support to ensure the efficient operation of the school or department. The role includes managing communications, scheduling appointments, maintaining files, and assisting with the preparation of reports and documents.

Critical Task Areas:

1. Administrative Support

- Manages communication via phone, email, and in-person.
- Schedules and organizes meetings, appointments, and events.
- Prepares and edits correspondence, reports, and other documents.

2. Record Keeping and Filing

- Maintains organized files and records for the department or school.
- Assists with student and staff data management, ensuring confidentiality.

3. Customer Service

- Greets visitors and directs them as needed.
- Provides excellent customer service to parents, students, and staff.

4. General Clerical Duties

- Performs office duties, such as photocopying, faxing, and data entry.
 - Assists with event coordination and other special projects as needed.
-

Job Description

District Secretary/Receptionist

Reports To: Superintendent or Executive Assistant

Supervises: None

FLSA Status: Non-Exempt

Position Summary:

The District Secretary/Receptionist provides administrative and clerical support to the district office. This position includes greeting visitors, answering phones, scheduling meetings, and performing other office-related duties. The District Secretary/Receptionist also maintains district records and helps with the daily operations of the district office.

Critical Task Areas:

1. Reception and Customer Service

- Greets and directs visitors to appropriate personnel.
- Answers phone calls, provides information, and takes messages as needed.

2. Administrative Support

- Assists with scheduling meetings, conferences, and appointments for district staff.
- Prepares and organizes documents for meetings and other district activities.

3. Record Keeping and Filing

- Maintains organized filing systems for district documents.
- Ensures confidentiality and accuracy of records.

4. Communication

- Drafts and sends communications as directed.
 - Assists in the preparation of reports, memos, and newsletters.
-

Job Description

Superintendent Secretary

Reports To: Superintendent

Supervises: None

FLSA Status: Non-Exempt

Position Summary:

The Superintendent Secretary provides high-level administrative support to the Superintendent, including scheduling, correspondence management, and preparing documents. This position is integral to ensuring the smooth operation of the district's leadership office and assisting the Superintendent in day-to-day activities.

Critical Task Areas:

1. Administrative Support to the Superintendent
 - Manages the Superintendent's calendar and schedules appointments.
 - Prepares reports, memos, and presentations as requested by the Superintendent.
2. Communication Management
 - Screens and directs calls and emails to the Superintendent.
 - Drafts and processes correspondence on behalf of the Superintendent.
3. Event Coordination and Logistics
 - Coordinates logistics for meetings, conferences, and events attended by the Superintendent.
 - Organizes travel arrangements and itineraries for the Superintendent.
4. Record Management and Documentation
 - Maintains organized records of district correspondence, meetings, and reports.
 - Prepares and organizes materials for Board meetings and other key district activities.
5. Support for District Leadership Team
 - Assists with other duties as assigned by the Superintendent and district leadership team.
 - Provides support to other district offices when necessary.

**LEE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
TITLE I BOOKKEEPER**

QUALIFICATIONS:

1. Such qualifications as the Superintendent/Board may find appropriate and acceptable.

REPORTS TO:

Finance Coordinator/Superintendent.

JOB GOAL:

To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Title I responsibilities as assigned by Mrs. Banks.
2. Run all accounts payable bills.
3. Assist Finance Coordinator with the counting of all athletic monies.
4. Stuff payroll checks.
5. Copy phone bills for E-Rate.
6. Copy Carl Perkins bills.
7. Any other duties assigned by the Finance Coordinator/Superintendent.

TWELVE MONTH TYPE E 240 DAY CONTRACT

**LEE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
PART TIME BOOKKEEPER**

QUALIFICATIONS:

1. Such qualifications as the Superintendent/Board may find appropriate and acceptable.

REPORTS TO:

Finance Coordinator/Superintendent.

JOB GOAL:

To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Receiving and disbursements of all grants.
2. SIS Coordinator/pull cycles for state reporting.
3. Backup person for payroll.
4. Backup person to run accounts payable bills.
5. Any other duties assigned by the Finance Coordinator/Superintendent.

TWELVE MONTH TYPE E 240 DAY CONTRACT

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
SECRETARY

This position requires the individual to work under the direct supervision of the Principal. (Supervisor)

DUTIES/RESPONSIBILITIES OF THIS POSITION:

Typing correspondence and other written communication.

Setting up appointment, scheduling meetings, travel itineraries, etc.

Lending administrative support to the Principal (Supervisor) by handling many time-consuming details and tasks, e.g. compiling and organizing information for reports and long memorandums; maintaining confidential files; disseminating information and correspondence relative to the Principal or the instructional program of the school.

Assist in compiling information and preparing reports as needed.

Handling of minor inter-office problems, i.e. assisting other clerical staff with minor problems, troubleshooting when necessary and circumstances do not warrant administrative intervention.

Assist the Principal (Supervisor) in posting job vacancies, conducting interviews, and selecting applicants.

The Principal (Supervisor) may assign other specific duties/responsibilities as he/she may deem necessary.

SPECIFIC RESPONSIBILITIES INCLUDE:

- 1. Typing, filing, copying and general clerical responsibilities.**
- 2. Answering the telephone, taking and delivering messages, and an occasional situations as determined by the Principal (Supervisor).**
- 3. Gathering and compiling data for reports.**
- 4. Scheduling appointments and conferences.**
- 5. Having an awareness of guidelines for all programs.**
- 6. Maintaining confidentially of all program records.**
- 7. Assisting in preparation of workshops, training sessions etc.**
- 8. Maintaining a supply of appropriate forms for all programs**

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
SECRETARY TO THE SUPERINTENDENT

This position requires the individual to work under the direct supervision of the Superintendent.

DUTIES/RESPONSIBILITIES OF THIS POSITION:

Typing correspondence and other written communication.

Setting up appointments, scheduling meetings, travel itineraries, etc..

Lending administrative support to the Superintendent by handling many time-consuming details and tasks, e.g. compiling and organizing information for reports and long memorandums; maintaining confidential files; disseminating information and correspondence relative to the Superintendent.

Compiling and submitting all district quarterly and annual attendance reports and the County Supervisor reports to the State Department of Education.

Handling of minor inter-office problems, i.e. assisting other clerical staff with minor problems, troubleshooting when necessary and circumstances do not warrant administrative intervention.

General Office Management, purchasing/ordering needed special supplies for the Superintendent's Office; scheduling the use of District automobile(s), bookings and rentals of buildings for use by community groups/organizations.

Attending and keeping record of all meetings of the Board of Directors for Lee County School District, (with the exception of some executive sessions.) Preparation of all Board Meeting agendas. Dissemination of all information pertinent to the Board of Directors.

Assisting board members when services are needed; scheduling special meetings for the board, making all travel arrangements/hotel/motel accommodations for State, Regional and National meetings, e.g. ASBA, NSBA, and Regional Board meetings, Board Retreats, etc..

The Superintendent may assign any other specific duties/responsibilities as he/she may deem necessary.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
SECRETARY TO THE ASSISTANT SUPERINTENDENT

This position requires the individual to work under the direct supervision of the Assistant Superintendent.

DUTIES/RESPONSIBILITIES OF THIS POSITION:

Typing correspondence and other written communication.

Setting up appointment, scheduling meetings, travel itineraries, etc.

Lending administrative support to the Assistant Superintendent by handling many time-consuming details and tasks, e.g. compiling and organizing information for reports and long memorandums; maintaining confidential files; disseminating information and correspondence relative to the Assistant Superintendent.

Assist in compiling information and preparing reports as needed.

Handling of minor inter-office problems, i.e. assisting other clerical staff with minor problems, troubleshooting when necessary and circumstances do not warrant administrative intervention.

Assist the Assistant Superintendent in posting job vacancies, conducting interviews, and selecting applicants.

Assisting board members when services are needed.

The Assistant Superintendent may assign may other specific duties/responsibilities as he/she may deem necessary.

SECURITY

- 1. Security Guard**
- 2. Security Monitor**
- 3. Security Officer**

**JOB DESCRIPTION
SCHOOL RESOURCE OFFICER**

QUALIFICATIONS:

Licensed by Arkansas Board of Private Investigators and Private Security Agencies.

REPORTS TO:

Superintendent/Assistant Superintendent.

JOB GOAL:

To assist in a supervisory capacity in the provisions for the security and protection of all students, staff, and property.

PERFORMANCE RESPONSIBILITIES:

- 1. Patrols district buildings and grounds to prevent fire, theft, vandalism, and illegal entry.**
- 2. Conducts patrol inspections of doors, windows, and gates to determine that they are secure.**
- 3. Confronts unauthorized persons for questioning, routes or detains them, or calls police for assistance, according to emergency action plan.**
- 4. Sounds fire signal to alert fire department and school personnel in event of fire and assists in extinguishing fire.**
- 5. Reports any unusual conditions or malfunctioning of heating, plumbing, or electrical systems.**
- 6. Patrols school grounds to detect unauthorized persons or vehicles; to check cars for parking authorization; to determine if vehicles are parked in restricted areas, such as near fire hydrants or in driveways; and to check exterior lighting and emergency access routes.**
- 7. Makes written reports of security violations.**

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

LEE COUNTY SCHOOL DISTRICT NO "1"
JOB DESCRIPTION
SECURITY GUARD

QUALIFICATIONS:

Licensed by Arkansas Board of Private Investigators and Private Security Agencies.

REPORTS TO:

Superintendent/Assistant Superintendent.

JOB GOAL:

To assist in a supervisory capacity in the provisions for the security and protection of all students, staff, and property.

PERFORMANCE RESPONSIBILITIES:

- 1. Patrols district buildings and grounds to prevent fire, theft, vandalism, and illegal entry.**
- 2. Conducts patrol inspections of doors, windows, and gates to determine that they are secure.**
- 3. Confronts unauthorized persons for questioning, routes or detains them, or calls police for assistance, according to emergency action plan.**
- 4. Sounds fire signal to alert fire department and school personnel in event of fire and assists in extinguishing fire.**
- 5. Reports any unusual conditions or malfunctioning of heating, plumbing, or electrical systems.**
- 6. Patrols school grounds to detect unauthorized persons or vehicles; to check cars for parking authorization; to determine if vehicles are parked in restricted areas, such as near fire hydrants or in driveways; and to check exterior lighting and emergency access routes.**
- 7. Makes written reports of security violations.**

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

LEE COUNTY SCHOOL DISTRICT

SECURITY MONITOR

JOB DESCRIPTION

The stated job description is not an all inclusive one. There may be other things that come up during a days work that you will need to do. We expect our campus to be the safest school in the district. How will we develop that safety net and place in the school is left up to the Principal, Vice-Principal and you. Cooperation makes it happen. You know it starts with the Principal and runs the total staff. The Principal and Vice-Principal are willing to hold up our end of the deal....How about you?

- 1. Will sign-in at 7:45 A.M. daily and sign-out at 3:45 P.M. daily.**
- 2. Will control the hall traffic both during class changes and when classes are in session.**
- 3. Will check restrooms during class time to be sure students do not hang out in them.**
- 4. Will challenge all students who are in the halls during class time to see why they are not in class.**
- 5. From time to time, will be expected to do metal detector searches with some other staff person present.**
- 6. Will check on all disturbances on campus.**
- 7. Secure the campus during morning and lunch from unwanted traffic.**
- 8. Keep a record of all students who are reported for behavior problems.**
- 9. Be sure the vice-Principal or Principal sit in on all conferences and issue all suspensions.**
- 10. From time to time you are to do locker searches.**
- 11. Are to be very visible through the entire day.**
- 12. Assist teachers and staff where you can...in any way you can.**
- 13. Work closely with administrators when they have problem students.**
- 14. If not coming to work, call Mr. Irish Williams thirty (30) minutes before your time to be at work.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
SECURITY OFFICER

The Lee County School District Security Officer is primarily responsible for providing security for all schools in the district during the school day and during after school events. The security officer monitors all factors relative to the safety and well-being of students and the security of school facilities. He is to keep the district and school administrative team abreast of any breach of security relative to the school district.

Illustrative Examples of Expected Performances:

- 1. Make daily contact with building principals for needed assistance.**
- 2. Maintain daily log for all calls and visits made to schools.**
- 3. Assist in delivery and filing of attendance affidavits.**
- 4. Transport incorrigible students away from campus as requested by principals or their designee.**
- 5. Write up reports of all break-ins of school facilities and provide a copy for district administration.**
- 6. Conduct quarterly review of district security processes and report to administration.**
- 7. Provide follow-up reports of police and court related school/security matters.**
- 8. Provide security for after-school activities such as basketball games, football games, dances and other school related activities.**
- 9. Conduct follow-up visits on attendance problems at each school.**
- 10. Conduct periodic search for drugs and weapons at school sites etc.**
- 11. Reports to campus and central administration.**

TITLE I

- 1. Federal Programs Coordinator**
- 2. Title I Instructional Assistants**
- 3. Title I Instructional Specialists**
- 4. Title I Lab Coordinator**
- 5. Title I Resource Center and Activity Coordinator**
- 6. Title I Records/Media Coordinator/Secretary**
- 7. Technology Assistant**

ACCOUNTABILITY PROGRAM

- A-1. Accountability Program Coordinator**
- A-2. District Wide Accountability Specialist-Language**
- A-3. District Wide Accountability Specialist-Math**
- A-4. Instructional Specialist-Whitten Elementary**
- A-5. Instructional Specialist-Strong Elementary**
- A-6. Instructional Specialist District Level**
- A-7. Instructional Specialist-Lee Sr. High**

JOB DESCRIPTION
FEDERAL PROGRAMS COORDINATOR

The Federal Programs Coordinator is directly accountable to the Superintendent. The Coordinator of Federal Programs is primarily responsible for the administration of the IASA, Title I Program and related activities. Duties of the Coordinator are to be carried out in accordance with priorities set or approved by the Superintendent. Federal Programs implementation decisions and activities at the school unit level are to be made in line with preferences of the Principal, subject to the project requirements and chief administrator priorities. Federal programs are to be operated in cooperation and coordination with the total school program. To aid in accomplishing this, the Coordinator of Federal Programs is to participate in identifying school district needs, examining alternatives, developing programs, and evaluating program effectiveness. The duties of this position require a twelve (12) month contract period.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE:

1. Coordinates involvement of parents and others as needed in program planning and development activities.
2. Studies all federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to the needs of the district.
3. Informs, interprets, and recommends to the superintendent the effects of current and impending federal legislation and prepares testimony for the Board concerning pending federal legislation.
4. Assists the superintendent and the professional staff in planning the wise use of funds available to the schools through the various federal programs.
5. Works with designated committees of teachers, principals, and lay persons in specific programs, projects, or courses of action.
6. Obtains information, data, and application forms necessary to fulfill the requirements of application.
7. Considers and evaluates all requests from school personnel for projects and programs requiring federal moneys.
8. Establishes standard practices and procedures for receiving and processing such requests.
9. Conducts in-service education workshops in the writing of performance objectives, the drafting of project proposals, and the interpretation of specifications for federal funding.
10. Assumes final responsibility for the writing of all proposals and the filing of all applications for federal moneys.
11. Evaluates all federally funded projects in operation in the district on a regular basis.
12. Serves as liaison between the school and other agencies on all projects of a joint community nature that are expected to involve the school and that can be federally funded.
13. Prepares an annual report summarizing the evaluations of federally funded programs newly completed, the progress of those under way, and the import of those being planned.
14. Complies and maintains written records and reports on results of all federal projects and disseminates this information, as appropriate, to other educational institutions, lay groups, the state department of education, and the U.S. Department of Education.
15. Remains up-to-date on the changing laws and requirements regarding federal funds available to the schools.
16. Prepares and administers a budget for the department.

JOB DESCRIPTION

TITLE I INSTRUCTIONAL ASSISTANTS

The Title I Instructional Assistant will carry out lessons, class assignments and instructional activities under the direct supervision of a certified teacher. The instructional activities must have been planned by and/or with a certified teacher. It is not necessary, however, that a certified teacher be present as the assistant leads drills and other instructional activities that have been planned with the teacher. The instructional assistant must have received adequate instruction and/or training to properly conduct these activities.

The instructional assistants should not be used to carry out general clerical or similar duties other than those necessary to the preparation, record keeping and cleanup of Title I instruction. Title I instructional staff are built in the plan to help educationally disadvantaged children meet high standards of performance; therefore, instructional time should be no less 5 ½ hours per day.

EXPECTED PERFORMANCE:

1. Provide lessons and class assignments, including instructional activities under the direct supervision of a certified teacher.
2. Provide small group and individual reinforcement of skills that have been introduced by the teacher (works check activities, supervise independent work in Take-Home Skill and Workbooks, check activities-calling answers, conduct rate and accuracy, checkouts and Good-bye list.)
3. Develop and construct games, activities and aids to be used by the students.
4. Participate in professional development and/or in service training opportunities to improve effectiveness.
5. Assist in parenting activities during the regular school day and extended day.
6. Assist in limited non instructional assignments which might include hall duty, playground duty, bus duty or lunch duty. These duties should not exceed more than sixty (60) minutes of a school day.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
TITLE I INSTRUCTIONAL SUPPORT SPECIALIST

The Instructional Specialist is accountable to the Coordinator of Federal Programs. The Instructional Specialist works very closely with the building principal and with teachers to improve the delivery of classroom instruction. The Instructional Specialist is to lend support and technical assistance in planning, implementation and evaluation of all school wide programs funded by the Federal Programs, in the Lee County School District. This position shall be housed at the Title I Building, where the communications and availability to all district personnel will be easily accessible, for the Instructional Specialist, as well as the relationship to and with the Coordinator of Federal Programs, and the various housed materials that will be needed and used. However, the Instructional Specialist's schedule will allow focus on the school wide program in greatest need of support and/or technical assistance.

Much time will be devoted to maintaining consistency from room to room, grade to grade and building to building of selected instructional programs to ensure that acceleration and effective instruction are achieved in programs in all schools.

Expected Performance:

1. Collaborate with Coordinator of Federal Programs in establishing our Title I instructional programs.
2. Prepare weekly schedule for daily support and technical assistance of school wide programs.
3. Plan and conduct service programs as needed for the district.
4. Monitor Title I services provided through computer labs with lab managers. Provide assistance as needed.
5. Keep up-to-date concerning changes in instructional programs offered across the curriculum through subscriptions to professional journals, attending presentations and on site visitations to other campuses.
6. Work with curriculum Coordinator in making the most appropriate instructional choices to benefit our children, and to raise SAT9 test scores.
7. Meet with principals, and/or COE teams when Title I instructional planning is being discussed.
8. Conduct coaching sessions with teachers each month or as recommended by the building principals.
9. Work with principals on developing consultant visitations, schedules and training sessions needed.
10. Monthly monitor reading, language and math programs currently in use in school wide programs.
11. Assist in the orientation of new teachers to the district.
12. Assist in the groupings procedure of instructional programs as needed.
13. May periodically teach a class.
14. Reports to the building principal.

15. Carries out any other duties assigned by the principal.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
TITLE I LAB COORDINATOR

The Chapter I Lab Coordinator is directly responsible for the effective and efficient operation and maintenance of the lab. The coordinator works under the supervision of the principal and does joint planning with the regular classroom teachers who bring their students to the lab.

The coordinator is trained in the use of the technology, the reports to be generated and on how to assist teachers in correlating the computer lessons to the teaching objectives, how to individualize the lessons for each child based on their needs and level of achievement, how to diagnose and interpret test data and make minor repairs when needed. They will generate reports for teachers weekly and parents bi-weekly of the students progress in the lab.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
TITLE I RESOURCE CENTER AND ACTIVITY COORDINATOR

The resource center and activity coordinator will be responsible for coordinating the center activities, schedule events to be held in the center, order and develop ideas for appropriate instructional games and activities to be used by teachers, instructional assistants, tutors, and parents: to reinforce the basic and advanced skills being taught to students kindergarten through grade eight (K-8).

The coordinator will have a working knowledge of the curriculum and skills to be mastered at each grade level.

The coordinator will have good human relation skills and will be willing to work odd hours to provide services requested by the district staff and parents.

SPECIFIC DUTIES:

- 1. Coordinates resource center activities.**
- 2. Constructs and makes instructional materials daily for the center, to reinforce basic and advanced skills in grades K-8.**
- 3. Prepares and takes boxes of games to individual schools.**
- 4. Plans and conducts monthly Make-N-Take workshops for staff and parents.**
- 5. Schedules "Show and Tell" Sessions and visits libraries and classrooms to demonstrate new activities for teachers and students.**
- 6. Makes purchase requisitions and keeps inventory.**
- 7. Distributes Chapter I materials and supplies to Chapter I staff.**
- 8. Develops creative ways to make the center attractive and inviting.**
- 9. Assist with Take-Home Computer program.**
- 10. Other duties as assigned by director.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
TITLE I RECORDS/MEDIA/SECRETARY

The records/media coordinator will be primarily responsible for recording and maintaining required student assessment data, the media equipment and technology and for assisting parents and staff with the use of it to improve instructional delivery. The coordinator finds creative ways to increase the use of technology to cut down on the amount of time used on a single task. The coordinator will be responsible for previewing software, selecting, organizing and maintaining media and technology. The coordinator will serve on the Technology Planning Committee and conduct workshops for staff and parents.

SPECIFIC DUTIES:

- 1. Records and maintains required student assessment data.**
- 2. Records special or requested TV programs to be used by staff and parents.**
- 3. Coordinates the Take-Home Computer program and implements a maintenance check on returned computers.**
- 4. Requests needed media, equipment, hardware and software for Resource Center.**
- 5. Maintains an electronic catalog of the Resource and Parent Center resources.**
- 6. Develops a current Resource and Parent Center Handbook with all resources color coded by grade, with content area, description and skills listed and dispense to staff.**
- 7. Assist with coordinating center activities.**
- 8. Assist with planning and hosting various meetings held at the center.**
- 9. Other duties as assigned by the director.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
TECHNOLOGY ASSISTANT

REPORTS TO:

**Superintendent, assistant superintendent, Federal Programs Coordinator,
Technology Coordinator.**

JOB GOAL:

**To help the district, through skillful and imaginative computer programming, to
increase the effectiveness and reduce the costs of the total educational program.**

PERFORMANCE RESPONSIBILITIES:

- 1. Develops accurate and efficient computer programs.**
- 2. Maintains current knowledge of standard languages, coding methods, and operations requirements.**
- 3. Tests programs thoroughly.**
- 4. Defines requirements for improving or replacing systems.**
- 5. Guides systems development and implementation activities, sometimes acting as a project manager.**
- 6. Assists in the design of automated portions of systems.**
- 7. Analyzes program specifications for completeness and conformance to standards.**
- 8. Designs program logic to meet specifications to adhere to prescribes standards.**
- 9. Codes programs in authorized language.**
- 10. Prepares test data and tests coded programs to validate accuracy.**
- 11. Documents programs according to installation standards.**
- 12. Documents current systems operations.**
- 13. Performs interviews and other data-gathering procedures.**

- 14. Prepares specifications for systems improvements.**
- 15. Develops systems testing and conversion plans.**
- 16. Install software (including virus scan).**
- 17. Trouble shoot hardware and printing devices.**
- 18. Perform system backups of critical data.**
- 19. Trouble shoot networks.**
- 20. Set up and configure newly purchased system (which requires reprogramming in most cases).**
- 21. Install and configure peripheral devices.**
- 22. Assist with staff computer training.**
- 23. Serve as a consultant for individuals purchasing computer hardware and software for the district.**
- 24. Create and maintain an inventory of all computers in th district.**
- 25. Perform some preventive maintenance on hardware and help analyze system problems before calling a technician.**
- 26. Suggest ways to get most usage out of our present equipment.**
- 27. Perform any other duties assigned by the Coordinators.**

TERMS OF EMPLOYMENT:

Eleven-month year. Type D 221 day contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

K-12 BEHAVIOR SUPPORT SPECIALIST

Reports To: Building Principal

Supervises: None

FLSA Status: Exempt

Position Summary:

To assist students in developing positive behavioral skills, managing social-emotional challenges, and successfully accessing the learning environment. The Behavior Support Specialist collaborates with educators, parents, and administrators to create and maintain a safe, supportive, and inclusive school climate.

Critical Task Areas:

1. Works with individual students and groups to develop and implement behavior intervention plans (BIPs) aligned with their individual needs.
2. Serves as a resource person to school staff in the areas of behavior management, de-escalation strategies, and trauma-informed practices.
3. Coordinates with teachers, counselors, and administrators to assess student behavior data and identify students in need of targeted or intensive behavioral support.
4. Meets regularly with referred students to provide behavioral coaching, monitor progress, and support the development of social-emotional competencies.
5. Employs evidence-based behavioral strategies and interventions in collaboration with teachers to support student success within the general or special education setting.
6. Provides consultation and training for staff and parents to ensure consistency of behavior support across settings.
7. Assists the administration in implementing school-wide positive behavior systems and supports fidelity to behavior support plans and district policies.
8. Maintains accurate and up-to-date records on behavior data, intervention outcomes, and progress monitoring.
9. Attends student support team meetings, IEP meetings, and relevant professional development opportunities.
10. Maintain and improve professional competence in behavior support strategies, trauma-informed care, and restorative practices.

Qualifications:

Must meet Arkansas Department of Education Certification requirements.
Bachelor's degree in education, psychology, counseling, or related field required; Master's degree preferred.
Minimum of three years of experience working with children or adolescents in a school or therapeutic setting.
Experience in behavior management, functional behavior assessments (FBAs), and behavior intervention planning required.
Strong interpersonal, communication, and problem-solving skills.
Knowledge of trauma-informed practices, restorative justice, and Positive Behavioral Interventions and Supports (PBIS) preferred.

Terms of Employment:

Twelve-month contract, salary based on District Salary Schedule with an increment of 1.65.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
ACCOUNTABILITY PROGRAM COORDINATOR

QUALIFICATIONS:

- 1. Meet Arkansas ADE Department of Education Certification.**
- 2. Must hold ADE K-12 Curriculum Specialist Certification.**
- 3. Masters Degree required.**
- 4. Three years prior teaching/administration experience required.**
- 5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.**

REPORTS TO:

Superintendent/Assistant Superintendent/Federal Funds Coordinator.

JOB GOAL:

To ensure that students participating in Title I Programs are in fact deriving full educational benefits there from.

PERFORMANCE RESPONSIBILITIES:

1. Plans, implements, and administers programs of guaranteed student performance.
2. Coordinates guaranteed student performance programs and activities with system wide programs and activities.
3. Establishes administrative procedures to procedures to guide and direct accountability evaluation of guaranteed student performance programs.
4. Works with principals in the development and operation of the guaranteed student performance programs.
5. Coordinates all summer school activities.
6. Coordinate all school improvement projects.
7. Plays a significant leadership role in curriculum planning and inservice education for the professional staff.
8. Communicates to the Superintendent the requirements and needs of the district as perceived by staff members.
9. Advises the Superintendent in the development of instructional policies and district wide instructional goals and objectives.
10. Assumes responsibility for school improvement plans and coordination.
11. Attends professional conferences to keep abreast of promising instructional practices.
12. Conducts demonstration classes.
13. Develops and implements a variety of teaching strategies.

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14. Diagnoses and prescribes remedies for learning problems.
15. Evaluates the instructional program.
16. Helps teachers master and implement new instructional ideas and strategies.
17. Interprets individual standardized test scores to students, teachers, and parents.
18. Assist with the development and administration of the district staff development program.
19. Attends meetings as assigned by the Superintendent
20. Coordinates the development of the districts improvement plan(s).
21. Accepts from the superintendent such responsibilities as the superintendent chooses to delegate, and assumes full responsibility for discharging them.

TERMS OF EMPLOYMENT:

Twelve month contract. Salary from District Salary Schedule with an increment of 1.11.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

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**LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
DISTRICT WIDE ACCOUNTABILITY SPECIALIST - LANGUAGE**

The Accountability Specialist is accountable to the Superintendent/Assistant Superintendent/Coordinator of Federal Programs. The Accountability Specialist works very closely with the building principal and with teachers to improve the delivery of classroom instruction. The Accountability Specialist is to lend support and technical assistance in planning, implementation and evaluation of language programs funded by the Federal Programs, in the Lee County School District. This position shall be housed at the Title I Building, where the communications and availability to all district personnel will be easily assessable as well as the relationship to and with the Coordinator of Federal Programs, and the various housed materials that will be needed and used. However, the Accountability Specialist schedule will allow focus on the school wide program in greatest need of support and/or technical assistance.

Much time will be devoted to maintain consistency from room to room, grade to grade and building to building of selected instructional programs to insure that acceleration and effective instruction are achieved in programs in all schools.

EXPECTED PERFORMANCE:

1. Collaborate with Coordinator of Federal Programs in establishing our Title I Language programs.
2. Prepare weekly schedule for daily support and technical assistance to the instructional program.
3. Plan and conduct in service programs as needed for the district.
4. Monitor Title I services provided through computer labs with lab managers. Provide assistance as needed.
5. Keep up-to-date concerning changes in instructional programs offered across the curriculum through subscriptions to professional journals, attending presentations and on site visitations to the campuses.
6. Work with Accountability Program Coordinator in making the most appropriate instructional choices to benefit our children, and to raise SAT9 test scores.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates all activities of the teaching team.
2. Assumes responsibility for the continual improvement of the quality of instruction of the team.
3. Serves as advisor and counselor to all student teachers assigned to the team.
4. Oversees and coordinates the clerical work of team.
5. Assumes responsibility for the development and implementation of resource files for the team.
6. Coordinates interdisciplinary units of study with the teaching team.
7. Assists with the master schedule and any individual teacher scheduling problems.
8. Coordinates the creation and development of special curriculum materials.
9. Meets and confers with parents as necessary.
10. Assists members of the team in evaluation of all students.
11. Perform any other duties as assigned by the Superintendent/Assistant Superintendent/Federal Funds Coordinator/Accountability Program Coordinator.

TERMS OF EMPLOYMENT:

Eleven month contract. Salary from District Salary Schedule with an increment 1.06

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
DISTRICT WIDE ACCOUNTABILITY SPECIALIST - MATH

The Accountability Specialist is accountable to the Superintendent/Assistant Superintendent/Coordinator of Federal Programs. The Accountability Specialist works very closely with the building principal and with teachers to improve the delivery of classroom instruction. The Accountability Specialist is to lend support and technical assistance in planning, implementation and evaluation of math programs funded by the Federal Programs, in the Lee County School District. This position shall be housed at the Title I Building, where the communications and availability to all district personnel will be easily assessable as well as the relationship to and with the Coordinator of Federal Programs, and the various housed materials that will be needed and used. However, the Accountability Specialist schedule will allow focus on the school wide program in greatest need of support and/or technical assistance.

Much time will be devoted to maintain consistency from room to room, grade to grade and building to building of selected instructional programs to insure that acceleration and effective instruction are achieved in programs in all schools.

EXPECTED PERFORMANCE:

1. Collaborate with Coordinator of Federal Programs in establishing our Title I Math programs.
2. Prepare weekly schedule for daily support and technical assistance to the instructional program.
3. Plan and conduct in service programs as needed for the district.
4. Monitor Title I services provided through computer labs with lab managers. Provide assistance as needed.
5. Keep up-to-date concerning changes in instructional programs offered across the curriculum through subscriptions to professional journals, attending presentations and on site visitations to the campuses.
6. Work with Accountability Program Coordinator in making the most appropriate instructional choices to benefit our children, and to raise SAT9 test scores.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates all activities of the teaching team.
2. Assumes responsibility for the continual improvement of the quality of instruction of the team.
3. Serves as advisor and counselor to all student teachers assigned to the team.
4. Oversees and coordinates the clerical work of team.
5. Assumes responsibility for the development and implementation of resource files for the team.
6. Coordinates interdisciplinary units of study with the teaching team.
7. Assists with the master schedule and any individual teacher scheduling problems.
8. Coordinates the creation and development of special curriculum materials.
9. Meets and confers with parents as necessary.
10. Assists members of the team in evaluation of all students.
11. Perform any other duties as assigned by the Superintendent/Assistant Superintendent/Federal Funds Coordinator/Accountability Program Coordinator.

TERMS OF EMPLOYMENT:

Eleven month contract. Salary from District Salary Schedule with an increment 1.06

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
INSTRUCTIONAL SPECIALIST - WES

QUALIFICATIONS:

1. **Meet Arkansas Department of Education Certification Requirement.**
2. **Masters Degree required.**
3. **Three years prior teaching/administration experience required.**

REPORTS TO:

Building principal.

SUPERVISES:

Staff members designated by the superintendent.

JOB GOAL:

To provide the leadership and expertise needed to make the teaching team most effective in its positive influence on each student.

PERFORMANCE RESPONSIBILITIES:

1. **Collaborate with Coordinator of Federal Programs/Accountability Program Coordinator, and District Wide Accountability Specialist.**
2. **Plan and conduct inservice programs as needed for the school.**
3. **Monitor Title I services provided through computer labs with lab managers. Provide assistance as needed.**
4. **Assumes responsibility for the continual improvement of the quality of instruction provided by Title I.**
5. **Assumes responsibility for the development and implementation of resource files for the district.**
6. **Plans an individualized approach to the learning problems of students.**
7. **Meets periodically with other administrative leaders to discuss new materials and programs, evaluate present programs, and consider problems of mutual concern.**
8. **Meets and confers with parents as necessary.**
9. **Assists members of the staff in evaluation of all students.**
10. **Work with Curriculum Coordinator in making the most appropriate instructional choices to benefit our children, and to raise SAT9 test scores.**
11. **Perform any other duties assigned by the Principal.**

TERMS OF EMPLOYMENT:

Eleven Month type D 221 day contract.

**LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
INSTRUCTIONAL SPECIALIST - SES**

QUALIFICATIONS:

1. **Meet Arkansas Department of Education Certification Requirement.**
2. **Masters Degree required.**
3. **Three years prior teaching/administration experience required.**

REPORTS TO:

Building principal.

SUPERVISES:

Staff members designated by the superintendent.

JOB GOAL:

To provide the leadership and expertise needed to make the teaching team most effective in its positive influence on each student.

PERFORMANCE RESPONSIBILITIES:

1. **Collaborate with Coordinator of Federal Programs/Accountability Program Coordinator, and District Wide Accountability Specialist.**
2. **Plan and conduct inservice programs as needed for the school.**
3. **Monitor Title I services provided through computer labs with lab managers. Provide assistance as needed.**
4. **Assumes responsibility for the continual improvement of the quality of instruction provided by Title I.**
5. **Assumes responsibility for the development and implementation of resource files for the district.**
6. **Plans an individualized approach to the learning problems of students.**
7. **Meets periodically with other administrative leaders to discuss new materials and programs, evaluate present programs, and consider problems of mutual concern.**
8. **Meets and confers with parents as necessary.**
9. **Assists members of the staff in evaluation of all students.**
10. **Work with Curriculum Coordinator in making the most appropriate instructional choices to benefit our children, and to raise SAT9 test scores.**
11. **Perform any other duties assigned by the Principal.**

TERMS OF EMPLOYMENT:

Eleven month type D 221 day contract.

JOB DESCRIPTION **INSTRUCTIONAL SUPPORT SPECIALIST - DISTRICT LEVEL**

QUALIFICATIONS:

1. **Meet Arkansas Department of Education Certification Requirement.**
2. **Masters Degree required.**
3. **Three years prior teaching/administration experience required.**

REPORTS TO:

Director of Learning Services

SUPERVISES:

None

JOB GOAL:

To provide the leadership and expertise needed to make the teaching team most effective in its positive influence on each student.

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with Coordinator of Federal Programs/Accountability Program Coordinator, and District Wide Accountability Specialist.
2. Plan and conduct inservice programs as needed for the school.
3. Monitor Title I services provided through computer labs with lab managers. Provide assistance as needed.
4. Assumes responsibility for the continual improvement of the quality of instruction provided by Title I.
5. Assumes responsibility for the development and implementation of resource files for the district.
6. Plans an individualized approach to the learning problems of students.
7. Meets periodically with other administrative leaders to discuss new materials and programs, evaluate present programs, and consider problems of mutual concern.
8. Meets and confers with parents as necessary.
9. Assists members of the staff in evaluation of all students.
10. Work with Curriculum Coordinator in making the most appropriate instructional choices to benefit our children, and to raise test scores.
11. Perform any other duties assigned by the Principal.

TERMS OF EMPLOYMENT:

Eleven month type D 221 day contract.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
INSTRUCTIONAL SPECIALIST - District Level

QUALIFICATIONS:

4. Meet Arkansas Department of Education Certification Requirement.
5. Masters Degree required.
6. Three years prior teaching/administration experience required.

REPORTS TO:

Director of Learning Services

SUPERVISES:

None

JOB GOAL:

To provide the leadership and expertise needed to make the teaching team most effective in its positive influence on each student.

PERFORMANCE RESPONSIBILITIES:

12. Collaborate with Coordinator of Federal Programs/Accountability Program Coordinator, and District Wide Accountability Specialist.
13. Plan and conduct inservice programs as needed for the school.
14. Monitor Title I services provided through computer labs with lab managers. Provide assistance as needed.
15. Assumes responsibility for the continual improvement of the quality of instruction provided by Title I.
16. Assumes responsibility for the development and implementation of resource files for the district.
17. Plans an individualized approach to the learning problems of students.
18. Meets periodically with other administrative leaders to discuss new materials and programs, evaluate present programs, and consider problems of mutual concern.
19. Meets and confers with parents as necessary.
20. Assists members of the staff in evaluation of all students.
21. Work with Curriculum Coordinator in making the most appropriate instructional choices to benefit our children, and to raise test scores.
22. Perform any other duties assigned by the Principal.

TERMS OF EMPLOYMENT:

Eleven month type D 221 day contract.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
INSTRUCTIONAL SPECIALIST - LSHS

QUALIFICATIONS:

1. Meet Arkansas Department of Education Certification Requirement.
2. Masters Degree required.
3. Three years prior teaching/administration experience required.

REPORTS TO:

Building principal.

SUPERVISES:

Staff members designated by the superintendent.

JOB GOAL:

To provide the leadership and expertise needed to make the teaching team most effective in its positive influence on each student.

PERFORMANCE RESPONSIBILITIES:

1. **Collaborate with Coordinator of Federal Programs/Accountability Program Coordinator, and District Wide Accountability Specialist.**
2. **Plan and conduct inservice programs as needed for the school.**
3. **Monitor Title I services provided through computer labs with lab managers. Provide assistance as needed.**
4. **Assumes responsibility for the continual improvement of the quality of instruction provided by Title I.**
5. **Assumes responsibility for the development and implementation of resource files for the district.**
6. **Plans an individualized approach to the learning problems of students.**
7. **Meets periodically with other administrative leaders to discuss new materials and programs, evaluate present programs, and consider problems of mutual concern.**
8. **Meets and confers with parents as necessary.**
9. **Assists members of the staff in evaluation of all students.**
10. **Work with Curriculum Coordinator in making the most appropriate instructional choices to benefit our children, and to raise SAT9 test scores.**
11. **Perform any other duties assigned by the Principal.**

TERMS OF EMPLOYMENT:

Eleven month type D 221 day contract.

COACHES

1. **Coaches**
2. **Head Jr. Basketball and 7th Grade Football**
3. **Head Senior High Football**
4. **Head Senior High Boys Basketball**
5. **Head Senior High Boys Track and Assistant Sr. Football**
6. **Head Senior Girls Basketball and Jr. Girls Volleyball**
7. **Head Jr. Football and Head Jr. Boys Track**
8. **Assistant Sr. Football and Assistant Sr. Boys Basketball**
9. **Assistant Sr. Football and Head Jr. Girls Basketball**
10. **Head Sr. Girls Volleyball and Head Sr. Girls Track**
11. **Assistant Jr. Football and Head Jr. Girls Track**
12. **Assistant Jr. Football and Assistant Jr. Boys Track**

Job Description

Head Junior Basketball & 7th Grade Football Coach

Reports To: Athletic Director / Principal

Supervises: Student-Athletes
FLSA Status: Exempt

Position Summary:

The Head Junior Basketball & 7th Grade Football Coach is responsible for coaching and managing the junior basketball team and 7th-grade football team. The coach will develop student-athletes through skill training, conditioning, and mentorship while promoting teamwork, sportsmanship, and academic achievement.

Critical Task Areas:

- Develop and implement practice plans for both sports.
- Teach fundamental skills, strategy, and game play.
- Organize and conduct tryouts, team selections, and player development programs.
- Promote academic achievement and character development among student-athletes.
- Ensure compliance with all school and state athletic policies.
- Coordinate transportation and game schedules with school administration.
- Work with other coaches to create a cohesive athletic program.
- Maintain equipment and inventory for both programs.
- Foster a positive and inclusive team environment.

Qualifications:

- Coaching experience at the junior high level preferred.
- Knowledge of basketball and football rules, strategies, and conditioning techniques.
- Strong communication and leadership skills.
- Ability to work with student-athletes, parents, and school staff.

Terms of Employment:

Seasonal contract, stipend based on District Salary Schedule.

Evaluation:

Performance will be evaluated in accordance with district athletic policies.

Job Description
Head Senior High Football Coach

Reports To: Athletic Director / Principal
Supervises: Assistant Coaches & Student-Athletes
FLSA Status: Exempt

Position Summary:

The Head Senior High Football Coach is responsible for leading the high school football

program. The coach will develop and execute a comprehensive training, conditioning, and game strategy plan to foster student-athlete growth, teamwork, and competitiveness.

Critical Task Areas:

- Develop and implement practice and game plans.
- Lead and mentor assistant coaches and student-athletes.
- Organize team tryouts, selections, and skill development programs.
- Promote academic success and positive character development.
- Coordinate transportation, game schedules, and team logistics.
- Monitor player safety, injury prevention, and athletic training.
- Ensure compliance with school, district, and state athletic policies.
- Engage with the community, parents, and school to support program growth.
- Manage team budget, equipment, and facility use.

Qualifications:

- Coaching experience at the high school level preferred.
- Strong leadership, strategic planning, and communication skills.
- Comprehensive knowledge of football rules, techniques, and conditioning.
- Ability to work collaboratively with athletic department staff and administration.

Terms of Employment:

Seasonal contract, stipend based on District Salary Schedule.

Evaluation:

Performance will be evaluated in accordance with district athletic policies.

Job Description
Head Boys Basketball Coach

Reports To: Athletic Director / Principal
Supervises: Assistant Coaches & Student-Athletes
FLSA Status: Exempt

Position Summary:

The Head Boys Basketball Coach is responsible for leading the boys' basketball program, fostering skill development, sportsmanship, and teamwork while promoting academic achievement.

Critical Task Areas:

- Develop and implement practice plans and game strategies.
- Organize and conduct tryouts, team selections, and skill development programs.
- Promote academic success and positive character development.
- Coordinate transportation, game schedules, and team logistics.
- Monitor player safety, injury prevention, and athletic training.
- Ensure compliance with school, district, and state athletic policies.
- Engage with the community, parents, and school to support program growth.
- Manage team budget, equipment, and facility use.

Qualifications:

- Coaching experience at the high school level preferred.
- Strong leadership, strategic planning, and communication skills.
- Comprehensive knowledge of basketball rules, techniques, and conditioning.
- Ability to work collaboratively with athletic department staff and administration.

Terms of Employment:

Seasonal contract, stipend based on District Salary Schedule.

Evaluation:

Performance will be evaluated in accordance with district athletic policies.

Job Description
Head Girls Basketball Coach

Reports To: Athletic Director / Principal
Supervises: Assistant Coaches & Student-Athletes
FLSA Status: Exempt

Position Summary:

The Head Girls Basketball Coach is responsible for leading the girls' basketball program, fostering skill development, sportsmanship, and teamwork while promoting academic achievement.

Critical Task Areas:

- Develop and implement practice plans and game strategies.
- Organize and conduct tryouts, team selections, and skill development programs.
- Promote academic success and positive character development.
- Coordinate transportation, game schedules, and team logistics.
- Monitor player safety, injury prevention, and athletic training.
- Ensure compliance with school, district, and state athletic policies.
- Engage with the community, parents, and school to support program growth.
- Manage team budget, equipment, and facility use.

Qualifications:

- Coaching experience at the high school level preferred.
- Strong leadership, strategic planning, and communication skills.
- Comprehensive knowledge of basketball rules, techniques, and conditioning.
- Ability to work collaboratively with athletic department staff and administration.

Terms of Employment:

Seasonal contract, stipend based on District Salary Schedule.

Evaluation:

Performance will be evaluated in accordance with district athletic policies.

Job Description
Head Boys Track Coach

Reports To: Athletic Director / Principal
Supervises: Assistant Coaches & Student-Athletes
FLSA Status: Exempt

Position Summary:

The Head Boys Track Coach is responsible for leading the boys' track program, fostering skill development, sportsmanship, and teamwork while promoting academic achievement.

Critical Task Areas:

- Develop and implement practice and competition strategies.
- Organize and conduct tryouts, team selections, and training programs.
- Promote academic success and positive character development.
- Coordinate transportation, competition schedules, and team logistics.
- Monitor athlete safety, injury prevention, and conditioning programs.
- Ensure compliance with school, district, and state athletic policies.
- Engage with the community, parents, and school to support program growth.
- Manage team budget, equipment, and facility use.

Qualifications:

- Coaching experience at the high school level preferred.
- Strong leadership, strategic planning, and communication skills.
- Comprehensive knowledge of track and field rules, techniques, and conditioning.
- Ability to work collaboratively with athletic department staff and administration.

Terms of Employment:

Seasonal contract, stipend based on District Salary Schedule.

Evaluation:

Performance will be evaluated in accordance with district athletic policies.

Job Description
Head Girls Track Coach

Reports To: Athletic Director / Principal
Supervises: Assistant Coaches & Student-Athletes
FLSA Status: Exempt

Position Summary:

The Head Girls Track Coach is responsible for leading the girls' track program, fostering skill development, sportsmanship, and teamwork while promoting academic achievement.

Critical Task Areas:

- Develop and implement practice and competition strategies.
- Organize and conduct tryouts, team selections, and training programs.
- Promote academic success and positive character development.
- Coordinate transportation, competition schedules, and team logistics.
- Monitor athlete safety, injury prevention, and conditioning programs.
- Ensure compliance with school, district, and state athletic policies.
- Engage with the community, parents, and school to support program growth.
- Manage team budget, equipment, and facility use.

Qualifications:

- Coaching experience at the high school level preferred.
- Strong leadership, strategic planning, and communication skills.
- Comprehensive knowledge of track and field rules, techniques, and conditioning.
- Ability to work collaboratively with athletic department staff and administration.

Terms of Employment:

Seasonal contract, stipend based on District Salary Schedule.

Evaluation:

Performance will be evaluated in accordance with district athletic policies.

Job Description
Assistant Coach (Basketball, Track, Football)

Reports To: Head Coach / Athletic Director

Supervises: Student-Athletes

FLSA Status: Exempt

Position Summary:

The Assistant Coach provides support to the Head Coach in all aspects of team management, skill development, and game strategy.

Critical Task Areas:

- Assist in planning and running practices and competitions.
- Provide skill training and development to student-athletes.
- Promote academic success and positive character development.
- Assist in team selection and athlete evaluations.
- Ensure compliance with school, district, and state athletic policies.
- Foster a positive and inclusive team environment.

Qualifications:

- Coaching experience preferred.
- Strong knowledge of the sport and ability to teach fundamentals.
- Effective communication and leadership skills.

Terms of Employment:

Seasonal contract, stipend based on District Salary Schedule.

Evaluation:

Performance will be evaluated in accordance with district athletic policies.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
COACH

Each coaching position consists of being a Head Coach or Assistant coach in at least two sports, exceptions being in the two major coaching positions -- Senior High Boys Head Basketball and Head Football Coaches. Each Assistant Coach is directly accountable to his Head Coach for performance of his coaching duties. The Head Coach in turn is directly accountable to the Director of Athletics. Junior High Girls' or Boys' Head Coaches of each sport are directly accountable to the corresponding Senior High Girls' or Boys' Head Coaches. Accordingly, the Athletic Director involves each Head Coach in selecting and evaluating those accountable to the Head Coach. Effective leadership of the Athletic Director and Head Coaches and responsive followership of Assistant coaches are essential concerns to the athletic program. A Coach is accountable to the Principal for the orderly conduct of coaching activities conducted in his school as well as for the responsible use of facilities therein. Coaches are employed on a nine month teacher contract period basis with salary supplements provided for the extra time, skills, and responsibilities required to perform coaching duties.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE:

1. Maintains and reinforces standards of conduct for participating athletes.
2. Provides for supervision of students with whom charged during practice, games, trips, locker room preparations, and other times.
3. Complies and submits reports as requested on player eligibility, team rosters, parental permission, student physicals, etc.
4. Participates in called staff meetings for program planning, game review, and staff development.
5. Accountably maintains athletic equipment and supplies to prevent damage, theft, or other losses.
6. Follows directives of superiors in athletic program activities.
7. Complies with "Minimum Job Requirements" as set forth for each coaching assignment.

LEE COUNTY SCHOOL DISTRICT NO. "1"
MINIMUM JOB REQUIREMENTS
HEAD JUNIOR HIGH BOYS BASKETBALL AND
7TH GRADE FOOTBALL COACH

- 1. Coordinates plans, preparations, and participation for scheduled basketball games.**
- 2. Coordinates basketball coaching activities conducted on assigned periods during the school day.**
- 3. Provides at least 45 after school practices of 1 to 1 ½ hours each.**
- 4. Conducts at least 6 special holiday practices of 1 ½ to 2 hours each.**
- 5. Works with 7th grade football program on assigned teaching period during the school day.**
- 6. Coordinates plans, preparations, and participation for at least (5) 7th grade football games held at times other than during school hours.**
- 7. Follows directives of Head Junior High Football Coach in the execution of 7th grade football coaching activities.**
- 8. Attends home athletic events of other sports and assists as needed with timekeeping, supervision, judging, etc.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
MINIMUM JOB REQUIREMENTS
HEAD SENIOR HIGH FOOTBALL COACH

- 1. Plans and conducts team practice sessions twice daily beginning August 1 and continuing until school opens for students.**
- 2. Coordinates plans, preparations, and participation for scheduled games.**
- 3. Supervises, coordinates, and directs the efforts of assistant coaches at the high school level.**
- 4. Directs the efforts of the Head Jr. High Football Coach to the extent that his program is consistent with and supportive of the high school football program.**
- 5. Coordinates football coaching activities conducted on assigned periods during the school day.**
- 6. Provides at least 60 after school football sessions lasting from 2 to 2 ½ hours each.**
- 7. Conducts 10 to 15 after school spring practices of 1 to 1 ½ hours each.**
- 8. Supplies Athletic Director with practice schedules, student rosters, and other information and reports needed or requested.**
- 9. Assists Athletic Director in the evaluation of coaches under the direction of the Head Senior High Football Coach**
- 10. Provides sideline assistance to the B Team football coach during B Team games.**
- 11. Attends home athletic events of other sports and assists as needed with timekeeping, supervision, judging, etc.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
MINIMUM JOB REQUIREMENTS
HEAD SENIOR HIGH BOYS BASKETBALL COACH

- 1. Coordinates plans, preparations, and participation for scheduled games.**
- 2. Supervises, coordinates, and directs the efforts of assistant coaches at the high school level.**
- 3. Directs the efforts of the Head Jr. High Basketball Coach to the extent that his program is consistent with and supportive of the high school basketball program.**
- 4. Coordinates basketball coaching activities conducted on assigned periods during the school day.**
- 5. Provides at least 75 after school practices lasting 1 ½ to 2 hours each.**
- 6. Conducts at least 10 special practices during school holidays lasting from 2 to 2 ½ hours each.**
- 7. Supplies Athletic Director with practice schedules, student rosters, and other information and reports or requested.**
- 8. Assists Athletic Director in the evaluation of coaches under the direction of the Head Senior boys Basketball Coach.**
- 9. Attends home athletic events of other sports and assists as needed with timekeeping, supervision, judging, etc.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
MINIMUM JOB REQUIREMENTS
HEAD SENIOR HIGH BOYS TRACK AND
ASSISTANT SENIOR HIGH FOOTBALL COACH

- 1. Coordinates plans, preparations, and participation for scheduled track meets.**
- 2. Supervises, coordinates, and directs the efforts of assistant coaches at the high school level.**
- 3. Directs the efforts of the Head Jr. High Track Coach to the extent that his program is consistent with and supportive of the high school track program.**
- 4. Coordinates track coaching activities conducted on assigned periods during the school day.**
- 5. Provides at least 75 after school track practices of 1 to 1 ½ hours each.**
- 6. Provides at least 5 special holiday practices of 2 to 2 ½ hours each.**
- 7. Supplies Athletic Director with practice schedules, student rosters, and other information and other information and reports needed or requested.**
- 8. Assists Athletic Director in the evaluation of coaches under the direction of the Head Senior High Track Coach.**
- 9. Assists in football preparation and practice sessions daily beginning August 1 and continuing until school opens for students.**
- 10. Assists in plans, preparations, and participation in scheduled football games.**
- 11. Assists in football coaching activities conducted on assigned periods during the school day.**
- 12. Assists in after school football practice sessions.**
- 13. Attends home athletic events of other sports and assists as needed with timekeeping, supervision, judging, etc.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
MINIMUM JOB REQUIREMENTS
HEAD SENIOR HIGH GIRLS BASKETBALL AND
JUNIOR GIRLS VOLLEYBALL COACH

- 1. Coordinates plans, preparations, and participation for scheduled basketball games and volleyball matches.**
- 2. Coordinates basketball and volleyball coaching activities conducted on assigned periods during the school day.**
- 3. Provides at least 65 after school basketball practices lasting to 1 ½ hours each.**
- 4. Conducts at least 10 special basketball practices during school holidays lasting 1 ½ to 2 hours each.**
- 5. Conducts volleyball practice sessions twice daily beginning August 1 and continuing until school opens for students.**
- 6. Conducts at least 30 after school volleyball practices lasting 1 to 1 ½ hours each.**
- 7. Provides coordination of girls basketball program for grades 7 through 12.**
- 8. Supplies Athletic Director with practice schedules, student rosters, and other information and reports needed or requested.**
- 9. Attends home athletic events of other sports and assists as needed with timekeeping, supervision, judging, etc.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
MINIMUM JOB REQUIREMENTS
HEAD JUNIOR FOOTBALL AND
HEAD JUNIOR BOYS TRACK COACH

- 1. Coordinates plans, preparations, and participation for scheduled football games and track meets.**
- 2. Supervises, coordinates and directs the efforts of assistant coaches according to assignments.**
- 3. Administers football and track programs in accordance with the directives of the Senior High Head Football and Boys Track Coaches.**
- 4. Coordinates assigned coaching activities conducting during school day.**
- 5. Plans and conducts football practice sessions twice daily beginning August 1 and continuing until school opens for students.**
- 6. Conducts at least 40 after school football practices lasting 1 to 1 ½ hours each.**
- 7. Conducts at least 75 after school track practices lasting at least 1 to 1 ½ hours each.**
- 8. Conducts 5 special holiday practices for 2 to 2 ½ hours each during track season.**
- 9. Assists Athletic Director in evaluating coaches under his direction.**
- 10. Supplies Athletic Director with practice schedules, student rosters, and other information or reports needed or requested.**
- 11. Attends home athletic events of other sports and assists as needed with timekeeping, supervision, judging, etc.**
- 12. Conducts spring football practice according to directives set by Head Senior High Football Coach.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
MINIMUM JOB REQUIREMENTS
ASSISTANT SENIOR HIGH FOOTBALL AND
ASSISTANT SENIOR HIGH BOYS BASKETBALL COACH

- 1. Assists in football preparation and practice sessions daily beginning August 1 and continuing until school opens for students.**
- 2. Assists in plans, preparations, and participation in scheduled football and basketball games.**
- 3. Assists in football and basketball coaching activities conducted on assigned periods during the school day.**
- 4. Assists in after school football and basketball practice sessions.**
- 5. Coaches Sr. boys B-team in football according to directives of high school basketball coach.**
- 6. Assists in special holiday practices during basketball session.**
- 7. Assists in spring football practice program.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
MINIMUM JOB REQUIREMENTS
ASSISTANT SENIOR HIGH FOOTBALL AND
HEAD JUNIOR GIRLS BASKETBALL COACH

- 1. Assists in football preparation and practice sessions daily beginning August 1 and continuing until school opens for students.**
- 2. Assists in plans, preparations, and participation in scheduled football games.**
- 3. Assists in football coaching activities conducted on assigned periods during the school day.**
- 4. Assists in after school football practice sessions.**
- 5. Coordinates plans, preparations, and participation for scheduled girls Jr. basketball games.**
- 6. Coordinates girls, jr. basketball coaching activities conducted on assigned periods during the school day.**
- 7. Provides at least 40 after school practices for girls basketball team with each practice lasting 1 to 1 ½ hours.**
- 8. Conducts at least 3 special holiday practices of girls basketball team.**
- 9. Supplies Athletic Director with practice schedules, student rosters, and other information and reports needed or requested.**
- 10. Attends home athletic events of other sports and assists as needed with timekeeping, supervision, judging, etc.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
MINIMUM JOB REQUIREMENTS
HEAD SENIOR HIGH GIRLS VOLLEYBALL AND
HEAD SENIOR HIGH GIRLS TRACK COACH

- 1. Coordinates plans, preparations, and participation for scheduled volleyball matches and track meets.**
- 2. Coordinates volleyball and track coaching activities conducted on assigned periods during the school day.**
- 3. Plans and conducts volleyball practice sessions twice daily beginning August 1 and continuing until school opens for students.**
- 4. Conducts at least 40 after school volleyball practices lasting 1 to 1 ½ hours each.**
- 5. Provides coordination of girls volleyball and track programs for grades 7 through 12.**
- 6. Conducts at least 75 after school track practices of 1 to 1 ½ hours each.**
- 7. Provides at least 5 special holiday practices lasting 1 ½ to 2 hours each.**
- 8. Supplies Athletic Director with practice schedules, student rosters, and other information and reports or requested.**
- 9. Attends home athletic events of other sports and assists as needed with timekeeping, supervision, judging, etc.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
MINIMUM JOB REQUIREMENTS
ASSISTANT JUNIOR HIGH FOOTBALL AND
HEAD JUNIOR HIGH GIRLS TRACK COACH

- 1. Assists in football preparation and practice and practice sessions daily beginning August 1 and continuing until school opens for students.**
- 2. Assists in plans, preparations, and participation in scheduled football games.**
- 3. Assists in football coaching activities conducted on assigned periods during the school day.**
- 4. Assists in after school football practice sessions.**
- 5. Coordinates plan, preparations, and participation for scheduled jr. high girls track meets.**
- 6. Coordinates girls track coaching activities conducted on assigned periods during the school day.**
- 7. Provides at least 70 after school practices of the girls track team with each lasting 1 to 1 ½ hours.**
- 8. Provides at least 3 special holiday practices of the girls track team with each lasting 1 to 1 ½ hours.**
- 9. Supplies Athletic Director with practice schedules, student rosters, and other information and reports needed or requested.**
- 10. Attends home athletic events of other sports and assists as needed with timekeeping, supervision, judging, etc.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
MINIMUM JOB REQUIREMENTS
ASSISTANT JUNIOR HIGH FOOTBALL AND
ASSISTANT JUNIOR HIGH BOYS TRACK COACH

- 1. Assists in football preparations and practice sessions daily beginning August 1 and continuing until school opens for students.**
- 2. Assists in plans, preparations, and participation in scheduled football games and track meets.**
- 3. Assists in football and track coaching activities conducted on assigned periods during the school day.**
- 4. Assists in after school football practice sessions.**
- 5. Assists in special holiday practice during track season.**
- 6. Attends home athletic events of other sports and assists as needed with timekeeping, supervision, judging, etc.**

EARLY CHILDHOOD

- 1. Early Childhood Coordinator**
- 2. Hippy Paraprofessional**
- 3. ABC Teacher**
- 4. Even Start Teacher**

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
EARLY CHILDHOOD COORDINATOR

QUALIFICATIONS:

1. Meet Arkansas Department of Education Certification requirements.

REPORTS TO:

Superintendent/Assistant Superintendent

JOB GOAL:

To extend learning opportunities to all Early Childhood students.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate and supervise all activities as related to the District's Hippy, Even Start, and ABC Programs.
2. Serves as the school's liaison with many and various outside agencies establishing or administering programs for which district students are eligible for participation.
3. Makes recommendations regarding the district's participation or nonparticipation in each such program and reviews those recommendations at least annually.
4. Communicates to school administrators and staff information about each program, and information about changes or developments within each ongoing program.
5. Interviews student candidates for any such program and identifies appropriate candidates.
6. Meets with parents of candidates or prospective candidates when parental support or approval is mandated or advisable, or when parents themselves request an interview.
7. Assists staff and students in accumulating or preparing any documents, letters, or application forms pertinent to or attendant upon admission or application for special programs.
8. Participates as a member of any staff evaluation team involved in deciding placement or recommendation for placement in the Early Childhood Programs.
9. Receives all reports, both those pertaining to the program as a whole and those pertaining to the individual participating student, from the programs sponsoring or administrative agency.
10. Meets as appropriate with students participating in outside programs for purposes of counseling, evaluation, and encouragement.
11. Visits, on a regular basis, all physical sites within the boundaries of the school district at which such special programs are conducted during hours when the program is in operation.
12. Make home visits when necessary.
13. Prepares and maintains for the district such paperwork as is needed for each special program and each district student enrolled in such a program.
14. Makes recommendations for the creation of new special programs based on identified student needs and identified community or governmental resources.
15. Orients newly assigned staff members and assists in their development, as appropriate.
16. Evaluates all staff members regarding their individual and group performance.

- 17. Assumes responsibility for safety and administration of the school plant.**
- 18. Responds to oral and written request for information.**
- 19. Plans and supervises the District's After School Programs.**
- 20. Plans and supervises the District's Child Care Programs.**
- 21. Supervises all activities and programs that are out growth's of the program's curriculum.**
- 22. All other duties as assigned by the Superintendent/Assistant Superintendent.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
HIPPY PARAPROFESSIONAL

GENERAL INFORMATION

Every local HIPPY program is coordinated and supervised by a trained professional who trains and supervises a team of paraprofessionals who visit the parents in their home. Each paraprofessional serves between 10 and 15 families a given year. The coordinator also relies on paraprofessionals to document each family's progress throughout the year, refer the family to the coordinator if they need additional assistance, and assist with the organization and facilitation of parent group meetings.

Paraprofessionals are selected by the local coordinator from among the parents who are going to participate in the program. The paraprofessionals provide the home instruction to participating families and are the key to the success of HIPPY. While specific requirements for such a person will vary from agency to agency, the following can be used as recommended guidelines for hiring HIPPY paraprofessionals.

REQUIREMENTS

A paraprofessional is expected to:

1. Be a parent in the program.
2. Be a well functioning parent, showing maturity and understanding of his/her environment.
3. Identify with the local population and have a commitment to working in the community.
4. Show potential for leadership.
5. Have good oral expression and reasonably good reading and writing abilities.
6. Be comfortable visiting homes in the community.

JOB DESCRIPTION

The role of the HIPPY paraprofessional can be summarized as follows:

1. Meeting with HIPPY parents assigned to them on a weekly basis, whether in home or at a group meeting, for the primary purpose of role playing the appropriate week in the HIPPY curriculum. At each home visit the paraprofessional:
 - a. Reviews the completed activity packet from the previous week.
 - b. Instructs the parent in the up-coming weeks' material, using the role play technique.
 - c. Discuss any problems which arose during the time the parent and child were working with the materials and passes on these concerns to the coordinator for further discussions.

- 2. Assisting in the preparation, provision and clean up of group meetings as assigned by the coordinator, and participating in all regular HIPPY sponsored activities (ie. field trips, celebrations, etc.).**
- 3. Completing national and local HIPPY forms and additional information requested by the coordinator, accurately and promptly. Turning in forms at the weekly staff meeting.**
- 4. Collecting pre-selected activity sheets ("pull out sheets") on a weekly basis, as examples of children's work and to monitor family progress.**
- 5. Meeting with coordinator on a weekly basis for the purpose of role playing the next week's material, reporting on the progress of the HIPPY families assigned, and discussing problems that arose during the previous work week.**
- 6. Participating in staff development as deemed necessary by the coordinator, for the purpose of personal and professional growth.**
- 7. Assisting in the office and other duties as requested by coordinator.**

JOB DESCRIPTION
ABC CLASSROOM TEACHER
(ABC = ARKANSAS BETTER CHANCE PROGRAM)

- 1. Minimum Qualifications/Classroom Teacher:** The teacher shall hold a Bachelor's of Master's degree in early childhood education, elementary education, special education with an early childhood endorsement or in Home Economics with an emphasis in child development. Teachers must be able to demonstrate competency in the areas of developmentally appropriate programming, curriculum development and daily classroom management.
- 2. Minimum Qualifications/Paraprofessional Aide:** The paraprofessional aide shall hold a minimum of one of the following:
 - a. Associate of Arts or Associate of Sciences degree in early childhood development**
 - b. Child Development Associate credential**
 - c. ADE approved credential**
- 3. All teachers as defined in section 1 shall meet the new early childhood licensure requirements within 2 years of adoption by the ADE.**
- 4. If programs hire staff not initially qualified under sections 1 and 2, deficiency removal plans may be instituted which include time frames within which deficiencies will be removed and a plan to monitor the employee's progress. Teachers must have a minimum of a college degree but may work toward completion of the early childhood teacher certification under a deficiency removal plan. These plans must be approved by the DCCECE.**
- 5. ABC staff should reflect the ethnic diversity of the children participating in the ABC program.**
- 6. Lead teachers/teachers shall be required to participate in five (5) days of staff development annually on topics pertinent to early childhood education.**
- 7. Paraprofessional aides shall required to participate in three (3) days of staff development annually on topics pertinent to early childhood education.**
- 8. ABC Classroom teachers are responsible for curriculum and program planning and oversight of paraprofessional aides.**

EMPLOYEE REQUIREMENTS

- 1. All employees in a child care center shall be age 18 years or older. Prospective employees younger than 18 years shall be under the direct supervision of the director or person in charge and shall be approved on an individual basis by the child care licensing unit.**
- 2. All employees hired after January 1, 1990 to work directly with children shall have a high school diploma or GED or shall be enrolled in a GED curriculum and complete the curriculum within one year of hire.**
- 3. All employees who work directly with children shall obtain at least 10 hours of in-service training or outside workshop training each year in continuing early Childhood education which is approved by the Division.**
- 4. At least one adult member of the staff who is certified in infant and child cardio-pulmonary resuscitation (CPR) shall be present within the physical confines of the child care center while children are in care.**
- 5. Prior to providing direct child care, staff shall receive an orientation in basic health & safety, facility discipline policies, center schedules, and shall be advised that they are mandated reporters under the Child Maltreatment Reporting Act.**
- 6. All employees working in a child care center, in any capacity, shall obtain a health card or physician's statement showing the absence of contagious Tuberculosis. This shall be renewed on a yearly basis.**
- 7. All employees caring for children shall be able to perform job functions.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
ABC CLASSROOM TEACHER
(ABC = ARKANSAS BETTER CHANCE PROGRAM)

- 1. Minimum Qualifications/Classroom Teacher: The teacher shall hold a Bachelor's of Master's degree in early childhood education, elementary education, special education with an early childhood endorsement or in Home Economics with an emphasis in child development. Teachers must be able to demonstrate competency in the areas of developmentally appropriate programming, curriculum development and daily classroom management.**

- 2. Minimum Qualifications/Paraprofessional Aide: The paraprofessional aide shall hold a minimum of one of the following:**
 - a. Associate of Arts or Associate of Sciences degree in early childhood development**
 - b. Child Development Associate credential**
 - c. ADE approved credential**
- 3. All teachers as defined in section 1 shall meet the new early childhood licensure requirements within 2 years of adoption by the ADE.**
- 4. If programs hire staff not initially qualified under sections 1 and 2, deficiency removal plans may be instituted which include time frames within which deficiencies will be removed and a plan to monitor the employee's progress. Teachers must have a minimum of a college degree but may work toward completion of the early childhood teacher certification under a deficiency removal plan. These plans must be approved by the DCCECE.**
- 5. ABC staff should reflect the ethnic diversity of the children participating in the ABC program.**
- 6. Lead teachers/teachers shall be required to participate in five (5) days of staff development annually on topics pertinent to early childhood education.**
- 7. Paraprofessional aides shall required to participate in three (3) days of staff development annually on topics pertinent to early childhood education.**
- 8. ABC Classroom teachers are responsible for curriculum and program planning and oversight of paraprofessional aides.**

EMPLOYEE REQUIREMENTS

- 1. All employees in a child care center shall be age 18 years or older. Prospective employees younger than 18 years shall be under the direct supervision of the director or person in charge and shall be approved on an individual basis by the child care licensing unit.**
- 2. All employees hired after January 1, 1990 to work directly with children shall have a high school diploma or GED or shall be enrolled in a GED curriculum and complete the curriculum within one year of hire.**

- 3. All employees who work directly with children shall obtain at least 10 hours of in-service training or outside workshop training each year in continuing early Childhood education which is approved by the Division.**
- 4. At least one adult member of the staff who is certified in infant and child cardio-pulmonary resuscitation (CPR) shall be present within the physical confines of the child care center while children are in care.**
- 5. Prior to providing direct child care, staff shall receive an orientation in basic health & safety, facility discipline policies, center schedules, and shall be advised that they are mandated reporters under the Child Maltreatment Reporting Act.**
- 6. All employees working in a child care center, in any capacity, shall obtain a health card or physician's statement showing the absence of contagious Tuberculosis. This shall be renewed on a yearly basis.**
- 7. All employees caring for children shall be able to perform job functions.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
EVEN START TEACHER

- 1. Minimum Qualifications/Even Start Teacher: The teacher must hold CDA (Child Development Associate) credentials. Teacher must be able to demonstrate competency in the areas of developmentally appropriate programming, curriculum development and daily classroom management.**
- 2. The teacher shall be required to participate in five (5) days of staff development annually on topics pertinent to early childhood education.**

3. The teacher is responsible for curriculum and program planning and oversight of paraprofessional aides.
4. Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturities.
5. Provides individual and group instruction designed to meet individual needs and help the pupils make a satisfactory transition to school.
6. Establishes and maintains standards of pupil behavior needed to achieve effective participation in all activities without interfering with the naturally informal atmosphere.
7. Evaluates academic and social growth of pupils, and keeps appropriate records.
8. Communicates with parents through a variety of means. Holds parent conferences to discuss the individual pupil's progress and interprets the program.
9. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
10. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
11. Ensures a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
12. Supervises pupils in out-of-classroom activities during the assigned working day.
13. Participates in curriculum and other developmental programs as required.

EMPLOYEE REQUIREMENTS:

1. All employees in a child care center shall be age 18 years or older. Prospective employees younger than 18 years shall be under the direct supervision of the director or person in charge and shall be approved on an individual basis by the child care licensing unit.
2. All employees hired after January 1, 1990 to work directly with children shall have a high school diploma or GED or shall be enrolled in a GED curriculum and complete the curriculum within one year of hire.
3. All employees who work directly with children shall obtain at least 10 hours of in-service training or outside workshop training each year in continuing early Childhood education which is approved by the Division.

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4. At least one adult member of the staff who is certified in infant and child cardio-pulmonary resuscitation (CPR) shall be present within the physical confines of the child care center while children are in care.
5. Prior to providing direct child care, staff shall receive an orientation in basic health & safety, facility discipline policies, center schedules, and shall be advised that they are mandated reporters under the Child Maltreatment Reporting Act.
6. All employees working in a child care center, in any capacity, shall obtain a health card or physician's statement showing the absence of contagious Tuberculosis. This shall be renewed on a yearly basis.
7. All employees caring for children shall be able to perform job functions.

TERMS OF EMPLOYMENT:

Type A, 187 day contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

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VOCATIONAL

- 1. Vocational Director (Coordinator)**
- 2. Secretary/Youth Apprenticeship/Work Based Learning Program**
- 3. Agriculture Instructor**
- 4. Vocational Instructor**

JOB DESCRIPTION CTE COORDINATOR

The Coordinator of Vocational Education is directly accountable to the Superintendent. The Coordinator of Vocation Education coordinates vocational and technical education programs in grades seven through twelve and in such capacity works according to the preferences of each respective Principal. The discretion of the Principal, however, is interpreted within the framework of project requirements and chief administrative directives. The Coordinator of Vocational Education serves as the district liaison with the Vocational and Technical Education Division of the Arkansas Department of Education. The duties of this position require a twelve month contract period.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

1. Maintains current knowledge of vocational education to ensure compliance with regulations and communicate information to the superintendent, principals and teachers.
2. Complies and analyzes data to prepare reports to local, state and federal agencies and for planning and evaluating vocational programs.
3. Effects procedure acquisition and inventory control of equipment, supplies and materials.
4. Complies inventory of vocational equipment and furniture.
5. Confers and assists principals, counselors, and teachers with student enrollment, recruitment and placement.
6. Continues refinement of courses to adequately prepare students.
7. Provides for service and repair of equipment.
8. Promotes active participation of teachers and students in vocational student organizations.
9. Provides technical assistance and support of principals and teachers.
10. Assists principals in sharing ownership for the Vocational Programs within each building.
11. Determines need, plans and provides orientation and in-service training for new and experienced staff members.
12. Promotes image of vocational education with news media and civic organizations/commissions through speeches and written communication.
13. Plans and modifies budget as program demands and categorical funding changes occur, with adjustments which retain proper balance among various program areas.
14. Determines priority and best source, and authorizes the purchase of instructional materials and equipment within limitations of the current budget.
15. Maintains income and disbursement records for all vocational programs.
16. Follow procedures for handling purchasing and submit bills/invoices for payment.
17. Prepares the Annual Expenditure Report.
18. Organizes and supervises the evaluation/on-site review of vocational programs.
19. Reports periodically to the superintendent on the status and progress of the vocational program.
20. Works as a team member with others in administrative leadership for the overall improvement of the educational program.
21. All other duties as assigned by the Superintendent.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
VOCATIONAL COORDINATOR

The Coordinator of Vocational Education is directly accountable to the Superintendent. The Coordinator of Vocation Education coordinates vocational and technical education programs in grades seven through twelve and in such capacity works according to the preferences of each respective Principal. The discretion of the Principal, however, is interpreted within the framework of project requirements and chief administrative directives. The Coordinator of Vocational Education serves as the district liaison with the Vocational and Technical Education Division of the Arkansas Department of Education. The duties of this position require a twelve month contract period.

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6. Continues refinement of courses to adequately prepare students.
7. Provides for service and repair of equipment.
8. Promotes active participation of teachers and students in vocational student organizations.
9. Provides technical assistance and support of principals and teachers.
10. Assists principals in sharing ownership for the Vocational Programs within each building.
11. Determines need, plans and provides orientation and in-service training for new and experienced staff members.
12. Promotes image of vocational education with news media and civic organizations/commissions through speeches and written communication.
13. Plans and modifies budget as program demands and categorical funding changes occur, with adjustments which retain proper balance among various program areas.
14. Determines priority and best source, and authorizes the purchase of instructional materials and equipment within limitations of the current budget.
15. Maintains income and disbursement records for all vocational programs.
16. Follow procedures for handling purchasing and submit bills/invoices for payment.
17. Prepares the Annual Expenditure Report.
18. Organizes and supervises the evaluation/on-site review of vocational programs.
19. Reports periodically to the superintendent on the status and progress of the vocational program.
20. Works as a team member with others in administrative leadership for the overall improvement of the educational program.
21. All other duties as assigned by the Superintendent.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
SECRETARY/YOUTH APPRENTICESHIP/WORK BASED LEARNING PROGRAM

JOB GOAL:

To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the coordinator of the program.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a regular filing system, and processes incoming correspondence as instructed. Stamps correspondence with appropriate dates and messages and file in all appropriate files.
2. Assist with apprentices' record keeping.
3. Obtains, gathers and organizes pertinent data as needed for reports.
4. Takes and transcribes dictation of various types, including correspondence, reports, notices and recommendations.
5. Receives all Youth Apprenticeship materials/reports: stamp date received and file.
6. Performs any bookkeeping tasks associated with the specific position-maintains record of all purchased orders and Youth Apprenticeship Program.
7. Places and receives telephone calls, and records messages for the coordinator.
8. Maintains a schedule of appointments and makes arrangements for meetings, etc..
9. Types reports related to Youth Apprenticeship - the proposal, and the Annual Financial Report.
10. Keeps a record of travel and travel reimbursements submitted by all staff.
11. Performs any other duties as assigned by the Coordinator.

JOB DESCRIPTION AGRICULTURE TEACHER

Agriculture Instructors have the primary responsibility of meeting and teaching daily classes. They are under the direct supervision of the building principal, vocational director, and superintendent. Even though they perform as classroom teachers, they are subject to additional responsibilities and guidelines as set by the Lee County School District and the State Department of Education.

ADDITIONAL PERFORMANCES AND GUIDELINES FOR AGRICULTURE INSTRUCTORS

1. Clubs and contest participation is an integral part of the teaching and learning situation, therefore each teacher shall serve as the sponsor for his or her club. Each teacher shall take an active part in organizational/club meetings along with local, district, state and national competition.
2. Each teacher is responsible for attending all state held meetings, inservices and workshops that relate to his/her program area.
3. Each teacher is responsible for forming an advisory committee for his/her program area. They must also assume the responsibility for the functioning of the committee.
4. Each teacher is responsible for integrating the state frameworks into his/her daily lesson plans and preparing their students for the State Competency Test.
5. Each teacher is responsible for integrating agricultural programs with other vocational programs with other vocational programs as well as academic programs.
6. Each teacher should make use of added contract length by:
 - A. repairing broken equipment and doing up-keep in classroom or shop areas.
 - B. visiting student summer projects/on job experiences.
 - C. participating in recreational/leadership camps for students.
 - D. attending in service to keep up with improvements in technology in their program area.
 - E. making preparation for students by preparing lesson-plans, State reports, and lab exercises.
7. Each teacher's program area, grades 7-12, with the use of the State Vocational Framework, and administration guidance, will assure that minimum course content is similar at each school and that sequential learning objectives are established for every grade level and course offering.
8. Each teacher will provide students with a course outline listing grading procedures and course expectations.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
VOCATIONAL INSTRUCTOR

Vocational Education teachers have the primary responsibility of meeting and teaching daily classes. They are under the direct supervision of the building principal, vocational director, and superintendent. Even though they perform as classroom teachers, they are subject to additional responsibilities and guidelines as set by the Lee County School District and the State Department of Education.

ADDITIONAL PERFORMANCES AND GUIDELINES FOR VOCATIONAL TEACHERS

1. Clubs and contest participation is an integral part of the teaching and learning situation, therefore each teacher shall serve as the sponsor for his or her club. Each teacher shall take an active part in organizational/club meetings along with local, district, state and national competition.
2. Each teacher is responsible for attending all state held meetings, inservices and workshops that relate to his/her program area.
3. Each teacher is responsible for forming an advisory committee for his/her program area. They must also assume the responsibility for the functioning of the committee.
4. Each teacher is responsible for integrating the state frameworks into his/her daily lesson plans and preparing their students for the State Competency Test.
5. Each teacher is responsible for integrating vocational programs with other vocational programs as well as academic programs.
6. Each teacher should make use of added contract length by:
 - A. repairing broken equipment and doing up-keep in classroom or shop areas.
 - B. visiting student summer projects/on job experiences.
 - C. participating in recreational/leadership camps for students.
 - D. attending in service to keep up with improvements in technology in their program area.
 - E. making preparation for students by preparing lesson-plans, State reports, and lab exercises.
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8. Each teacher will provide students with a course outline listing grading procedures and course content expectations.

TRANSPORTATION

- 1. Transportation Coordinator**
- 2. Bus Aide**
- 3. Bus Driver**
- 4. Mechanic**
- 5. Mechanic Helper**

**JOB DESCRIPTION
TRANSPORTATION COORDINATOR**

The Transportation Coordinator is directly accountable to the chief administration consisting of the Superintendent of Schools and his Assistant Superintendent. He is primarily responsible for managing the Transportation of the school district in accordance with the decisions of the board and chief administration. In doing so he keeps the chief administration apprized of major problems that arise and major decisions to be made as well as alternatives, background data, and recommendation pertaining thereto. Regular reports to the chief administration are made by this coordinator on the status and progress of his departments. The duties of this position requires a eleven month contract period.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

1. Plans, directs, and maintains bus routes and schedules.
2. Provides transportation for student activity trips and other special uses of transportation services in accordance with policies and regulations established.
3. Administers budget decisions in the area of transportation and offers recommendation for needed changes in future budgetary planning in these areas.
4. Provides business-like management and accounting for school funds and properties in areas of responsibility.
5. Submits to the chief administration recommendations for school funds and properties in areas of responsibility.
6. Resolves problems of students bus conduct and parent complaints in cooperation with the efforts of principals.
7. Complies and submits records and reports as needed for local and state administrative purposes.
8. Advises superintendent in school closing decisions related inclement weather and road conditions.
9. Submits presentations and reports to the board as needed and requested.
10. Assists the chief administration in dealing with such matters that may arise and be deemed priorities.
11. Responsible to keep buses clean at all times.
12. All other duties as assigned by the Superintendent.

**LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
TRANSPORTATION COORDINATOR**

The Transportation Coordinator is directly accountable to the chief administration consisting of the Superintendent of Schools and his Assistant Superintendent. He is primarily responsible for managing the Transportation of the school district in accordance with the decisions of the board and chief administration. In doing so he keeps the chief

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- 10. Assists the chief administration in dealing with such matters that may arise and be deemed priorities.**
- 11. Responsible to keep buses clean at all times.**
- 12. All other duties as assigned by the Superintendent.**

JOB DESCRIPTION BUS DRIVER

SPECIFIC RESPONSIBILITIES

1. Conduct pre-trip inspection of school bus prior to every trip.
2. Use established routes and designated bus stops.
3. Operate bus on approved time schedule.
4. Report bus accidents and pupil injuries to authorities.
5. Conduct emergency evacuation drills in keeping with school policies.
6. Instruct riders regarding being responsible passengers.
7. Drive defensively under varying traffic conditions and inclement weather.
8. Drive with safety of students as first priority.
9. Report personal absences in time for supervisor to secure substitute driver.
10. Perform bus housekeeping duties inside and out.
11. Fill gas tank and add oil if necessary.
12. Report bus defects to supervisor.
13. Establish favorable working relationships with other drivers, maintenance personnel, teachers, students, principals and total school staff.
14. Exhibit positive image as loyal representative of school district.

SPECIFIC PERFORMANCE ABILITIES

1. Operate all vehicle types in transporting pupils in school district.
2. Identify with geographic service area of school district.
3. Demonstrate knowledge of rules and regulations promulgated by local, state and federal authorities.
4. Demonstrate knowledge of state laws and local ordinances.
5. Deal with exuberant behavioral characteristics of youthful riders.
6. Administer disciplinary procedures in keeping with school policies.
7. Be alert and exercise good judgement concerning emergencies, disabled vehicles and irregular special request by parents of riders.

SPECIAL LEGAL REQUIREMENTS TO BE MET

1. Meet school bus driver certification requirements.
 - a. minimum hours of instruction.
 - b. satisfactorily pass knowledge examination.
2. Meet state requirements for appropriate licensing.
3. Meet state physical examination requirements.
4. Meet local or state standards for driving test.
5. Meet local or state standards for driver record check.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
BUS DRIVER

SPECIFIC RESPONSIBILITIES

1. Conduct pre-trip inspection of school bus prior to every trip.
2. Use established routes and designated bus stops.
3. Operate bus on approved time schedule.
4. Report bus accidents and pupil injuries to authorities.
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1. Operate all vehicle types in transporting pupils in school district.
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 - a. minimum hours of instruction.
 - b. satisfactorily pass knowledge examination.
2. Meet state requirements for appropriate licensing.
3. Meet state physical examination requirements.
4. Meet local or state standards for driving test.
5. Meet local or state standards for driver record check.

**JOB DESCRIPTION
BUS AIDE**

QUALIFICATIONS:

Demonstrated aptitude or competence for assigned responsibility.

REPORTS TO:

Transportation Coordinator/Special Education Coordinator.

JOB GOAL:

To assist in providing safe transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

- 1. Assists the bus driver in maintaining good student conduct on the bus.**
- 2. Inspects transportation passes to prevent unauthorized travel.**
- 3. Assists young or disabled students in getting on and off the bus.**
- 4. Assures that students get on and off the bus in an orderly fashion.**
- 5. Provides written records of violations of the student code to the transportation supervisor.**
- 6. Collects and turns over to the school secretary those personal items left on bus by students.**

**LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
BUS AIDE**

QUALIFICATIONS:

Demonstrated aptitude or competence for assigned responsibility.

REPORTS TO:

Transportation Coordinator/Special Education Coordinator.

JOB GOAL:

To assist in providing safe transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

- 1. Assists the bus driver in maintaining good student conduct on the bus.**
- 2. Inspects transportation passes to prevent unauthorized travel.**
- 3. Assists young or disabled students in getting on and off the bus.**
- 4. Assures that students get on and off the bus in an orderly fashion.**
- 5. Provides written records of violations of the student code to the transportation supervisor.**
- 6. Collects and turns over to the school secretary those personal items left on bus by students.**

**JOB DESCRIPTION
MECHANIC**

1. Perform all mechanical duties as needed.
2. Have superior knowledge of several individual areas of mechanics, such as engines.
3. Design mechanical equipment when required.
4. Purchase parts when needed.
5. Keep a current inventory of parts and all shop items.
6. Keep necessary maintenance record on buses.
7. Must hold a CDL (Commercial Drivers License).
8. Assist in bringing in down buses.
9. Drive bus routes when needed.
10. Assist with other shop needs as assigned.
11. Maintain buses and school vehicles. This includes general and preventive maintenance as well as washing the inside and outside of buses.
12. Check with drivers at regular periods concerning the condition of their bus.
13. Maintain a system of records whereby periodic inspections are made on brakes, lights and other safety factors that make for safer driving and better bus service.
14. Operate and maintain the bus shop.
 - a. Keep it reasonably clean and straightened up.
 - b. See that lights, air gauges, etc., are turned off before leaving the shop.
 - c. See that un-authorized persons are not permitted in the shop area unless called.
15. Keep up with tools and equipment.
16. Keep an accurate and up to date record on the maintenance of each bus.
17. Dispense oil, gas, etc.
18. Work with maintenance staff in the up-keep of buildings and grounds as needed.
19. Adhere to all local, state, and federal rules and regulations pertaining to the maintenance and up-keep of the bus fleet.
20. Perform other duties as the Transportation Coordinator may deem necessary.

**LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
MECHANIC**

1. Perform all mechanical duties as needed.
2. Have superior knowledge of several individual areas of mechanics, such as engines.
3. Design mechanical equipment when required.
4. Purchase parts when needed.
5. Keep a current inventory of parts and all shop items.
6. Keep necessary maintenance record on buses.
7. Must hold a CDL (Commercial Drivers License).
8. Assist in bringing in down buses.
9. Drive bus routes when needed.
10. Assist with other shop needs as assigned.

11. **Maintain buses and school vehicles. This includes general and preventive maintenance as well as washing the inside and outside of buses.**
12. **Check with drivers at regular periods concerning the condition of their bus.**
13. **Maintain a system of records whereby periodic inspections are made on brakes, lights and other safety factors that make for safer driving and better bus service.**
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15. **Keep up with tools and equipment.**
16. **Keep an accurate and up to date record on the maintenance of each bus.**
17. **Dispense oil, gas, etc.**
18. **Work with maintenance staff in the up-keep of buildings and grounds as needed.**
19. **Adhere to all local, state, and federal rules and regulations pertaining to the maintenance and up-keep of the bus fleet.**
20. **Perform other duties as the Transportation Coordinator may deem necessary.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
MECHANIC HELPER

1. **Help mechanics when jobs are large.**
2. **Change oil and filters on buses and service trucks.**
3. **Fuel all buses and keep up with the amount that is brought in.**
4. **Wash buses.**
5. **Steam clean motors.**
6. **Train prospective bus drivers.**
7. **Help clean his area of responsibility.**
8. **Fix flats and small jobs on buses that need attention.**
9. **Must hold a CDL (Commercial Drivers License).**
10. **Assist in bringing in down buses.**
11. **Drive bus routes when needed.**
12. **Assist with other shop needs as assigned.**

13. Perform other duties as the Transportation Coordinator may deem necessary.

MAINTENANCE

- 1. Maintenance Coordinator**
- 2. Custodian**
- 3. Skilled Worker-Carpenter**
- 4. Skilled Worker-Electrician**
- 5. Skilled Worker-Plumber**
- 6. Electrician Apprentice**
- 7. Heating And Air Conditioning Apprentice**
- 8. Maintenance Worker I**

**JOB DESCRIPTION
MAINTENANCE COORDINATOR**

QUALIFICATIONS:

1. **Demonstrates aptitude or competence for assigned responsibilities.**

REPORTS TO:

[Person designated by the Board or the superintendent/assistant superintendent]

SUPERVISES:

[Staff members designated by the superintendent.]

JOB GOAL:

To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. **Plans, directs, and coordinates all Maintenance Department Activities and Personnel.**
2. **Administers budget decisions in the areas of maintenance and offers recommendations for needed changes in future budgetary planning.**
3. **Provides business-like management and accounting for school funds and properties in areas of responsibility.**
4. **Submits to the chief administration recommendations for maintenance personnel employment, retention, training, and assignment.**
5. **Complies and submits records and reports as needed for local and state administrative purposes.**
6. **Maintains and up to date inventory of all school equipment, materials, and property.**
7. **Submits presentations and reports to the board as needed and requested.**
8. **Assists the chief administrator in dealing with such matters that may arise and be**

deemed priorities.

9. Examines school buildings on a regular basis for needed repairs and maintenance.
10. Establishes and recommends priorities on repair projects.
11. Estimates cost of repair projects in terms of labor, material, and overhead.
12. Assigns and supervises crews for maintenance work such as replacing worn or defective wiring, switches, faucets, and plumbing fixtures, and repairing fencing, asphalt, concrete, and ceilings.
13. Lays out and inspects work, and assists crew members.
14. Develops a system for dealing with emergency repair problems with efficiency.
15. Prepares reports on costs of work done, materials used, and labor expended.
16. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
17. Assigns work orders, checks drawings and plans.
18. Consults with building principals regarding the establishment of regular preventive maintenance programs.
19. Maintains such personnel and other records as required.
20. Recruits, screens, recommends for hiring, and trains all workers necessary to the maintenance program.
21. Advises on the hiring of contractors to perform certain maintenance or repair services.
22. Perform any other duties assigned by the superintendent/assistant superintendent.

TERMS OF EMPLOYMENT:

Twelve-month year. Type E 240 day contract.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
MAINTENANCE COORDINATOR

QUALIFICATIONS:

1. **Demonstrates aptitude or competence for assigned responsibilities.**

REPORTS TO:

[Person designated by the Board or the superintendent/assistant superintendent]

SUPERVISES:

[Staff members designated by the superintendent.]

JOB GOAL:

To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. **Plans, directs, and coordinates all Maintenance Department Activities and Personnel.**
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4. **Submits to the chief administration recommendations for maintenance personnel employment, retention, training, and assignment.**
5. **Complies and submits records and reports as needed for local and state administrative purposes.**
6. **Maintains and up to date inventory of all school equipment, materials, and property.**
7. **Submits presentations and reports to the board as needed and requested.**

- 8. Assists the chief administrator in dealing with such matters that may arise and be deemed priorities.**
- 9. Examines school buildings on a regular basis for needed repairs and maintenance.**
- 10. Establishes and recommends priorities on repair projects.**
- 11. Estimates cost of repair projects in terms of labor, material, and overhead.**
- 12. Assigns and supervises crews for maintenance work such as replacing worn or defective wiring, switches, faucets, and plumbing fixtures, and repairing fencing, asphalt, concrete, and ceilings.**
- 13. Lays out and inspects work, and assists crew members.**
- 14. Develops a system for dealing with emergency repair problems with efficiency.**
- 15. Prepares reports on costs of work done, materials used, and labor expended.**
- 16. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.**
- 17. Assigns work orders, checks drawings and plans.**
- 18. Consults with building principals regarding the establishment of regular preventive maintenance programs.**
- 19. Maintains such personnel and other records as required.**
- 20. Recruits, screens, recommends for hiring, and trains all workers necessary to the maintenance program.**
- 21. Advises on the hiring of contractors to perform certain maintenance or repair services.**
- 22. Perform any other duties assigned by the superintendent/assistant superintendent.**

TERMS OF EMPLOYMENT:

Twelve-month year. Type E 240 day contract.

JOB DESCRIPTION CUSTODIAN

QUALIFICATIONS:

- 1. Any health, literacy, citizenship, or other such requirements.**
- 2. Demonstrated aptitude or competence for assigned responsibilities.**

REPORTS TO:

Principal or building coordinator/maintenance coordinator.

JOB GOAL:

To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

- 1. Keeps building and premises, including sidewalks, driveways, and play areas, neat and clean at all times.**
- 2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.**
- 3. Shovels, plows, and sands walk, driveways, parking areas, and steps, as appropriate.**
- 4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.**
- 5. Raises the U.s. flag at or before 8 a.m. on each school day, and lowers it at or after 3:30 p.m.**
- 6. Sweeps classrooms daily and dusts furniture.**
- 7. Cleans corridors after school each day, and during the day when their condition requires it.**
- 8. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.**
- 9. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.**
- 10. Keeps the grounds free from rubbish.**
- 11. Performs such yard keeping chores as grass cutting and tree trimming as necessary, to maintain the school grounds in a safe and attractive condition.**
- 12. Keeps all floors in a clean and attractive condition and in a good state of preservation.**
- 13. Cleans all chalkboards at least once a week.**
- 14. Makes minor building repairs.**
- 15. Reports major repairs needed promptly to the head custodian.**
- 16. Maintains on a regular schedule and other mechanical equipment requiring scheduled servicing.**
- 17. Reports immediately to the principal any damage to school property.**
- 18. Remains on the school premises during school hours, and during non-school hours when the building has been authorized and extended work hours approved.**
- 19. Assumes responsibility for the opening and closing of the building each school day for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.**

20. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian's work.
21. Conducts an ongoing program of general maintenance, upkeep, and repair.
22. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
23. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
24. Assumes responsibility for the safe condition of the swimming pool, if the building has one, making all necessary water tests, backlashing the filters, and refilling the pool as necessary.
25. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.

TERMS OF EMPLOYMENT:

Eleven month type D 221 day contract or twelve month type E 240 day contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
CUSTODIAN

QUALIFICATIONS:

1. Any health, literacy, citizenship, or other such requirements.
2. Demonstrated aptitude or competence for assigned responsibilities.

REPORTS TO:

Principal or building coordinator/maintenance coordinator.

JOB GOAL:

To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Keeps building and premises, including sidewalks, driveways, and play areas, neat and clean at all times.
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.

3. Shovels, plows, and sands walk, driveways, parking areas, and steps, as appropriate.
4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Raises the U.s. flag at or before 8 a.m. on each school day, and lowers it at or after 3:30 p.m.
6. Sweeps classrooms daily and dusts furniture.
7. Cleans corridors after school each day, and during the day when their condition requires it.
8. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
9. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
10. Keeps the grounds free from rubbish.
11. Performs such yard keeping chores as grass cutting and tree trimming as necessary, to maintain the school grounds in a safe and attractive condition.
12. Keeps all floors in a clean and attractive condition and in a good state of preservation.
13. Cleans all chalkboards at least once a week.
14. Makes minor building repairs.
15. Reports major repairs needed promptly to the head custodian.

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16. Maintains on a regular schedule and other mechanical equipment requiring scheduled servicing.
17. Reports immediately to the principal any damage to school property.
18. Remains on the school premises during school hours, and during non-school hours when the building has been authorized and extended work hours approved.
19. Assumes responsibility for the opening and closing of the building each school day for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
20. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian's work.
21. Conducts an ongoing program of general maintenance, upkeep, and repair.
22. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
23. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
24. Assumes responsibility for the safe condition of the swimming pool, if the building has one, making all necessary water tests, backlashing the filters, and refilling the pool as necessary.
25. Conducts periodic inspections and tests of all electrical installations in the school to

ensure their safe condition.

TERMS OF EMPLOYMENT:

Eleven month type D 221 day contract or twelve month type E 240 day contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

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**LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
SKILLED WORKER, CARPENTER**

QUALIFICATIONS:

- 1. Demonstrates aptitude or competence for assigned responsibilities.**

REPORTS TO:

Maintenance Coordinator

JOB GOAL:

To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

- 1. Assumes primary responsibilities for the safe condition of flooring, door frames, window frames, staircases, stair treads, wall paneling, hardware, and similar structural elements in the facilities owned or operated by the district.**

2. Determines which repair jobs may be performed by carpenters, custodians, and maintenance workers on the staff and which must be performed by outside contractors, and advises the maintenance director accordingly.
3. Supervises all carpentry repair work performed by district personnel.
4. Supervises the erecting of scaffolding, formation of concrete forms, and similar nonstructural projects attendant upon repairs and construction.
5. Instructs custodians and maintenance workers on the proper use and care of hand tools (such as hammers, saws, chisels, planes), equipment (power saws, drills, rivet guns), hardware (nails, screws, glue), and materials (lumber, acoustical tiles).
6. Recommends supplies and equipment for purchase, and maintains the inventory of district-owned hand tools, equipment, hardware, materials, and supplies.
7. Estimates the costs of carpentry repair projects in terms of labor, material, and overhead.
8. Examines district-owned facilities on a regular basis for purposes of preventive maintenance.

TERMS OF EMPLOYMENT:

Twelve-month year. Type E 240 day contract.

**LEE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
SKILLED WORKER, ELECTRICIAN**

QUALIFICATIONS:

1. Demonstrates aptitude or competence for assigned responsibilities.

REPORTS TO:

Maintenance Coordinator

JOB GOAL:

To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Assumes primary responsibility for the safe condition of lighting fixtures, electrical

apparatus fixtures, wiring, air-conditioning and refrigeration units, and similar electric elements in the facilities owned or operated by the district.

- 2. Determines which repair jobs may be performed by electricians, custodians, and, maintenance workers on the staff and which must be performed by outside contracts, and advises the maintenance director accordingly.**
 - 3. Supervises all electrical repair work performed by district personnel.**
 - 4. Instructs custodians and maintenance workers on proper procedure and proper use of tools in electrical repair work.**
 - 5. Recommends supplies and equipment for purchase, and maintains the inventory of district-owned tools, equipment, and supplies.**
 - 6. Estimates costs of electrical repair projects in terms of labor, material, and overhead.**
 - 7. Supervises the installation and operation of all lighting and electrical sound equipment in auditoriums and gymnasiums for all special theatrical, athletic, or other performance events.**
-
- 8. Examines district-owned facilities on a regular basis for purposes of preventive maintenance.**

TERMS OF EMPLOYMENT:

Twelve-month year. Type E 240 day contract.

**LEE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
SKILLED WORKER, PLUMBER**

QUALIFICATIONS:

- 1. Demonstrates aptitude or competence for assigned responsibilities.**

REPORTS TO:

Maintenance Coordinator

JOB GOAL:

To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

- 1. Assumes primary responsibility for the safe condition of pipes, drains, and plumbing**

fixtures in the facilities owned or operated by the district.

2. Determines which repair jobs may be performed by plumbers, custodians, and maintenance workers on the staff and which must be outside contractors, and advises the maintenance director accordingly.
3. Supervises maintenance of outdoor sprinklers, waste disposal systems, radiators, and similar plumbing related installations.
4. Supervises all plumbing repair work performed by district personnel.
5. Instructs custodians and maintenance workers on proper procedure and proper use of tools in plumbing repair work.
6. Recommends supplies and equipment for purchases, and maintains the inventory of district-owned tools, equipment, and supplies.
7. Estimates the costs of plumbing repair projects in terms of labor, material, and overhead.
8. Examines district-owned facilities on a regular basis for purposes of preventive maintenance.

TERMS OF EMPLOYMENT:

Twelve-month year. Type E 240 day contract.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
ELECTRICIAN APPRENTICE

JOB SUMMARY:

The electrician apprentice works under direct supervision.
Performs a variety of skilled duties; performs general duties; performs other duties as assigned.

JOB DUTIES AND RESPONSIBILITIES:

1. **PERFORMS A VARIETY OF SKILLED DUTIES AS A JOURNEYMAN ELECTRICIAN:**
installs electrical wiring and fixtures; cuts and bends conduit to desired size and shape; splices wires; installs light fixtures, plugs, switches, plates oar electrical equipment where special wiring is requires' performs preventive maintenance on all electrical equipment and power units; repairs malfunctioning equipment.

2. PERFORMS GENERAL DUTIES: maintains complete set of tools and equipment; cleans and maintains area; inventories supplies; maintains the buildings by performing carpentry, electrical, and plumbing duties such as repairing walls, changing electrical sockets and switches, servicing bathrooms, and replacing pipes and fixtures.

3. PERFORMS OTHER DUTIES AS ASSIGNED.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the tools used in electrical trade.

ability to perform manual labor under varying working conditions.

Ability to understand and carry out oral and written instructions.

Skill in the use, care and operation of manual and power tools and machinery.

Knowledge of the safety precautions used in the electrical trade.

MINIMUM QUALIFICATIONS:

The ability to read and write; plus one year of experience in electrical area and/or one year of vocational training in electrical area.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
HEATING AND AIR CONDITIONING APPRENTICE

JOB SUMMARY:

The Heating and air conditioning apprentice works under supervision. Helps to maintain heating and cooling systems in the school district; receives training; performs general duties; performs other duties as assigned.

JOB DUTIES AND RESPONSIBILITIES:

1. HELPS TO MAINTAIN HEATING AND COOLING SYSTEMS: performs daily inspections on boilers, air compressors, heat ducts, air dampers and pumps; checks control gauges for proper temperature and pressure; observes operations and makes adjustments as necessary; checks motors, controls, switches, wiring, valves, condensers and cores for operation; checks seals for leaks and corrosion; disassembles structural components when problems arise; replaces or repairs worn or broken parts in motors such as bearings, bushings and brushes; reassembles parts by screwing, bolting, riveting, welding and brazing; cleans and seals water connections; checks valves and floats and adjusts as needed; services heat and air units by greasing, oiling, changing filters and fuses, adjusting or replacing belts and washing coils and condensers with chemicals; uses mechanical and pneumatic testing equipment.

2. RECEIVES TRAINING: attends apprentice classes; receives instructions on application of heating and air conditioning standards and specifications; observes demonstrations of heating and air conditioning techniques and procedures and techniques in heating and air conditioning work under supervision of heating and air conditioning mechanic; learns to read and follow blueprints used by other skilled trades for heating and air conditioning work; performs exercises in using blueprints, e.g., to locate valves to shut off, adjust, etc..

3. PERFORMS GENERAL DUTIES: changes filters in air outlets and cleans casings; performs preventive maintenance inspections and repairs on all large cold storage units, refrigerators, ice makers, hot and cold food serving units, and/or window units; prepares reports showing date of inspection, repairs made; maintains complex set of tools; inventories supplies and notifies supervisor of materials needed; cleans and maintains work area; calibrates thermostats; maintains the buildings by performing carpentry, electrical, and plumbing duties such as repairing walls, changing electrical sockets, and switches, servicing bathrooms, and replacing pipes and fixtures.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of heating and air conditioning equipment.

Ability to perform manual labor under varying working conditions.

Ability to understand and carry out both oral and written instructions.

Skill in the use, operation and care of tools and machinery.

Knowledge of the safety precautions used in heating and cooling equipment.

MINIMUM QUALIFICATIONS:

The ability to read and write.

LEE COUNTY SCHOOL DISTRICT NO. "1"

JOB DESCRIPTION

CLASS SPECIFICATION

MAINTENANCE WORKER I

CLASS SUMMARY

The Maintenance Worker I works under general supervision and is responsible for maintaining grounds and performing other general labor activities.

EXAMPLES OF WORK

1. Operates equipment such as tractors, lawn mowers, or weedeaters to cut grass.
2. Plants grass, trees, and/or shrubbery, and fertilizes and waters as necessary.
3. Sprays, prunes, and trims shrubbery, and trees.
4. Picks up trash and broken limbs.
5. Cleans out drainage ditches.
6. Hauls dirt to fill holes.
7. Loads and unloads items such as chairs, tables, risers, pianos, and filing cabinets.
8. Moves and rearranges office furniture.
9. Performs related responsibilities as required or assigned.

10. Assists skilled trades personnel.

WORKING RELATIONS:

The Maintenance Worker I has occasional contact with co-workers to exchange information.

SPECIAL JOB DIMENSIONS:

Occasional exposure to inclement weather is required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Ability to operate grounds keeping equipment.

Ability to perform general labor and grounds keeping duties.

Ability to follow oral and/or written instructions.

MINIMUM QUALIFICATIONS:

Completion of sufficient education or training to read and write.

Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Superintendent.

**LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
21ST CENTURY CCLC TUTORS**

The 21st Century CCLC tutors have only non-instructional duties. They are scheduled to work before and after school, with some exceptions during the day.

The 21st Century CCLC Tutors Duties:

- 1. 7:00-8:00 a.m. 3:00-5:30 p.m. Computer Lab Tutors**
- 2. Monitors student use of computers. The computer labs are to be opened before and after school for students to work on computers and/or complete their homework activities.**
- 3. Assist students with homework.**
- 4. Assist students with developing computer-based projects.**

5. **Assist students with computer generated assessment instruments.**
6. **Chart student attendance.**
7. **Collaborate with classroom teachers regarding student assignments and projects.**
8. **Assist the site director with various duties as assigned.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
SECURITY OFFICER

Informs, aids, and advises the building principals and superintendent of safety and security issues.

Assists in developing safety and security plans for individual school buildings.

Investigates traffic accidents involving district vehicles.

Keeps accurate records of incidents investigated.

Monitors gang activities in the Lee County School District.

Assists school personnel in investigation personal injuries, assaults, violations or controlled substance statutes, weapons cases, etc.

Acts as liaison with local law enforcement agencies.

Provides supervision for football games, basketball games, and other after school activities.

Responds to emergency situations.

Maintains flexible hours in order to provide supervision when needed after regular school hours.

Performs other duties as assigned by the Superintendent of Schools.

LEE COUNTY SCHOOL DISTRICT NO. "1"
SECRETARY
JOB DESCRIPTION

The secretarial position in this building serves these programs: Special Education, Gifted/Talented, Ventures, Federal Programs, Assessment, and Staff Development under the direct supervision of Tolice Heimsoth and Carolyn Colvert. To facilitate the many and varied responsibilities of the combined programs, the secretary will be responsible for one supervisor each day with responsibilities alternating every other day. Exceptions will include: answering the telephone, taking and delivering messages, and an occasional emergency situation as determined by the supervisors.

Sick days and personal days will follow personnel policy, however, personal errands will be held to a minimum and only with prearranged consent. Time used for personal business on school time will be compensated for in work assignments beyond normal work hours.

The nature of the programs will occasionally require work beyond the normal work day. Such additional time will accumulate as comp time for the secretary. Earned comp time will be taken on days when the responsibility is for the program in which the time was earned.

Normal work days are from 8:00 A.M. until 4:00 P.M. with lunch from 11:30 until 12:30. Scheduled breaks are from 10:00 - 10:15 A.M. and 2:00 - 2:15 P.M. Smoking is limited to designated areas within the main building.

Specific responsibilities include:

1. Typing, filing, copying and general clerical responsibilities
2. Maintaining copies of due process papers
3. Scheduling psychological examinations
4. Gathering and compiling data for reports (all programs)
5. Scheduling appointments and conferences (all programs)
6. Having an awareness of guidelines for all programs
7. Maintaining confidentiality of all program records
8. Assisting in preparation of workshops, training sessions, etc.
9. Maintaining a supply of appropriate forms for all programs

SEC-1

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
TEACHER

Classroom teachers perform the key role in the teaching/learning situation and utilize the support of available human and material resources in accomplishing the primary purpose of the school system--the education of students. They are under the direct supervision of the building principal. The administrative policies, communications from the board, assignments of daily work, instructional schedules, and courses of study will reach the classroom teachers through the principals. All problems and requests of the teachers for assistance, materials or information pertaining to school work should first be directed to the principal. Teachers are employed on nine, ten, or twelve month contracts according to demands of teaching assignments and state regulations. Certain pupil supervision, and other non-teaching duties that are necessary for the operation of the school are performed by teachers. Qualifications needed for teaching positions vary somewhat according to grade level and subject taught, but appropriate state certification is a minimum requirement for any teaching position. The success or failure of the teacher as well as of the entire school system is ultimately demonstrated by the success or failure of each student taught.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

1. Provides instruction for students through use of instructional skills as embodied in the Program

- for Effective Teaching (PET).
2. Practices assertive discipline and other classroom management strategies to maintain a productive instructional environment.
 3. Possesses mastery of content taught and strives to maintain abreast of new knowledge and developments in field.
 4. Selects and uses materials and other resources appropriate to instructional objectives and students needs.
 5. Promotes the development of human understanding and respect in teacher-student relationships and in student-student relationships.
 6. Demonstrates effective planning and organization skills to minimize waste in time and other resources to maximize attainment of learner objectives.
 7. Exercises care for the safety and well being of students and for the protection of property.
 8. Observes and teaches pupils to observe school board policies and administrative regulations and directives.
 9. Cooperates with parents, administrators, colleagues, and other staff members in seeking positive solutions to problems through proper channels.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
HIPPY PARAPROFESSIONAL DO NOT USE

GENERAL INFORMATION

The implementation of the HIPPY model is centered around the recruitment, training and professional development of parents from the immediate community. These paraprofessionals provide the home instruction and are the key to the success of HIPPY.

Paraprofessionals are chosen by the local coordinator from among the parents who are going to participate in the program. While requirements for such a person will vary from place to place, the following can be used as recommended guidelines for hiring HIPPY paraprofessionals.

REQUIREMENTS

A paraprofessional is expected to:

1. Be a parent in the program.
2. Be a well-functioning parent, showing maturity and understanding of her/his environment.
3. Identify with the local population.
4. Show potential leadership.
5. Have good oral expression.
6. Have appropriate reading skills.

7. Have good writing ability.
8. Be able to work comfortable with parents in their homes.

JOB DESCRIPTION

A paraprofessional meets with each parent in the home once every two weeks. On alternate weeks s/he meets with all of her parents in group settings.

At each home visit the paraprofessional:

1. Reviews the activity packets from the previous week.
2. Instructs the parent in the up-coming week's material.
3. Discusses any problems which arose with the parent while working with the child and passes on these concerns to the coordinator for further discussion.

The paraprofessional meets weekly with the coordinator with the coordinator and reports on each family's progress. At this time the week's materials are also presented and discussed.

The paraprofessional keeps records of all home visits and group meetings which are collected by the coordinator each month.

LEE COUNTY SCHOOL DISTRICT NO. "1" JOB DESCRIPTION HIPPY COORDINATOR DO NOT USE

GENERAL INFORMATION

Every local HIPPY program is coordinated and supervised by a trained professional. Coordinators' areas of expertise include early childhood education, elementary education, community-based programs, parent/adult education and other fields.

The HIPPY coordinator has primary responsibility for all aspects of program implementation and management.

REQUIREMENTS

A HIPPY Coordinator is expected to:

1. Have an advanced college degree in a relevant field.
2. Have some prior experience coordinating school-or community based projects.
3. Have commitment and sensitivity to working with lower income communities.
4. Show strong leadership potential.
5. Show strong verbal and writing skills.
6. Be comfortable in the community.

7. Be comfortable working with paraprofessionals and visiting homes in the community.
8. Be able to promote inter-agency liaisons in support of the program.
9. Work under the guidance of a local advisory group.

JOB DESCRIPTION

After taking part in the pre-service HIPPY workshop, the coordinator recruits families and paraprofessional for the program s/he meets with and trains the paraprofessionals every week and conducts group meeting with the participating parents every other week. Occasional home visits are made and on-going in-service training for the paraprofessionals is provided.

The coordinator keeps accurate records and participates in all aspects of program evaluation and research. Through participation in all national and (appropriate) regional HIPPY meeting and through regular and consistent communication with HIPPY USA, each coordinator becomes a part of the national network.

LEE COUNTY SCHOOL DISTRICT NO. "1" JOB DESCRIPTION SPECIAL EDUCATION COORDINATOR

The Special Education Coordinator is directly accountable to the Assistant Superintendent for the administration and supervision of programs to meet the needs of handicapped children and youth. He/she operates at the school unit level in accordance with the preferences of the Principal, subject to law, district policy, and chief administrative directives. He/she coordinates the efforts of special education staff in such a manner as to engender the support and cooperation of non special education staff. The Special Education Coordinator is the liaison with other governmental and non-governmental agencies concerning education of the handicapped. He/she reports periodically to the Assistant Superintendent concerning the progress and needs of the special education program. The demands of this position require an eleven month contract.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

1. Maintains a system for the identification, referral and diagnosis of handicapped children in Lee County.
2. Supervises the proper development and maintenance of individual educational plans for all handicapped children identified for services.
3. Ensures that the education of handicapped children occurs in the least restrictive setting possible and to prepare that setting for their entry.

4. Provides in-service experiences for staff members that will improve the ability of personnel to meet the needs of handicapped children.
5. Submits recommendations concerning needed budgetary and physical plant accommodations for special education services.
6. Assists in the planning, implementation, reporting and evaluation of federal and special projects for special education.
7. Advises other administrative staff members concerning compliance with federal and state regulations concerning education of the handicapped.
8. Works as a team member with others in administrative leadership for the overall improvement of the educational program.
9. All other duties as assigned by the Superintendent.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
GIFTED/TALENTED COORDINATOR

Gifted/Talented Coordinators perform a support role on a district's administrative team. They utilize the support of available human and material resources in accomplishing the primary purpose of the school system-the education of students. They are under the direct supervision of the Assistant Superintendent. Gifted/Talented Coordinators work closely with administration, teachers, students and parents.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

The Instructional Specialist for Gifted/Talented shall:

1. Determine appropriate programming changes. This may include: adding programs/courses, deleting courses/programs, or revising courses/programs.
2. Supervise program implementation.
3. Coordinate arrangements for local competitions.
4. Coordinate arrangements for out of town competitions or enrichment activities (e.g. transportation, funding, sponsors, communication to students and parents).
5. Write grants for funding of selected special activities.
6. Serve as liaison to Phillips County College.
7. Communicate programming activities to administrators, teachers, students and patrons.

8. In collaboration with the curriculum coordinator and the building principal, facilitate staff developments activities relating to the needs of gifted/talented student for teachers K-12.
9. In collaboration with the curriculum coordinator and building principal, facilitate curriculum development to meet the needs of the gifted student.
10. Maintain program documentation.
11. Assist regular classroom teachers with appropriate materials for gifted students.
12. Conduct an annual program evaluation.
13. Facilitate revisions when needed in scope and sequence, identification, and evaluation.
14. Coordinate activities for Adventures in Excellence.
15. Attend all Great Rivers Educational Cooperative training or meetings for gifted/talented coordinators.
16. Attend annual conference of the Arkansas Association for Gifted and Talented.
17. When possible, attend annual conference for National Association for Gifted Children.
18. Report program status to the public annually.
19. In collaboration with principals, supervise teachers of gifted/talented students.
20. Purchase all program materials.
21. All other duties as assigned by the Superintendent.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
TECHNOLOGY COORDINATOR

XX

The following is a list of duties to be performed by the technology coordinator:

1. Serve as a consultant for individuals purchasing computer hardware and software for the district.
2. Create and maintain an inventory of all computers in the district.
3. Perform some preventive maintenance on hardware and help analyze system problems before calling a technician.
4. Suggest ways to get the most usage out of our present equipment.
5. All other duties as assigned by the Superintendent.

XX

LEE COUNTY SCHOOL DISTRICT NO. "1"

JOB DESCRIPTION

ASSISTANT BOOKKEEPER

Backup person for District Bookkeeper in regards to payroll process, including all Federal programs with the exception of Chapter I and Food service.
Backup person for Chapter I and Food service payroll process.
Reconciliation of all District, Chapter I, Chapter II, and Food Service bank statements.
Establish and maintain inventory system in accordance with guidelines set forth by the Arkansas Department of Education in "A Guide For a Minimum Property Accounting System."
Assist District Treasurer by counting athletic event money.
Assist Finance Director and District Bookkeeper as needed in regards to Accounts Payable.
Minor clerical duties as needed (filing, copying, stuffing envelopes, etc.)
11 Month 220 day contract based on Secretaries Salary Schedule.

JOB DESCRIPTION NEEDED:

SKILLED WORKER

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
ALTERNATIVE LEARNING-AT RISK COORDINATOR

The ALE-AT RISK COORDINATOR is directly accountable to the Superintendent for supervising Alternate Education and all at-risk programs. The Coordinator will write grants to obtain funds for the maintenance and operation of these programs; (2) provide and administer viable and quality programs; (3) seek and submit grants for funds available for use to expand the programs; (4) recommend staff for the programs; (5) provide the rules and regulations (booklet format) for the programs; (6) provide full day and extended day program schedules. All other duties as assigned by the Superintendent.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
HIPPY COORDINATOR

GENERAL INFORMATION

Every local HIPPY program is coordinated and supervised by a trained professional. The HIPPY coordinator has primary responsibility for all aspects of local program implementation and management. The HIPPY Coordinators' areas of expertise can include early childhood education, elementary education, parent/adult education, social work, community development, family literacy and family support.

REQUIREMENTS

A HIPPY coordinator is expected to:

1. Have an advanced college degree in a related field.
2. Have some prior experience coordinating school/community based projects.
3. Have commitment and sensitivity to the needs and interests of the community being served.
4. Show strong leadership potential.
5. Show strong verbal and writing skills
6. Be comfortable working with paraprofessionals and visiting homes in the community.
7. Be able to promote inter-agency liaisons in support of the program.
8. Work in collaboration with a local advisory group.

JOB DESCRIPTION

After taking part in the National HIPPY Preservice Training, the coordinator implements and adapts the HIPPY model to the local community. The role of the professional coordinator can be summarized as follows:

1. Conducts initial recruitment interview of the parents at home.
2. Interviews and selects paraprofessionals from among the target participants.
3. Provides weekly training for paraprofessionals and observes and instructs them in the course of their work.
4. Conducts periodic home visits in order to supervise paraprofessionals and interact with families who encounter problems with the program or are in need of social services.
5. Plans and facilitates the parent group meetings on a biweekly basis.
6. Coordinates the various community elements involved with the program.
7. Reports regularly to the national (and regional) HIPPY office who provides technical assistance and instruction.
8. Participates in regional and national workshops and meetings.
9. Is responsible for administration and documentation related to the local operation of the program, including the HIPPY MIS reports.
10. Participates in all aspects of program evaluation and research.
11. All other duties as assigned by the Superintendent.

LEE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
DISTRICT BOOKKEEPER
DO NOT USE

Keys, verifies and runs all certified and classified payrolls, including all federal programs with the exception of Title I and Food Service.

Keys all accounts payable entries.

Reconciliation of district bank statements only as needed.

Document and file all accounting reports and records.

Runs all general ledger, accounts payable, and salary reports.

Runs and stamps all district operating and payroll checks.

Maintains and updates all district computer records and reports related to general ledger, accounts payable, and salary.

Maintenance of district cafeteria plan and all deductions that are included.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
STAFF DEVELOPMENT COORDINATOR

The Staff Development Coordinator is directly accountable to the chief administration consisting of the Superintendent of Schools and the Assistant Superintendent. This coordinator is responsible for carrying out administratively defined objectives to improve the quality of teaching and learning within the total program of instruction. The Staff Development Coordinator is to help teachers and others by setting examples, demonstrating techniques, furnishing materials and information, responding to requests, providing resource individuals, and other supportive strategies. The duties of this position require a twelve month contract period.

ILLUSTRATIVE EXAMPLES OF EXPECTED PERFORMANCE

1. Assist the Chief Administrative Officers.
2. Promote leadership in curriculum planning and implementation.
3. Have knowledge of improved instructional techniques and evaluative processes within the schools of the District.
4. Shall have demonstrated ability and knowledge in the area of planning and instructional techniques.

5. Shall demonstrate the ability to conduct instructional sessions to encourage new and improved teaching techniques.
6. Shall demonstrate the ability to work with administration and teachers to better serve the educational needs of the district.
7. Shall establish future goals and training needs, working with administrators and teachers.
8. Shall supervise the District's Staff Development Program for teachers and administrators.
9. Shall attend and participate in meetings of the School Board when needed.
10. Shall perform other duties related to areas of responsibility.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
CROSSING GUARD

The crossing guard's major responsibility is getting the children safely across the streets, safety in stopping vehicles and students from running together. Our guards are to be courteous and business-like in their dealings with the public and the students. They are to be certain that they do things right when flagging traffic and getting children safely across the various streets.

They are to be prompt and on time daily and remain at their positions for the allotted time.

They are to show the public confidence when flagging down traffic.

They are to report all drivers including teachers and bus drivers who do not obey the rules when they are on duty.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
SKILLED POSITION (ELECTRICIAN)

QUALIFICATIONS:

Hold necessary certifications required to an electrician.

REPORTS TO:

Maintenance Coordinator.

JOB GOAL:

To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Assumes primary responsibility for the safe condition of lighting fixtures, electrical apparatus, fixtures, wiring, air-conditioning and refrigeration units, and similar electric elements in the facilities owned or operated by the district.
2. Supervises all electrical repair work performed by district personnel.
3. Instructs custodians and maintenance workers on proper procedure and proper use of tools in electrical repair work.
4. Recommends supplies and equipment for purchase, and maintains the inventory of district-owned tools, equipment, and supplies.
5. Estimates costs of electrical repair projects in terms of labor, material, and overhead.
6. Supervises the installation and operation of all lighting and electrical sound equipment in auditoriums and gymnasiums for all special theatrical, athletic, or other performance events
7. Examines district-owned facilities on a regular basis for purposes of preventive maintenance.

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

LEE COUNTY SCHOOL DISTRICT NO "1"
JOB DESCRIPTION
SKILLED POSITION (PLUMBER)

QUALIFICATIONS:

Hold necessary certification required to be a plumber.

REPORTS TO:

Person designated by the Board or the superintendent.

SUPERVISES:

[Staff members designated by the Board or the Superintendent.]

JOB GOAL:

To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Assumes primary responsibility for the safe condition of pipes, drains, and plumbing fixtures

- in the facilities owned or operated by the district.
2. Supervises all plumbing repair work performed by district personnel.
 3. Supervises maintenance of outdoor sprinklers, waste disposal systems, radiators, and similar plumbing related installations.
 4. Instructs custodians and maintenance workers on proper procedure and proper use of tools in plumbing repair work.
 5. Recommends supplies and equipment for purchases, and maintains the inventory of district-owned tools, equipment, and supplies.
 6. Estimates costs of plumbing repair projects in terms of labor, material, and overhead.
 7. Examines district-owned facilities on a regular basis for purposes of preventive maintenance.

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. Certificate, license, or other legal credential required.
2. Degree(s) required and area of major study.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Superintendent/Assistant Superintendent

SUPERVISES:

Staff members designated by the superintendent.

JOB GOAL:

Manage all Information Support Programs, including the resources, budget, operations, and staff. Provide technical assistance to schools and departments in the districts. Implement, maintain, and update the Technology Plan. Coordinate technology applications with instructional goals through a close interface with appropriate administrators.

PERFORMANCE RESPONSIBILITIES:

1. Develop/modify staff development programs and materials to meet specific district needs related to the instructional use of microcomputers.
2. Provide consultation to district administrators and teachers on planning and implementing curriculum with technology integrated.
3. Assist in grant writing, completing needs assessments, preparing evaluative documents, and contributing to district publications.
4. Provide liaison with other agencies/organizations as requested.
5. Develop, coordinate, and manage the Information Support, including assessing district's educational technology needs, implementing program services, and monitoring and evaluating service delivery.
6. Provide staff supervision and the direct evaluation of staff in developing and implementing services and programs.
7. Communicate information about the district's training center services and research.

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8. Develop and monitor the operating budgets for the Information Support Programs.
9. Organize and chair all meetings of the Technology Steering Committee and serves a liaison with other departments.
10. Participate in the training center support network, which includes attendance at district technical site support meetings as needed.
11. Manage assigned technology-related grants, including identifying needs, writing grant proposals, and monitoring grant implementation.
12. Determine that technology purchases adhere to acquisition plan.
13. Develop a software selection process.
14. Organize and supervise the district network.
15. Review and update acquisition procedures and plan.
16. Establish Training Center.
17. Institute preventative maintenance, repair, and safety procedures for school sites and district.
18. Supervise technical assistance on computer applications.
19. Work with a grant writing team, grant writer and business/community to establish alternative funding for technology.
20. Act as district's technology liaison to the community.
21. Update personal technological knowledge and skills.
22. Assist with the district telecommunication/teleconferencing efforts of project promotion, contracting for services, troubleshooting, staff development, student class coordination, and teleconferences.
23. Determine technology needs and secure materials and equipment.

24. Assist schools and departments with long-range technology planning.

TERMS OF EMPLOYMENT:

Type E contract 12 months (240 days)

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LEE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
DISTRICT BOOKKEEPER

1. Keys, verifies, and runs all certified and classified payrolls, including all federal programs with the exception of Title 1 and Food service.
2. Keys all accounts payable entries.
3. Reconciliation of all bank statements.
4. Document and file all accounting reports and records.
5. Runs general ledger, account payable and salary reports.
6. Runs and stamps all district operating account payable and payroll checks.
7. Maintains and updates all district computer records and reports related to general ledger, account payable, and salary.
8. Maintenance of district cafeteria plan and all deductions that are included.
9. Assist with all school reports through APSCN.
10. Maintain stock of computer supplies for district and federal funds.
11. W-2's, 1099's for all funds.
12. Daily operations of incoming mail, verification of income and adjusting salaries.
13. Assist the finance coordinator in reports whenever needed.
14. Assist with athletic in regards to making sure receipts are recorded for checks and expenditures.

15. Assist with athletic in regards to making sure receipts are recorded for checks and expenditures.
16. Assist coordinators with coding of expenditures in relation to the budget.
17. Keep records of all absence for all funds with exception of food service and Title I.
18. All other duties as assigned by the Finance Coordinator.

LEE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
DISTRICT BOOKKEEPER

QUALIFICATIONS:

1. Such qualifications as the Superintendent/Board may find appropriate and acceptable.

REPORTS TO:

Finance Coordinator/Superintendent.

JOB GOAL:

To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a complete and systematic set of records of all financial transactions of the district.
2. Prepares financial statements, income statements, and cost reports to reflect financial condition of district.
3. Traces errors and records adjustment to correct charges or credits posted to incorrect amounts.
4. Keys, verifies, and runs all certified and classified payrolls, including all federal programs with the exception of Title 1.
5. Keys all accounts payable entries.

6. Reconciliation of all bank statements.
7. Document and file all accounting reports and records.
8. Runs general ledger, account payable and salary reports.
9. Runs and stamps all district operating account payable and payroll checks.
10. Maintains and updates all district computer records and reports related to general ledger, account payable, and salary.
11. Maintenance of district cafeteria plan and all deductions that are included.
12. Assist with all school reports through APSCN.
13. Maintain stock of computer supplies for district and federal funds.
14. W-2's, 1099's for all funds.
15. Daily operations of incoming mail, verification of income and adjusting salaries.
16. Assist the finance coordinator in reports whenever needed.
17. Assist with athletic in regards to making sure receipts are recorded for checks and expenditures.
18. Assist with athletic in regards to making sure receipts are recorded for checks and expenditures.
19. Assist coordinators with coding of expenditures in relation to the budget.
20. Keep records of all absence for all funds with exception of food service and Title I.
21. Reconciles canceled payroll and accounts payable checks with bank statements and verifies bank balance with statements.
22. Operates word processors, computers, calculators, copiers, and facsimile machines.
23. All other duties as assigned by the Finance Coordinator.

TWELVE MONTH TYPE E 240 DAY CONTRACT

LEE COUNTY SCHOOL DISTRICT JOB DESCRIPTION BOOKKEEPER

QUALIFICATIONS:

1. Such qualifications as the Superintendent/Board may find appropriate and acceptable.

REPORTS TO:

Finance Coordinator/Superintendent.

JOB GOAL:

To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Assist in maintaining a complete and systematic set of records of all financial transactions of the district.
2. Assist in recording detail of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions and payroll records.
3. Assist in preparing financial statements, income statements, and cost reports to reflect

financial of the district.

4. Backup person for District Bookkeeper in regards to payroll process, including all Federal Programs with the exception of Chapter 1.
5. Backup person for Chapter 1 and Foodservice payroll process.
6. Reconciliation of District, Chapter 1, Chapter 11, and Food Service bank statements.
7. Establish and maintain inventory system in accordance with guidelines set forth by the Arkansas Department of Education in "A Guide For a Minimum Property Accounting System."
8. Assist District Treasurer by counting athletic event money.
9. Assist Finance Director and District Bookkeeper as needed in regards to Accounts Payable.
10. Minor clerical duties as needed (filing, copying, stuffing envelopes, etc.).
11. Operates word processors, computers, calculators, copiers, and facsimile machines.
12. All other duties as assigned by the Finance Coordinator.

ELEVEN MONTH TYPE D 221 DAY CONTRACT

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
TRANSPORTATION COORDINATOR
(CLASSIFIED POSITION)

The Transportation Coordinator is directly accountable to the chief administration consisting of the Superintendent of Schools and his Assistant Superintendent. He is primarily responsible for managing the Transportation of the school district in accordance with the decisions of the board and chief administration. In doing so he keeps the chief administration apprised of major problems that arise and major decisions to be made as well as alternatives, background data, and recommendation pertaining thereto. Regular reports to the chief administration are made by this coordinator on the status and progress of his departments. The duties of this position requires a twelve month contract period.

PERFORMANCE RESPONSIBILITIES:

1. Conforms with all state laws and regulations regarding school transportation.
2. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
3. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.

4. Advises superintendent on road hazards for decision on school closing during inclement weather.
5. Cooperates with school principals and others responsible for planning special school trips.
6. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
7. Prepares bus routes for all schools in the district.
8. Prepares and updates bus schedules for all schools in the district.
9. Attends appropriate committee and staff meetings.
10. Prepares and administers the transportation budget.
11. Authorizes purchases in accordance with budgetary limitations and district rules.
12. Approves and forwards transportation service invoices to accounting department.
13. Maintains all district-owned equipment and develops plans for preventive maintenance.
14. Submits all reports required by state authorities.
15. Takes an active role in solving discipline problems occurring on school buses.
16. Acts as liaison with parents for complaints and special requests.
17. Provides the purchasing department with contractor performance qualification data.
18. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances, and grade levels.
19. Develop recommendations for future transportation needs based on an annual survey of resident students.
20. All other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve month 240 day Type E contract. This is a classified position.

Paid from the District's Transportation Coordinator Classified Salary Schedule.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
21ST SITE DESCRIPTIONS/RESPONSIBILITIES

LEE HIGH SCHOOL

**SITE DIRECTOR-
Responsibilities:**

- 1. Work with students in the afterschool program.**
- 2. Contact parents when student attendance changes for conference.**
- 3. Contact activity sponsors of student participation, absentees, and academic progress.**
- 4. Collect attendance data.**

5. **Collect enrollment data.**
6. **Collect student surveys.**
7. **Meet monthly with AD, Coaches & Activity Sponsors regarding student progress.**

**LEAD TEACHER-
Responsibilities:**

1. **Conduct entrance and exit interviews with students enrolled in the “Second Chance Program.”**
2. **Attend and participates in 21st CCLC meetings.**
3. **Oversee Special Programs such as: Beta Club, French Club, Art Club, History Club, and ACT workshops.**

**JOB DESCRIPTION
BOOKKEEPER**

QUALIFICATIONS:

1. Such qualifications as the Superintendent/Board may find appropriate and acceptable.

REPORTS TO:

1. Finance Coordinator/Superintendent

JOB GOAL:

1. To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Assist with sign up of all new employees and set up all new employees.
2. Figure, key, verify and run all payrolls.
3. Adjust salaries as necessary and document. Must have FC signature.
4. Run and balance all reports related to payroll.
(Biweekly/monthly/quarterly/annually)
5. Make copy of all payroll reports for the Finance Coordinator.
6. Maintain and update all employee personnel screens.
7. Maintain and balance “all” deductions that go through payroll (this includes but is not limited to) the cafeteria plan, insurance, teacher retirement, etc.

8. Balance and run W-2s for all employees.
9. Assist the FC with fiscal year end closing and calendar year end closing.
10. Building rentals.
11. Handle transcript records.
12. Make all bank deposits.
13. Enter revenue receipts in computer (monthly).
14. Issue PO #s as needed.
15. Match up all Pos with packing slips.
16. Match up Pos with invoices-check prices and total invoices and pass to FC.
17. Set up vendors for accounts payable and maintain list.
18. Back-up person to run accounts payable.
19. Mail all accounts payable checks.
20. Do consumer report.
21. Keep absentee records on all employees-notify payroll of anyone who should be docked.
22. Log subs and match up with person absent.
23. Assist FC with running contracts and addendums.
24. Type salary schedules and maintain website disk.
25. Do 1099s at yearend.
26. Enter, balance, and run all accounts payable.
27. Assist Finance Coordinator with the counting of all athletic money.
28. Stuff payroll checks.
29. Copy phone bills for E-rate and Finance Coordinator.

30. Copy Carl Perkins invoices.
31. SIS coordinator/pull cycles for state reporting.
32. Back-up person for payroll.
33. Inventory of fixed assets.
34. Handle receiving of all shipments.
35. Back-up person for receiving.
36. Copy 21st Century invoices when needed.
37. Run month end reports for principals and coordinators.
38. Assist Finance Coordinator with journal entries.
39. Run reports for Finance Coordinator as needed.
40. Copy Title I invoices as needed.
41. Any other duties assigned by the Finance Coordinator/Superintendent.

TWELVE MONTH TYPE E 240 DAY CONTRACT

THESE RESPONSIBILITIES WILL BE SHARED EQUALLY WITH 3.25 EMPLOYEES.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
SECRETARY (SPECIAL EDUCATION)

The secretarial position in this building serves these programs: Special Education, Gifted/Talented, Nurse, Counselors, Art teachers, and ALE. To facilitate the many the many and varied responsible for all of the listed programs.

Sick days and personal days will follow the personnel policy. Time used for personal business on school time will be compensated for in work assignments beyond normal work hours.

The nature of the programs will occasionally require work beyond the normal work day. Such additional time will accumulate as comp time for the secretary. Earned comp time will be taken on days when the responsibility is for the program in which the time was earned.

Normal work days are from 8:00 A.M. until 4:00 P.M. with lunch from 12:00 until 1:00. Scheduled breaks are from 10:00 – 10:15 A.M. and 2:00 – 2:15 P.M.

Specific responsibilities include:

- 1. Typing, filing, copying, and general clerical responsibilities.**
- 2. Maintaining copies of due process papers.**
- 3. Scheduling psychological examinations.**
- 4. Gathering and compiling data for reports (all programs).**
- 5. Scheduling appointments and conferences (all programs).**
- 6. Having an awareness of guidelines for all programs.**
- 7. Maintaining confidentiality of all program records.**
- 8. Assisting in preparation of workshops, training sessions, etc.**
- 9. Maintaining a supply of appropriate forms for all programs.**
- 10. Compiling and completing Medicaid billing.**
- 11. Posting all items on APSCN.**

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
HUMAN SERVICES WORKER/SOCIAL WORKER

The social worker is directly accountable to the building Principal. The general role of the social worker is to help children overcome problems that they may be having at school or at home. This will help children get the best of their education, their health, and their well being, by working in the school. The social worker will also work collaboratively with the school and the Division of Children and Family Services (DCFS).

PERFORMANCE RESPONSIBILITIES

1. Assist school and DCFS in delivering services to DCFS clients/families (i.e. families receiving foster care, protective and supportive services); in order to bridge the gap between school and home.
2. Assist student and their families with social services through a host family by:
 - a. direct involvement with families,
 - b. providing educational, supportive and/or preventive services, or
 - c. being as a family liaison to the school, DCFS, or other community providers.
3. Provide crisis intervention/family counseling to respond to parent's special concerns about their children or specific family issues.
4. Assist the school staff in prevention of bullying and aggressive behavior.
5. Develop unbiased, strengths-based, multi-level assessments and intervention plans that help students and their families to reach maximum potential.
6. Help cultivate parental involvement in their children's educational experience and achievements.

7. Make home visits as well as refer children and families to community agencies when necessary.
8. Expand the array of service through collaborative emphasis and cooperation on the importance of respect for parents by the sharing of decision making and building trusting partnerships with educators, families, community members, and mental health providers.
9. Promote a drug-free, safe school environment which is conducive to learning.
10. Lower the number of foster children and Protective Services children who are expelled from school.
11. Provide in service training to school staff on child protection issues.
12. Complete a monthly monitoring report for building principal.
13. Maintain a separate case record for each student.
14. Comply with the Arkansas Statue 12-12-507 mandating the reporting of suspected child maltreatment by making a report to the Arkansas Child Abuse Hot Line within 6 hours of suspected abuse.
15. All other duties as assigned by the Building Principal/Superintendent.

LEE COUNTY SCHOOL DISTRICT NO. "1"
JOB DESCRIPTION
DISTRICT READING SPECIALIST

The Reading Specialist is accountable to the Superintendent/Coordinator of Federal Programs/Accountability Coordinator. The Reading Specialist works very closely with the building principal and with teachers to improve the delivery of classroom instruction. The Reading Specialist is to lend support and technical assistance in planning, implementation and evaluation of reading programs funded by the Federal Programs/Stimulus Funding, in the Lee County School District. This position shall be housed at the Central Office, where the communications and availability to all district personnel will be easily assessable as well as the relationship to and with the Coordinator of Federal Programs, and the various housed materials that will be needed and used. However, the Reading Specialist schedule will allow focus on the school wide program in greatest need of support and/or technical assistance.

Much time will be devoted to maintain consistency from room to room, grade to grade and building to building of selected instructional programs to insure that acceleration and effective instruction are achieved in programs in all schools.

EXPECTED PERFORMANCE:

1. Collaborate with Coordinator of Federal Programs in establishing the Title I Reading Programs.
2. Prepare weekly schedule for daily support and technical assistance to the instructional program.
3. Plan and conduct in service programs as needed for the district.
4. Monitor Title I services provided through computer labs with lab managers. Provide assistance as needed.
5. Keep up-to-date concerning changes in instructional programs offered across the curriculum through subscriptions to professional journals, attending presentations and on site visitations to the campuses.
6. Work with Accountability Program Coordinator in making the most appropriate instructional choices to benefit our children, and to raise SAT9 test scores.

PERFORMANCE RESPONSIBILITIES:

7. Coordinates all activities of the teachers who teach reading.
8. Assumes responsibility for the continual improvement and quality of instruction of reading teachers.
9. Serves as advisor and counselor to all teachers assigned to the reading program.
10. Oversees and coordinates the clerical work of the reading program.
11. Assumes responsibility for the development and implementation of resource files for the reading team.
12. Coordinates interdisciplinary units of study with the reading team.
13. Assists with the master schedule and any individual teacher scheduling problems.
14. Coordinates the creation and development of special curriculum materials.
15. Meets and confers with parents as necessary.
16. Assists members of the team in evaluation of all students.
17. Perform any other duties as assigned by the Superintendent/Federal Funds Coordinator/Accountability Coordinator.

TERMS OF EMPLOYMENT:

226-Day Contract; Salary from District Salary Schedule with an increment 1.06

