



BUS DRIVER AIDE
JOB DESCRIPTION

JOB TITLE: Bus Driver Aide
DATE: (Revised) April 9, 2019
DEPARTMENT: Transportation
LOCATION: Bus Garage
REPORTS TO: Transportation Supervisor

DISTRICT MISSION: Educate students to be life-long learners who are productive, responsible citizens.

SUMMARY:

Bus aides are assigned to the Transportation Department, not to a specific student or route, and may be utilized in varying ways as assigned by the Transportation Director.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES:

Supervise students while transporting them.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in operation of lifts and wheelchairs. Assists students with disabilities.
- Manages good student conduct on the bus.
- Secures special equipment that may accompany students.
- Is alert to any conditions in the loading and unloading area which presents a danger to students.
- Communicates in an appropriate fashion with students, parents, and co-workers.
- Assists in the use of harnesses, car seats, and seat belts.
- Assists substitute bus drivers with route directions.
- Keeps bus clean, including but not limited to, sweeping and mopping floors, disinfecting seats, and washing windows and mirrors.
- Provide positive interaction with students, such as but not limited to, songs, games, and communication instructed by the transportation director.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

Must be able to pass a criminal background check through fingerprinting. Complete annual nonviolence crisis Intervention training.

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**REASONING ABILITY:**

- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few variables in standardized situations.

OTHER SKILLS AND ABILITIES:

- Ability to work in a friendly manner with co-workers and students.
- Ability to physically manage students and equipment.
- Ability to observe unusual student behavior and advise supervisor.
- Ability to communicate clear and concise both in oral and written form.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to kneel and sit and occasionally required to walk and stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently will reach above the head and forward. The employee frequently uses hand strength to grasp equipment or assist students. The employee must occasionally lift and/or move up to 50 pounds and push or pull up to 90 pounds such as student or students in wheelchairs. Specific vision abilities required by this job include close vision, depth perception and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 32 degrees, and occasionally walks on slippery surfaces. The employee has direct responsibility for the safety and well-being of others.

The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

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Mission: Educate students to be lifelong learners who are productive, responsible citizens.



BUS DRIVER
JOB DESCRIPTION

JOB TITLE: Bus Driver
DATE: (Revised) March , 2019
DEPARTMENT: Transportation
LOCATION: Bus Garage
REPORTS TO: Transportation Supervisor

DISTRICT MISSION: Educate students to be life-long learners who are productive, responsible citizens.

QUALIFICATION/EDUCATIONAL REQUIREMENTS:

- High School diploma or equivalent required.
- Hold a valid Illinois State Commercial Driver's License with no marks on driving record.
- Training on highway safety rules and regulations.
- Meet all requirements for obtaining and maintaining a school bus driver permit in the State of Illinois.
- Successful completion of initial and refresher training for school bus drivers.

This position requires successful completion of employment physical including drug screening and background check.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to follow written and verbal instructions.
- Possess strong oral and written communication skills to assist with record keeping, which includes but is not limited to, updating route sheets, time sheets, field trip forms and incident reports.
- Basic knowledge of computer skills that includes operating district provided e-mail.
- Able to work in a positive manner with students and adults in a cooperative work environment.
- Attend work on a regular basis with punctuality and the ability to complete assignments in a timely manner.
- Possess strong organizational skills with the to work on multiple tasks while paying attention to detail.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Arrive on time for shift and meet daily schedule requirements.
- Drive school bus safely and professionally which includes following a pre-planned route according to a time schedule as created by the Transportation Director on an annual basis or as needed during the school year.
- Perform daily bus inspection to ensure basics such as windshield wipers and lights function properly, front and rear windows are clean for proper visibility; all mirrors are set up properly, heating and cooling work as needed, and ample fuel is in bus.
- Assume responsibility for the safety of students in loading, unloading and transporting them to and from school.
- Instruct students in safety precautions and practices with the use of the emergency door, safe operation of the windows, use of fire extinguishers, proper alignment in seats and keeping head and arms in bus at all times.
- Maintain discipline on the bus daily and properly report any misconduct to Transportation Director as needed.
- Clean bus daily at the end of each shift ensuring all garbage is removed and sanitation is complete.
- Participate in any District required on-site trainings and any department or District initiatives.
- Maintain accurate and current records as required by department procedures, District policies and/or law.
- Ensure confidentiality of student records and meet with students, parents and/or administrators as required in regard to student discipline and safety.
- Be knowledgeable and adhere to contractual obligations, School Board policy, Illinois School Code rules and regulations and State law.
- Perform any additional duties as assigned.

RULES AND PRACTICES:

- Observe carefully all rules of the road, all signs, signals and courtesies due others.
- Be sure all doors are closed at all times when the bus is in motion. Emergency door used only in case of emergency.
- Never leave bus while motor is running.
- Never fill gas tank while children are in the bus or while motor is running.
- Give complete attention to driving duties and supervision of children. Children should not be permitted to carry on an unnecessary conversation with the driver and should always be seated when the bus is in motion.
- No transportation of animals, loaded weapons or explosives of any kind.
- Do not leave the bus to summon help in case of an accident. In the event of an accident, notify Transportation Director and/or any other administration. Also notify police of accident for review of any injuries and to properly report accident for insurance purposes.
- Be courteous to children and handle them with the three F's (friendly, fair and firm). Report and take discipline issues to the proper school authority.

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PHYSICAL REQUIREMENTS/DEMANDS:

While performing the duties of this job, the employee is required to:

- Sit while operating a school bus for 50-75% of the day.
- Talk and hear 75-100% of the day.
- Use hands to manipulate and handle devices on the bus 50-75% of the day.
- Stand and walk 25-50% of the day.
- Ability to lift and/or move up to 10 pounds on a regular basis.
- Ability to lift and/or move up to 40 pounds on an occasional basis.
- Vision acuity including close, distant, peripheral and depth perception.
- Other demands include bending, squatting, kneeling, twisting, turning, and reaching.
- Noise level is usually moderate.

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DISTRICT ACTIVITIES ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION

JOB TITLE: District Activities Administrative Assistant

DATE: (Revised) April 9, 2019

REPORTS TO: District Activities Director

QUALIFICATIONS:

- Must possess the ability to work well with and communicate amongst the students, staff, parents, and community.
- Exhibit the ability to hold students accountable for their behavior in a firm, but respectful manner.
- Must be dependable, highly organized, and demonstrate a strong work ethic.
- Maintain confidentiality in regard to student, personnel, and other secured matters.
- Demonstrate proficiency in Microsoft Office, which would include, but not limited to, Word, Excel, Outlook, and PowerPoint. Must also have a strong background in QuickBooks, Adobe and Print Artist.
- Possess a background with data base programming, website management, as well as other programs as directed.
- Exemplify strong customer service skills to ensure students, staff, parents and community are up to date with athletic/activity schedules, changes, and guidelines.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acquire an understanding of the structure, operation, and function of the department, grounds, and activities.
- Assist with the coordination of coaches, parents, and other meeting and/or training programs
- Maintain a calendar for athletic/activity schedules which would include directions to sites where events are to be held and maintaining the information on the athletic/activity website links for the district.
- Attend training provided by district to maintain knowledge of State guidelines and rules for athletic/activity participation for both staff and students.
- Provide information pertaining to procedures and policies when requested and refer questions to the appropriate personnel.
- Review and maintain communication with the public through, but not limited to:
 - Publications to the local media for upcoming events or results from events.
 - Announcements for the high school regarding events results and scheduled meetings.
 - Promotion of athletes with postings on website, in buildings, and with media.

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- Work with Boosters and parent groups as needed.
 - Prepare programs/rosters for scheduled events.
 - Communicate with other participating schools for event schedules.
 - Update voicemail system with information on cancellations, changes to events, and notice of special events.
 - Update staff on changes in schedules that may affect dismissal times, rosters, etc.
- Maintain students records in regard to athletic/activity participation, which would include:
 - Maintain student activity database.
 - Maintain student eligibility reports.
 - Provide assistance at open registration in regard to activity participation, drug screenings and physicals.
- Maintain, balance, and provide monthly reports on the Athletic and Letterman Activity Accounts.
- Provide cash boxes for tickets sales at events, and deposit funds for student participation, admissions, concessions, and other appropriate monies.
- Provide assistance with fund raisers and record keeping for the department.
- Provide and maintain concession stand inventory.
- Provide Activity passes to staff at the beginning of the school year and sell passes to students and public.
- Perform general office tasks, that include, but are not limited to:
 - Maintain vendor files and prepare purchase orders.
 - Provide assistance to AD Director as need for special events.
 - Distribute mail to coaches.
 - Prepare letters, reports, and memo as needed within the department.
 - Answer phones.
 - Assist with picture day for coaches, administration, and senior athletes.
 - Keep all files up to date and complete archiving of files as needed per record retention requirements.
 - Upkeep and maintenance of office machines as needed, which would include postage machine.
 - Order and maintain office supplies.
 - Maintain accounts for credit cards in the department.
 - Follow appropriate office procedures as per the Activity department, building staff manuals, and school district policy.
- Perform other duties as assigned by the Athletic Director.

TERMS OF EMPLOYMENT: This position is contracted for 220 days, for 8 hours daily per contract.

SALARY: Salary per contract.

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ELEMENTARY ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION

JOB TITLE: Elementary Administrative Assistant

DATE: (Revised) April 9, 2019

REPORTS TO: Building Principal

QUALIFICATIONS/EDUCATIONAL REQUIREMENTS:

- High School Diploma or equivalent.
- Knowledge of basic office equipment, computer experience, good typing skills.
- Ability to get along with others.
- Professional phone skills.
- Working knowledge of grammar, punctuation and spelling.
- Ability to handle several tasks with interruption without becoming frustrated.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Daily:

- The Elementary Administrative Office Assistant is the first line of security in each building. As such, he/she is responsible to identify District risk exposure, select techniques to handle the exposures, implement the chosen techniques and then monitor the annual implementation of the chosen techniques to determine their effectiveness and make adjustments as appropriate. Input on building safety and security plan. Confidential function.
- Write admit slips for students who have been or will be absent. Collect note from the student signed by parent as to reason for absence. Keep track of students who owe notes and collect notes the following day. File notes in students' files. Not applicable to all buildings.
- In Nurse's absence from the building, take temperatures of students that do not feel well. If they have a fever, call parent(s) or emergency person to pick up student(s). Clean, medicate, and bandage cuts and scrapes. Attend bee stings, bloody noses, bumps, and bruises. Distribute ice packs as needed. As such, he/she is responsible for identifying District risk exposure, selecting techniques to handle the exposures, implementing the chosen techniques, and monitoring the implementation of the selected techniques to determine their effectiveness and make adjustments as appropriate. Confidential function. Copy doctor's notes and excuses for P.E. Teacher. Give original copy to the nurse, copies to teachers if called for.

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- Answer phones. Take messages for teachers and students and deliver the same. Make appointments for teachers and principal, notify of same, and add to appointment book. Screen calls of salesperson(s) and politely offer to take information rather than interrupt principal or teacher. Remain calm while listening to an angry parent; try to offer positive comments. As such, the secretary is responsible to identify District risk exposures, select techniques to handle the exposures, implement the chosen techniques to determine their effectiveness, and make adjustments as appropriate. Confidential function.
- Collect daily attendance and transfer absentees to call-in sheet. Check pre-excused admits and document the reason on the call-in sheet. Listen to the voicemail and document reason for absence. Notify teachers of students who need work. Call parents of student(s) who have not called in by 9:30 am. Return attendance sheets to teachers before 11:30 am. Collect after lunch and enter into computer. Confidential function.
- Prepare correspondence from principal, making necessary copies to mail and/or distribute.
- Assist teachers when copying material, load copier with paper when needed, and un-jam copier when necessary.
- Keep list of employee absences and sub arrangements for the absences. Make sure proper forms have been filled out.
- Elementary Administrative Office Assistant will be responsible for collecting and entering the daily Lunch Box funds. Grades K-4 money will be collected in classroom. All money from the classrooms needs to be in the office by 9:00 am. All students' deposits need to be entered into the system by 10:30 am. Funds will be double counted in the office, a reconciliation/cash report will be completed, and the funds will be deposited into the General fund. The funds will be placed in a locked bank bag before going to the bank for deposit. This MUST BE done daily. A general fund form will be submitted to the district office with the bank receipt attached to the front.
- Sort and distribute mail and packages. Confidential function.
- Prepare purchase orders and requisition sheets. Learn on-line purchasing system. When items are received, open and compare with purchase order.
- Keep and maintain all office files in an orderly and confidential function. As such, the secretary is responsible for identifying District risk exposure, selecting techniques to handle the exposure, implementing the chosen techniques, and monitoring the annual implementation of the chosen techniques to determine their effectiveness and making adjustments as needed. Confidential function.
- Inform transportation director of new students riding the bus and students that have moved.
- Listen to students major and minor complaints about other students; settle argument or deal with situation accordingly.
- Help or assist other Building Secretaries as needed.

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Weekly:

- Pay bills for activity funds and update the ledger for each fund. Deposit money, making sure it is clearly marked for the proper fund.

As Needed:

- Prepare computer registration form for student information to be updated. Enter homeroom for each student in the computer. Assign incoming students' lockers and combination (if applicable). Make sure each student has permanent record card and required state forms on file. Enter all updated information in the computer after registration. Print class list for teachers.
- Request records of new students. Send records of students moving to proper school, including medical and copy of permanent record card. Notify teachers involved.
- End of Month reports for Central Office; attendance, hot lunch, students added or dropped, activity fund, and petty cash reimbursement (if required).
- Figure time sheets for non-certified personnel assigned to building. Print teacher absences and sub lists with reason for absence.
- Collect fund raising documentation (order forms) and check for homeroom teacher, name, and prize. Collect and deposit money for sale.
- Prepare and type state reports during the year when due.
- Inform Central Office of special events at building.
- ***Other duties as assigned by Principal.***

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HEALTH OFFICE CLERICAL WORKER/HEALTH AIDE
JOB DESCRIPTION

JOB TITLE: Health Office Clerical Worker/Health Aide

DATE: (Revised) April 9, 2019

REPORTS TO:

- Certified School Nurse
- Administrator as designated by the District

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS/EDUCATIONAL REQUIREMENTS:

- High School graduate; college experience recommended.
- Completion of an approved Red Cross First Aid/CPR class current program completion.
- Exemplary interpersonal, communication, technology, organizational, clerical skills.

PURPOSE/JOB GOAL: To provide reception services, clerical assistance and technical support to the Certified School Nurse in order to optimize the delivery of comprehensive school health services. All duties are to be performed in accordance with District and State Board of Education policies and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Clerical:

- Assists with collection and maintenance of health records and data.
- Performs clerical duties such as data entry, duplicating, filing, and preparing files, folders, rosters, emergency cards, health protocols, etc. utilizing appropriate technology.
- Assists with weekly, monthly and annual reports.

Office Maintenance:

- Serves as receptionist including greeting clients, answering telephone, and maintaining logs.
- Monitors health office traffic flow.
- Inventories and maintains health office supplies.
- Assists in maintaining a safe, clean and neat environment.

Clinical Assistance Under the Direction of a Certified Nurse:

- Provide first aid assistance.
- Assists with vision and hearing screening and other screening a directed, i.e. height/weight, growth, and blood pressure, and inspection for pediculosis when indicated.

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- Encourages communicable disease prevention practices, i.e. hand washing, good hygiene, covering cough/sneezes, etc.
- Accompanies ill or injured students when directed and retrieves students as needed for health services.

Communication:

- Maintains open communication with the Certified School Nurse, relaying messages as directed to teachers, other school personnel, and parents/guardians in order that a cooperative action will meet the health needs of pupils.
- Maintains confidentiality regarding all School and health-related issues.
- Documents phone and other communications.

Other duties as assigned.

TERMS OF EMPLOYMENT:

Hourly pay in accordance with the Educational Support Personnel Contract Schedule in consideration of previous experience.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board policy and contractual requirements for Educational Support Personnel.

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HELP DESK TECHNICIAN
JOB DESCRIPTION

JOB TITLE: Help Desk Technician

DATE: (Revised) April 9, 2019

REPORTS TO: Technology Director/Network Administrator

QUALIFICATIONS:

- High school diploma or equivalent required.
- Working knowledge of Windows 7 and XP.
- Working knowledge of Microsoft Office Products.
- Customer Service experience preferred.
- Previous IT experience or certificates preferred.

This position requires fingerprinting and a criminal background check.

PURPOSE/JOB GOAL:

This position will be responsible for entry-level Help Desk issues and escalation to senior team members where appropriate. Each of the duties of this job requires the employee to identify concerns, bring the concerns to higher management, make suggestions for change, implement such changes, and monitor their affects.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Respond to requests for technical assistance in person, via phone, electronically.
- Diagnose and resolve technical hardware and software issues.
- Research questions using available information resources.
- Advise user on appropriate action.
- Follow standard Help Desk procedures.
- Log all Help Desk interactions.
- Administer Help Desk software.
- Identify and escalate situations requiring urgent attention.
- Tack and route problems and requests, repair and document resolutions.
- Prepare daily status reports.
- Stay current with system information, changes and updates.
- Other duties as assigned.

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KEY COMPETENCIES:

- Maintain a high level of courteous Customer Service at all times.
- Oral and written communication skills.
- Problem solving/analysis.
- Adaptability.
- Planning and organizing.
- Attention to detail.

PHYSICAL REQUIREMENTS/DEMANDS:

- Must be able to lift 50 pounds.
- Occasional climbing, crawling, reaching, bending.

TERMS OF EMPLOYMENT

Contract Days: 260 days. Hours: 30 hours per week.

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HIGH SCHOOL GUIDANCE ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION

JOB TITLE: High School Guidance Administrative Assistant

DATE: (Revised) April 9, 2019

REPORTS TO: Building Principal

QUALIFICATIONS:

- Must possess ability to work well with and communicate amongst the students, staff, parents, and community.
- Exhibit the ability to hold students accountable for their behavior in a firm, but respectful manner.
- Must be dependable, highly organized, and demonstrate a strong work history.
- Maintain confidentiality in regard to student, personnel and other private matters.
- Demonstrate proficiency in Microsoft Office, which would include, but not limited to, Word, Excel, Outlook, and Power Point. This includes G-Suite (Google Drive, Google Docs, etc.).
- Possess a background with data base programming, web site management, as well as other programs as directed.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain & update transcripts on all students, complete transcript requests from colleges/employers
- Send out student records to transfer schools and enter all grades, demographics, classes into computer for incoming students.
- Creation and maintenance of Master Schedule which would include, but not limited to, entering student requests, building schedule in computer, processing scheduler, making changes, and finalizing valid courses and master schedule. Type course selection guide/master course selection list
- Assist teachers with PowerSchool grade book, enter test scores (PSAT, ACT, SAT, etc.), verify grades for report cards/transcripts/posting.
- Process progress reports and report cards.
- Beginning of year/End of year setup in PowerSchool (archiving grades, posting, updating transcripts, rollover, set up school calendar, system file, schedule types, bell schedule, import 8th grade, etc.)
- Assist students with schedules; assign Driver Education students, college information, testing information, scholarships, etc.
- Set up college visits for college representatives/ set up testing days/ maintain college files.
- Maintain and manage scholarship file/set up Honors Night and program.

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- Prepare for graduation ceremonies which includes placing announcement with local papers, creating ceremony program, and ordering diplomas, medals, and caps and gowns.
- Assist with registration as required.
- Complete general office responsibilities, which would include, but not limited to answering phones, sorting mail, writing passes for students, filing and organization of counseling office, and assignment of lockers and combinations to students.
- Perform other duties as assigned by counselors.

TERMS OF EMPLOYMENT: This position is contracted for 210 days, for 8 hours daily.

SALARY: Salary per contract.

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HIGH SCHOOL ADMINISTRATIVE ASSISTANT – ACTIVITY ACCOUNT MANAGER
JOB DESCRIPTION

JOB TITLE: High School Principal Administrative Assistant – Activity Account Manager

DATE: (Revised) April 9, 2019

REPORTS TO: High School Principal

QUALIFICATIONS/EDUCATIONAL REQUIREMENTS:

- High school diploma or equivalent.
- Secretarial skills and experience in bookkeeping or account management.
- Experience in Microsoft Office Word and Excel preferred.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PURPOSE/JOB GOAL: To assist the Principal in the management of the building activity accounts and to assist in all aspects of the daily operation of the Principal's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage all activity accounts in the building. This includes maintaining the accounts, balancing the accounts each month, providing a report to the Board of Education each month, pay all bills, record and track all purchase orders, manage budget accounts for the Central office, provide materials for annual audit, and evaluate and update accounting procedures for the building.
- Enter Lunch Box deposits. Students will place money in a sealed envelope into the secure lock box outside the school office. Students with cash will turn into secretary and a receipt will be given. After 9:00 am all envelopes will be opened and deposited into students Lunch Box accounts. All deposits need to be entered by 10:30 am. A reconciliation/cash report must be done after all deposits are made into student accounts. All deposits must be double counted by the office before going to the bank. Deposits will be made to the bank daily in a locked bag. A general fund deposit form with the receipt from the bank must be submitted to the Central office.
- Order and inventory all supplies and textbooks for the high school.
- Maintain forms and manage waivers for books and supplies.
- Sign in, track, distribute and collect all keys/materials for substitute teachers.
- Maintain work permits for students.
- Type correspondence for the principal including letters, memos, and other communications as needed.

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- Work with staff and students on Driver Education licensing.
- Manage and update building voicemail and phone system for office and building staff.
- Serve as back up to Principal's secretary. Learn as much about the operation of the office as possible.
- Serve as building Homeless Student Coordinator.
- Other duties as assigned.

TERMS OF EMPLOYMENT:

- 210 days including all student attendance days.
- 30-minute lunch – 2 breaks to be determined by Supervisor.
- Hours TBA.

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IN-SCHOOL SUSPENSION AND SECURITY SUPERVISOR
JOB DESCRIPTION

JOB TITLE: ISS and Security Supervisor

DATE: (Revised) April 9, 2019

REPORTS TO: Building Principal and Assistant Principal

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS:

- High school diploma or equivalent.
- College credit hours (30 or more preferred).
- Must display the ability to work well with high school-aged students.
- Must exhibit the ability to hold students accountable for their behaviors in a firm, but respectful manner.
- Must be dependable and demonstrate a strong work history.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PURPOSE/JOB GOAL: This position is contracted for 180 days (same as student attendance) for 7 - ½ hours daily.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and supervise the In-School Suspension Program at Oregon High School. Work directly with the Assistant Principle to schedule, collect assignments, and hold students accountable for appropriate behavior while serving as the ISS. As such, he or she is responsible to identify District risk exposures, selecting techniques to handle the exposures, implementing the chosen techniques, monitoring of the implementation of the chosen techniques to determine their effectiveness, and making adjustments as appropriate. Reports at least quarterly to the Principal regarding his or her analysis and recommendations. Confidential function.
- During day the In-School Suspension Program is not scheduled, duties will include supervising halls, cafeteria, monitoring the student parking lot, and will include, but are not limited to, establishing a sign-in desk for visitors, checking student hall passes, periodic parking lot and restroom checks, and checking to see if doors throughout the building are secure. As such, he or she is responsible to identify District risk exposures, selecting techniques to handle exposures, implement the chosen techniques, and the annual monitoring of the implementation of the chosen techniques to determine their effectiveness, and making adjustments as appropriate.

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- Identifies and analyzes risks and makes recommendations to the Principal on District and building Security plans, whether formal or informal. Included in the Security plans are techniques to handle risk exposures. Implements plan, monitoring for effectiveness and recommending and implementing changes as needed. Confidential function.
- Other duties as assigned.

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JUNIOR HIGH ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION

JOB TITLE: Junior High Administrative Assistant

DATE: (Revised) April 9, 2019

REPORTS TO: Building Principal

QUALIFICATIONS/EDUCATIONAL REQUIREMENTS:

- High school diploma or equivalent.
- Secretarial skills and experience.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PURPOSE/JOB GOAL: Serve as secretary to the principal and as a facilitator or the school/public being, communicate information, practice problem solving, acquire materials when necessary, handle cash and keep records as required. As such, the secretary is responsible for identifying District risk exposure, selecting techniques to handle the exposure, implementing the chosen techniques to determine their effectiveness, and making adjustments to the techniques as needed. Confidential function.

CONFIDENTIAL EMPLOYEE: The Junior High Secretary is a confidential employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Receptionist/General Office Duties:

- Act as liaison between school and community, principal, parents, staff, and students
- Serve as confidential secretary to Principal and Guidance Officer.
- Receive visitors, parents, students, and staff. Answer questions. Resolve problems (within area of expertise) The building secretary is the first line of security in the building. As such, the secretary is responsible for identifying District risk exposure, selecting techniques to handle the exposure, implementing the chosen techniques to determine their effectiveness, and making adjustments to the techniques as needed. Reports at least quarterly to building principal regarding building security plan. Confidential function.
- Answers telephones. Respond to routine questions. Set appointments. Route calls to appropriate persons. Take and deliver messages. Deals with emergency situations requiring appropriate notification. As such, the secretary is responsible for identifying District risk exposure, selecting techniques to handle the exposure, implementing the chosen techniques to determine their

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effectiveness, and making adjustments to the techniques as needed. Reports at least quarterly to building principal regarding building security plan. Confidential function.

- Distribute mail and review principal's mail. Confidential function.
- Type correspondence, memos, reports, suspensions, Saturday School, etc. Confidential function.
- Operate fax machine, copiers, intercom, and portable radio. Take copy and Xerox machine readings. Order repairs to machines. Order supplies for copiers.
- Purchase supplies for all needs in building. Type purchase orders. Inventory and distribute orders when received. Review and OK for payment. Keep current accounts of amounts spent. Compare to budgeted amounts.

Duties to be Completed Before School Begins:

- Inventory of all packages from the summer, distribute to staff. Open all mail
- Register students on Registration day. Write receipts, note arrangements or waivers. Balance money with receipts and make deposits.
- Prepare for first student attendance day. Update any students/parents' information.
- Print student schedules. Sort for hand-out on first day. File copies in schedule book.

Duties Relating to Students:

- General. Write passes and admits. Record student sign in/out. As such, the secretary is responsible for identifying District risk exposure, selecting techniques to handle the exposure, implementing the chosen techniques to determine their effectiveness, and making adjustments to the techniques as needed. Confidential function.
- Act as Nurse's aide according to contract language. Administer medications. Respond to accidents and illness. Record all above incidents and responses. Prepare employee and student accident reports. As such, the secretary is responsible for identifying District risk exposure, selecting techniques to handle the exposure, implementing the chosen techniques to determine their effectiveness, and making adjustments to the techniques as needed. Confidential function.
- Maintain student attendance records. Record absences from voicemail. Enter period attendance daily. Print and distribute daily attendance report. Call parents of absent students. Distribute homework requests to teachers. Act as liaison with Regional Attendance officer. Prepare 6th day attendance report. Notify parents regarding excessive absence. Submit monthly and year-end reports to Central office. As such, the secretary is responsible for identifying District risk exposure, selecting techniques to handle the exposure, implementing the chosen techniques to determine their effectiveness, and making adjustments to the techniques as needed. Confidential function.
- Enter Lunch Box deposits. Students will place money in a sealed envelope into the secure lock box outside the school office. Students with cash will turn into secretary and a receipt will be given. After 9:00 am all envelopes will be opened and deposited into students Lunch Box accounts. All deposits need to be entered by 10:30 am. A reconciliation/cash report must be done after all deposits are made into student accounts. All deposits must be double counted by the office before going to the bank.

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Deposits will be made to the bank daily in a locked bag. A general fund deposit form with the receipt from the bank must be submitted to the Central office.

- Maintain other student records completely and confidentially. Register new students. Keep student demographic information current. As such, the secretary is responsible for identifying District risk exposure, selecting techniques to handle the exposure, implementing the chosen techniques to determine their effectiveness, and making adjustments to the techniques as needed. Confidential function.
- Coordinate grade reporting. Collect, organize, separate, and mail progress reports at mid-term. Set appointments for conferences. Assist teachers with data entry. Collect verification reports. Print and distribute report cards. Print honor roll reports and send to the media.
- Assist Activities Director. Distribute/collect weekly eligibility lists. Keep record of required insurance and medical release forms. Type certificates. As such, the secretary is responsible for identifying District risk exposure, selecting techniques to handle the exposure, implementing the chosen techniques to determine their effectiveness, and making adjustments to the techniques as needed. Confidential function.
-

Duties in Connection with Special Events:

- Prepare for Open House.
- Prepare for awards. Order certificates, medals, etc. Type certificates and programs.
- Prepare for Promotion Ceremony. Type, duplicate, and compile ballots as needed. Order diplomas, awards, envelopes, etc. Arrange presenters. Type and duplicate programs. Make up and type seating chart. Arrange diplomas for distribution.

Duties Relating to Staff:

- Sign in subs and give assistance as needed.
- Print and distribute class roster.
- Make up staff calling tree.
- Collect training certificates for Regional Superintendent.

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LIBRARY AIDE
JOB DESCRIPTION

JOB TITLE: Library Aide

DATE: (Revised) April 9, 2019

REPORTS TO: Librarian

QUALIFICATIONS/EDUCATIONAL REQUIREMENTS:

- High School Diploma or equivalent/Certified Teacher's Aide (Paraprofessional) Certificate.
- Excellent recordkeeping skills.
- Knowledge of current technology.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PURPOSE/JOB GOAL: To assist students and teachers with library materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Handles routine duties of checking-in and out library materials, communicating overdue information, doing data backups, printing circulation records, shelving library materials, and keeping shelves neat and in good order.
- Processes new library materials.
- Learns current catalog process (to create correct computer records for library items).
- Learns and uses Learning Center-related technology.
- Creates and maintains attractive bulletin boards and other library-promotional displays.
- Reads to children during story time and maintains accurate Read-Aloud records.
- Displays courtesy to the public, staff, children, and school and library volunteers.
- Displays willingness to learn and then share knowledge of new technology-related skills, including TTD device for hearing impaired.
- Displays a professional attitude toward confidential information which might be found in school staff communications.
- Assists with routine communications, through faxes, email or other means.
- Displays required keyboarding and organizational skills.

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- Helps with yearly library inventory, and interlibrary loan of materials.
- Has gentle and effective supervisory skills with children.
- Undertakes other duties as assigned by Supervisor or Building Principal.

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LICENSED PRACTICAL NURSE
JOB DESCRIPTION

JOB TITLE: Licensed Practical Nurse

DATE: (Revised) April 9, 2019

REPORTS TO:

- Health Services Coordinator (Illinois Type 73) School Nurse – Direct Supervisor
- Administrator – Principal, Student Services Director, or as designated by the District

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS:

- Current Licensed Practical Nurse licensure in State of Illinois.
- Current First Aid and Cardiopulmonary Resuscitation program completion.
- Experience in nursing and completion of a school health orientation program preferred.
- Computer literacy and competency in use of existing technology.

PURPOSE/JOB GOAL: To provide direct nursing services to students and staff members to maximize health and wellness in the School community. All duties are performed in accordance with District/State Board of Education policies and procedures and State law regarding nurse practice.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Nursing Care:

- Provides direct professional nursing services, first aid, illness, and emergency care to students and staff in response to the nursing assessment and in accordance with professional standards, School policies and procedures, and State and Local mandates.
- Administers medication with appropriate documentation.
- Participates in maintaining accurate medical records to assure compliance with State mandates including immunizations, physical examinations, and medical conditions, and the related archival responsibilities.
- Performs mandated screening procedures for vision and hearing (requires State credentials as a screener).
- Makes appropriate assessment and referrals for suspected abuse/neglect as a Mandated Reporter.

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**Communication:**

- Maintains communication with the Certified School Nurse, teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the health and safety needs of students.
- Provides health services, information and counseling in an effective and positive manner to enhance the health and wellness of the School community.
- Completes accident/incident reports for students/staff.
- Compiles data for statistical purposes.
- Maintains confidentiality regarding all School and health-related issues.

Organization:

- Maintains a daily log of student/staff visits and documentation on individual health records.
- Maintains the daily environment of the Health office facility and supplies.
- Utilizes existing technology effectively in the performance of duties.
- Performs other health or school-related work as required.

Professional Development:

- Maintains contact with a professional nursing organization and utilizes Continuing Education opportunities to enhance professional knowledge.
- Participates as an active member of the School community, representing health/wellness.

Other duties as assigned.

TERMS OF EMPLOYMENT: Hourly pay in accordance with the Educational Support Personnel Contract Schedule at a step in consideration of nursing experience.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy and contractual requirements for Educational Support Personnel.

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MAINTENANCE
JOB DESCRIPTION

JOB TITLE: Maintenance Worker

DATE: (Revised) April 9, 2019

REPORTS TO: Facilities Director

VISION: The Operations & Custodial Department is to maintain operational status of all mechanical systems and grounds, using modern methods while provide a safe, clean, healthy learning environment for students, staff and community through a well-trained, well-equipped staff.

QUALIFICATIONS/EDUCATIONAL REQUIREMENTS:

- To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- High school diploma or equivalent.
- Special trade skills needed for the job including previous maintenance experience, electrical, HVAC, outdoor equipment operation, plumbing, computer knowledge including email, Excel, Building Automation systems, etc.
- Maintenance performs all building electrical, HVAC, plumbing, grounds upkeep, snow removal, athletic field setups, carpentry, etc.

GENERAL EXPECTATIONS:

- Maintenance Persons shall maintain an active presence at the assigned facility during working hours; consistently exhibit good work ethics and quality workmanship during the performance of assigned duties or special requests; and conducts oneself in a friendly yet businesslike manner, insuring positive interactions with students, parents, faculty, and visitors.
- Maintenance Persons shall take initiative in identifying and determining facility maintenance deficiencies, then prioritize and carry out subsequent tasks in a timely manner.
- Maintenance Persons shall maintain clean and orderly maintenance work rooms and storage areas.
- Maintenance Persons shall correctly and safely use tools as prescribed by the manufacturer's product guides.
- Maintenance duties performed during short breaks in school session shall be those activities necessary to maintain the facility in an acceptable fashion until summer session.
- Maintenance Persons shall wear uniform according to the OESPA contract.
- Maintenance Persons shall perform all maintenance duties as described in the Maintenance Person job descriptions.

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- Attend all scheduled fire drills. Perform tasks as directed by Maintenance supervisor or Fire Chief. Duties may consist of contacting fire monitoring company, setting off alarm, monitoring building fire system operations during alarm, resetting alarm, reporting with building principle any concerns.

DAILY MAINTENANCE DUTIES:

- Review work orders submitted by email.
- Prioritize work orders. Examples are – HVAC, plumbing, electrical, etc.
- Review athletic event setup needs.
- Perform daily work ordered also monitoring cell phone updates including emails, building automation, emergency is, etc.
- Visual inspect all grounds for any garbage and dispose of it. This includes papers, tree limbs, etc.
- Monitor facility damage, graffiti, etc. and report to Supervisor.

WEEKLY MAINTENANCE DUTIES:

- Maintain maintenance truck cleanliness, fluid levels.
- Maintain maintenance shop organization and cleanliness.
- Monitor inventories of maintenance supplies, inform Facilities Director when supplies should be reordered.
- Replace damaged ceiling tiles as required.

MAINTENANCE DUTIES DURING BREAKS IN SCHOOL SESSION AND SUMMER MONTHS:

- Perform planned projects submitted by Supervisor.

PHYSICAL REQUIREMENTS:

- Regular lifting no more than 50 pounds.
- Occasional climbing (ladders).
- Regular stooping, bending, reaching.
- Regular walking throughout schools and on school grounds.
- Dexterity to safely operate manual and power tools.
- Operating snow plow equipment and mowing equipment for an extended period of time.

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PARAPROFESSIONAL
JOB DESCRIPTION

JOB TITLE: Paraprofessional (Special Education/General Education)

DATE: (Revised) April 9, 2019

REPORTS TO: Building Principals

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS/EDUCATIONAL REQUIREMENTS:

- High School Diploma or equivalent/Paraprofessional Certificate

PURPOSE/JOB GOAL: To prepare students to become productive citizens who demonstrate creativity, critical thinking skills, and the ability to process and use information to enhance the quality of life for self, family, and community, and who value learning as a life-long pursuit in an ever-changing world by assisting teachers with student instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prepare Lesson Plans with Teacher by:

- Assisting in the creation and preparation of materials.
- Attending training seminars that apply to the job.
- Providing necessary and relevant clerical assistance.
- Attending training, staffings, and parent meeting involving students in the program where applicable.
- Monitoring behavior management programs.
- Providing group and individual instruction.

Prepare Instructional Materials by:

- Assisting in the creation and preparation of materials.
- Providing necessary and relevant clerical assistance.
- Attending training, staffings, and parent meetings involving students in the program where applicable.
- Providing support/modification of curriculum for students in other classroom settings.

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Provide for Individual Instruction by:

- Facilitating an individual's curriculum and meeting daily schedule needs.
- Assisting students in understanding instruction and direction required.
- Implementing an educational program that has been developed with the assistance of, or approved by, a Certified Teacher.
- Preparing and discussing with parents the activities and learning of students where applicable.
- Providing physical support to an individual student including hygiene and medical concerns.

Provide for Group Instruction by:

- Assisting in the education of students.
- Providing support for students in other classroom settings.
- Implementing an educational program that has been developed with the assistance of, or approved by, a Certified Teacher.
- Providing supervision of a student's curriculum and daily academic work.
- Assisting in the implementation of special program needs.

Maintain and Monitor Student Assessments by:

- Assisting in the ongoing assessment of students.
- Communicating and facilitating student needs among teachers, parents and other personnel.
- Providing modifications and training for student from that of prescribed lesson.
- Providing necessary and relevant clerical assistance.
- Assessing and monitoring student programming in various settings.

Other duties as assigned by Principal for student supervision.

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READING AIDE
JOB DESCRIPTION

JOB TITLE: Reading Aide

DATE: (Revised) April 9, 2019

REPORTS TO: Building Principal

QUALIFICATIONS/EDUCATIONAL REQUIREMENTS:

- High School diploma or equivalent.
- Teacher's Aide Certificate.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PURPOSE/JOB GOAL: Reading Aides are valued members of the instructional team whose goal is to ensure that students thrive as productive learners. The expectation is that students will succeed in the regular classroom and achieve at or above grade level. These expectations are realized through the research-based instructional strategies and practices incorporated into the day to day student contact. The framework is a coordination-readiness model utilizing research-based strategies to develop students' background knowledge, comprehension and literacy behaviors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reading Aides demonstrate technical qualities by:

- Exhibiting an understanding of the goals of the program.
- Preparing and implementing instructional activities.
- Assisting with monitoring student progress.
- Utilizing appropriate strategies to meet the different learning needs of children.
- Encouraging active participation of students in the learning process.
- Utilizing technology as appropriate in engaging students in developing language skills and literacy behaviors.
- Contributing to the effort to involve parents in the educational process.
- Participating in team planning to discuss progress and/or concerns relating to student work.
- When appropriate, participate in meetings with regular classroom teachers to prepare students for success in the regular classroom setting.

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- Assisting in administering formal and informal assessment-instruments.
- Completing other tasks as requested by the Building Principal.

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RECESS SUPERVISOR
JOB DESCRIPTION

JOB TITLE: Recess Supervisor

DATE: (Revised) April 9, 2019

REPORTS TO: Building Principal

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS/EDUCATIONAL REQUIREMENTS:

- High School Diploma or equivalent.

PURPOSE/JOB GOAL: Safety First – Recess duty, take out and bring in children.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains discipline according to grade level and any work delegated by Teachers.
- Provides additional help as needed in office and classrooms.

SKILLS AND ABILITIES:

- Must work well with children.
- Must be able to work in extreme temperatures and weather.

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REGISTERED NURSE
JOB DESCRIPTION

JOB TITLE: Registered Nurse

DATE: (Revised) April 9, 2019

REPORTS TO:

- Health Services Coordinator (Illinois Type 73) School Nurse – Direct Supervisor
- Administrator – Principal, Student Services Director, or as designated by the District

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS:

- Baccalaureate Degree Preparation.
- Current Registered Nurse licensure in State of Illinois.
- Current First Aid and Cardiopulmonary Resuscitation program completion.
- Experience in nursing and completion of a school health orientation program preferred.
- Computer literacy and competency in use of existing technology.

PURPOSE/JOB GOAL: To provide direct nursing services to students and staff members to maximize health and wellness in the School community. All duties are performed in accordance with District/State Board of Education policies and procedures and State law regarding nurse practice.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Nursing Care:

- Provides direct professional nursing services, first aid, illness, and emergency care to students and staff in response to the nursing assessment and in accordance with professional standards, School policies and procedures, and State and Local mandates.
- Administers medication with appropriate documentation.
- Participates in maintaining accurate medical records to assure compliance with State mandates including immunizations, physical examinations, and medical conditions, and the related archival responsibilities.
- Performs mandated screening procedures for vision and hearing (requires State credentials as a screener).
- Makes appropriate assessment and referrals for suspected abuse/neglect as a Mandated Reporter.

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**Communication:**

- Maintains communication with the Certified School Nurse, teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the health and safety needs of students.
- Provides health services, information and counseling in an effective and positive manner to enhance the health and wellness of the School community.
- Completes accident/incident reports for students/staff.
- Complies data for statistical purposes.
- Maintains confidentiality regarding all School and health-related issues.

Organization:

- Maintains a daily log of student/staff visits and documentation on individual health records.
- Maintains the daily environment of the Health office facility and supplies.
- Utilizes existing technology effectively in the performance of duties.
- Performs other health or school-related work as required.

Professional Development:

- Maintains contact with a professional nursing organization and utilizes Continuing Education opportunities to enhance professional knowledge.
- Participates as an active member of the School community, representing health/wellness.

Other duties as assigned.

TERMS OF EMPLOYMENT: Hourly pay in accordance with the Educational Support Personnel Contract.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy and contractual requirements for Educational Support Personnel.

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SUBSTITUTE REGISTERED NURSE/LPN
JOB DESCRIPTION

JOB TITLE: Substitute Registered Nurse/LPN

DATE: (Revised) April 9, 2019

REPORTS TO:

- Health Services Coordinator, Certified (Illinois Type 73) School Nurse – Direct Supervisor
- Administrator – Principal, Student Services Director, or as designated by the District

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS:

- Current Registered Nurse licensure in State of Illinois or current LPN licensure in State of Illinois.
- Current Cardiopulmonary Resuscitation program completion.
- Computer literacy and competency in use of existing technology.

PURPOSE/JOB GOAL: To provide direct nursing services to students and staff members to maximize health and wellness in the School community. All duties are performed in accordance with District/State Board of Education policies and procedures and State law regarding nurse practice.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cover Health office for assigned School including:
 - First Aid
 - Emergency Intervention
 - Health Assessments
 - Maintain confidentiality regarding all School and health-related issues
 - Document phone and other communication
- Administer medication following District's policy and procedures.
- Recording of all nursing activities.
- Following policy and procedures of District and best nursing practices.
- Other duties as assigned.

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