

**FORT ZUMWALT
PROFESSIONAL STAFF JOB DESCRIPTIONS**

- 201 Assistant Superintendent of Administrative Services
- 202 Assistant Superintendent of Curriculum and Instruction
- 203 Assistant Superintendent of Student Personnel Services
- 204 Deputy Superintendent
- 205 Assistant Superintendent of Facilities and Construction Services
- 206 Assistant Superintendent of Special Services

- 301 Principal
- 302 Principal of the Alternative High School
- 303 Assistant Principal/Administrative Assistant

- 401 Curriculum Coordinator
- 403 Technology Coordinator
- 404 Activities Coordinator
- 405 Executive Director of Special Education
- 406 A+ Schools Coordinator
- 407 Early Childhood Special Education Coordinator
- 408 District Curriculum Coordinator (Full-Time)

- 501 Department Representative
- 502 Department Chairperson – High School
- 503 Grade Level Chairperson
- 504 Department Chairperson – Middle School

- 601 Teacher
- 602 Librarian
- 603 Elementary Art Instructor
- 604 Zumwalt Alternative Educational Instructor
- 605 Secondary Guidance Counselor
- 606 Elementary Guidance Counselor
- 607 Instructional Media Technologist
- 608 Vocational Resource Educator
- 609 Educational Diagnostician (ED)
- 610 School Psychologist /Psychological Examiner
- 611 Night School (ACE) Instructor
- 612 Special Education Behavioral Specialist – DESE Certified
- 613 Speech and Language Therapist
- 614 English for Speakers of Other Languages (ESOL) Teacher
- 615 Music Therapist – Board Certified
- 616 Teacher of the Blind/Visually Impaired
- 617 Teacher of the Deaf/Hearing Impaired

PROFESSIONAL STAFF POSITIONS

TITLE: Assistant Superintendent of Administrative Services

QUALIFICATIONS: The Assistant Superintendent of Administrative Services shall have completed the equivalent of a specialist degree in educational administration. A Ph.D or Ed.D in Education Administration is preferred. Five (5) years of prior administrative experience with at least three (3) years serving as a building principal is required.

REPORTS TO: Superintendent of Schools

JOB GOAL: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services for the school district.

Performance Responsibilities:

1. Coordinate the district's policy service and make recommendations to the Superintendent for modification of board policy and notify appropriate staff of changes approved by the Board of Education.
2. Coordinate the function of support staff service operations in the school district.
 - a. Monitor the district's food service program.
 - b. Monitor the district's transportation program.
3. Supervise the Fringe Benefits Coordinator.
4. Monitor and coordinate school district's fundraising programs.
5. Monitor and coordinate the district's dropout prevention programs.
6. Monitor and coordinate facility usage in District buildings.
7. Administer activities related to student services
 - a. Coordinate activities related to compliance with Section 504 of the Rehabilitation Act of 1973.
 - b. Coordinate and supervise the district's night school program (ACE) and the Alternative High School.
 - c. Develop guidelines for the interscholastic athletic programs, intramural, student organization programs and coordinate activities between schools.
8. Manages the District's Institutional Insurance Program.
9. Serve as the District's Safety Coordinator.
10. Coordinate activities concerning school safety and monitor the implementation of crisis plans and drills.
11. Coordinate school closings and early dismissal due to inclement weather, including activation of the parent notification system.
12. Participate as a contributing member of the general administration of the school district under the direction of the Superintendent.
 - a. Make recommendations to the Superintendent for modification of board policies related to the areas supervised and notify appropriate people through appropriate staff of changes approved by the Board of Education.
 - b. Participate in the evaluation of principals.
 - c. Represent the district at appropriate local and state meetings.
 - d. Attend district administrator meetings.
 - e. Attend meetings of the Board of Education.
 - f. Perform other duties as assigned by the Superintendent.

Terms of Employment:

The Assistant Superintendent of Administrative Services shall be appointed for a term of 1 – 3 years during the month of February. He/She shall be employed on a twelve-month basis.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of professional personnel.

Adopted: July 21, 2003

Revised: May 15, 2006

Revised: June 21, 2010

PROFESSIONAL STAFF POSITIONS

TITLE: Assistant Superintendent of Curriculum and Instruction

QUALIFICATIONS: The Assistant Superintendent of Curriculum and Instruction shall have completed at least the equivalent of the Specialist's Degree in Educational Administration. A Ph.D. or Ed.D. in Education Administration is preferred. Three years of prior administrative or supervisory experience is required.

REPORTS TO: Superintendent of Schools

JOB GOAL: To provide leadership in the ongoing development and improvement of the entire instructional program of the district

PERFORMANCE RESPONSIBILITIES:

1. Direct the district's program of curriculum and instruction.
 - a) Plan, coordinate and otherwise direct the yearly activities of the district's curriculum council.
 - b) Plan and administer programs of in-service educational activities for instructional personnel.
 - c) Coordinate all formal efforts of the professional staff in projects of curriculum improvement.
 - d) Direct creation of and edit for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff.
 - e) Select textbook committees in cooperation with the Fort Zumwalt Curriculum Council and administer the textbook selection and adoption program.
 - f) Coordinate the selection of textbooks for the district through the existing curriculum council procedure.
 - g) Keep abreast of and interpret for the staff current research in the area of curriculum development, instructional practices and assessment.
 - h) Assist in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
 - i) Evaluate the performance of the coordinator members of the Curriculum Council.
 - j) Maintain a current list of textbooks in use in the district.
 - k) Maintain a library of curriculum materials for use by administrators and teachers in the district.
 - l) Coordinate the district's elementary Outdoor Education Program to insure its goals and objectives are consistent with and directly related to the scope and sequence of the adopted curriculum.
2. Coordinate and direct activities related to:
 - a) The district's standardized testing program.
The district's A+ Program.
 - b) The district's counseling program.
 - c) The district's Federal Grants Program.
 - d) The district's School Improvement Programs.
 - e) The district's Professional Development Programs.

1. Participate as a contributing member to the general administration of the school district under the direction of the superintendent.
 - a) Make recommendations to the superintendent for modification of Board policies related to curriculum and instruction and notify appropriate people of changes approved by the Board of Education.
 - b) Participate in the evaluation of principals.
 - c) Participate in tax levy and bond issue campaigns.
 - d) Represent the district at appropriate state and local meetings.
 - e) Attend district administrators' meetings.
 - f) Attend meetings of the Board of Education.
 - g) Perform other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT:

The Assistant Superintendent of Curriculum and Instruction shall be appointed for a term of one year during the month of February. He or she shall be employed on a twelve month basis.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: May 3, 1993
Revised: August 19, 1996
Revised: June 21, 2010

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Assistant Superintendent, Student Personnel Services

QUALIFICATIONS: The Assistant Superintendent, Student Personnel Services shall have completed at least the equivalent of the Specialist Degree in Educational Administration. A Doctorate in Educational Administration is preferred. Three years of prior administrative experience is required.

REPORTS TO: Superintendent of Schools

JOB GOAL: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

- I. Administer activities related to student services.
 - A. Direct the administration of regulations relative to student suspensions and student discipline. This responsibility will include preparing and reviewing suspension referral materials including letters for the Superintendent.
 - B. Provide direction to building principals regarding secondary and elementary disciplinary matters.
 - C. Serve as the district's liaison with the County Juvenile Court System.
 - D. Coordinate the district's compliance with the Safe Schools Act.
 - E. Supervise and coordinate the district's crisis counselors.
 - F. Supervise the district's Positive Alternative to Suspension (PAS).
 - G. Coordinate district programs related to: DARE programming and the School Resource Officers.
 - H. Coordinate the district's Positive Peer Influence (PPI) Program.
 - I. Review and approve all custody matters involving the office of Probate.
 - J. Review and approve all requests for attendance by non-residents.
 - K. Review and approve all requests for boundary exceptions.
 - L. Conduct the student and staff civil rights survey as mandated.
 - M. Act as the district's officer to review students incidents of racial or sexual harassment.
 - N. Coordinate McKinney-Vento (Homeless) programming.
 - O. Coordinate the district's Courtesy and Respect Committee
 - P. Coordinate prevention programming: suicide, cyberbullying, bullying, sexual harassment, drugs and alcohol abuse.
 - Q. Serve as a member of the A+ appeal committee on citizenship.
 - R. Coordinate and conduct quarterly assistant principal meetings.
 - S. Coordinate and conduct meetings with ZAEP instructors/ISS supervisors.

- II. Participate as a contributing member to the general administration of the school district under the direction of the Superintendent.
 - A. Attend meetings of The Board of Education.
 - B. Attend district administrative meetings.
 - C. When requested, serve as a member of the negotiations team.

- D. Participate in tax levy and bond issue campaigns.
- E. Represent the district at appropriate state and local meetings.
- F. Prepare other reports as may be required by the Superintendent.
- G. Perform other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

The Assistant Superintendent, Student Personnel Services shall be appointed for a term of one year during the month of February. He or she shall be employed on a twelve-month basis.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: April 5, 1982
Revised: July 19, 1982
Revised: June 16, 1986
Revised: August 15, 1994
Revised: July 1, 1998
Revised: July 1, 2003
Revised: June 21, 2010

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Deputy Superintendent

QUALIFICATIONS: The Deputy Superintendent shall have completed a Masters Degree in Educational Administration. A Specialist Degree is preferred. Five years of prior administrative experience is required.

REPORTS TO: Superintendent of Schools

JOB GOAL: To recruit professional personnel of a sufficient caliber of excellence as to insure consistently high educational benefits to each student in the district.

PERFORMANCE RESPONSIBILITIES:

1. Directs the district's Personnel Office and functions.
 - a) Maintains close contact with all departments and schools in planning and anticipating professional personnel needs of the school program.
 - b) Plans, directs, coordinates, and participates in the recruitment of teachers for the elementary and secondary programs.
 - c) Screens and processes applications of candidates.
 - d) Interviews and recommends to the Superintendent applicants for appointment and for presentation to the Board.
 - e) Receives, reviews, and processes requests for transfer in accordance with transfer regulations and the needs of the district.
 - f) Monitors the operation of the Sub Finder System. Maintains an up-to-date Substitute Teachers' Handbook.
 - g) Counsels with employees to resolve complaints, difficulties, and other matters related to personnel management, and works with principals on difficult or sensitive personnel matters.
 - h) Reviews all teacher evaluations and makes recommendations to the Superintendent as to continued employment status or other appropriate status.
 - i) Conducts exit interviews of personnel leaving the district.
 - j) Directs the development of personnel regulations.
 - k) Administers the contract and salary schedule for all professional personnel, and assists in developing and recommending salary policy and structure.
 - l) Coordinates and interprets the evaluation program of teachers and other professional personnel.
 - m) Maintains an up-to-date application file of prospective candidates for all teaching, administrative, and supervisory positions.
 - n) Develops and maintains a system for personnel records for all professional staff employees, in order to provide a comprehensive, efficient, accurate, and current record of

all matters pertinent to employment certification, transfer, tenure, dismissal, retirement, leave, and promotion.

- o) Prepares and maintains statistical information on all personnel, and submits the necessary statistical reports to the State Department of Education and to the Board.
 - p) Advises professional personnel on retirement procedures.
 - q) Ensures proper certification for all certified staff.
 - r) Maintains adequate confidential files on all district professional staff employees as required by law and Board policy.
 - s) Prepares and distributes district directories.
 - t) Serves as compliance officer for employee discrimination and harassment.
 - u) Oversees the Director of Personnel and all support staff operations.
2. Participate as a contributing member to the general administration of the school district under the direction of the Superintendent.
- a) Makes recommendations to the Superintendent for modification of Board policies related to professional personnel matters and notify appropriate people of changes approved by the Board of Education.
 - b) Serves as a member of the negotiations teams.
 - c) Assists in monitoring the implementation of the Professional **agreement** between the Board and the Teachers' Association.
 - d) Serves as a member of the Fort Zumwalt Curriculum Council.
 - e) Prepares that portion of the State Classification report relative to professional staff and such other reports as may be required by the Superintendent.
 - f) Participates in tax levy and bond issue campaigns.
 - g) Represents the district at appropriate state and local meetings.
 - h) Attends district administrators' meetings.
 - i) Attends meetings of the Board of Education.
 - j) Assist in leading administrative meetings and new administrator leadership seminars.
 - k) Performs duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

The Assistant Superintendent of Personnel shall be appointed for a term of one year during the month of February. He/she shall be employed on a twelve-month basis.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: August 15, 1994
Revised: July 21, 1998

Revised: June 21, 2010

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

- TITLE:** Assistant Superintendent for Facilities and Construction Services
- QUALIFICATIONS:** The assistant superintendent for facilities and construction services shall have completed at least a bachelor's degree and have at least eight years experience as a construction specialist. He or she shall demonstrate a general knowledge of all phases in the major areas of maintenance and construction services.
- REPORTS TO:** Superintendent
- JOB GOAL:** To insure that all new physical facilities meet the highest standards of design, construction, and appropriateness for the educational activities they are meant to foster.
1. Develop, recommend and execute plans for provision of economical school facilities commensurate with legal and educational requirements.
 2. Work with commissioned architects in the construction of new facilities to insure compliance with district requirements and economy, and implement professional procedures and results.
 3. Supervise the technical review of plans and specifications prepared by architects, and confer with the mechanical engineer on proposed specifications.
 4. Recommend approval of preliminary plans, completed work drawings, and specifications.
 5. Review construction cost estimates.
 6. In coordination with the district's architect, establish bidding and construction schedules, and prepare and issue contract documents and addenda.
 7. Investigate and evaluate new materials, techniques, and methods for providing adequate, economical educational facilities.
 8. Maintain and update all records, drawings, and descriptive materials of all school facilities, sites, and portable buildings.
 9. Assist in planning for new construction by participating in pre-construction planning conferences.
 10. Monitor the district's maintenance program
 11. Visit all construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed.
 12. Review and approve for payment, bills submitted by building contractors, testing laboratories, consulting engineers, and surveying firms.
 13. Receive and maintain insurance policies secured by contractors, and verify appropriate coverage for public liability, property damage, fire, and workmen's compensation.
 14. Investigate reports of faulty workmanship or materials in new construction, and take appropriate action under the terms of the guarantee.
 15. Maintain liaison with governmental agencies having jurisdiction over or providing services to school buildings.
 16. Make recommendations on time extension requests, assessment of liquidated damages, and review color schemes submitted by contract architects.
 17. Maintain necessary records and prepare periodic reports.
 18. Check all buildings and grounds regularly for safety purposes.
 19. Ensure that standards consistent with all applicable laws are maintained at a minimum.
 20. Conduct a continuing analysis of systems and procedures.
 21. Participate in the process of site selection and acquisition and the development of architectural plans.
 22. Inspect all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.

23. Keep informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, and encourage innovation and experimentation as appropriate.
24. Supervise and inspect the improvement and renovation work performed by outside contractors, and verify that the terms of all such contracts have been fulfilled before authorizing final payment.
25. Perform other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT:

This assistant superintendent of facilities and construction shall be appointed for a term of one-year during the month of February. He or she shall be employed on a twelve-month basis. Salary for the position will be established annually by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel

Adopted: July 17, 2000

Revised: July 21, 2003

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Assistant Superintendent of Special Services

QUALIFICATIONS: The Assistant Superintendent of Special Services shall have completed at least the equivalent of the Specialist's degree in Educational Administration. A Ph.D. or Ed.D. in Education Administration is preferred. Three years of prior administrative or supervisory experience is required.

REPORTS TO: Superintendent of Schools

SUPERVISES: Special Services Staff

JOB GOAL: To provide sound educational programs for children who need additional instructional supports outside of regular classroom programs.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate the district's special education program and services.
 - a. Maintain an annual district description of the special education program.
 - b. Prepare reports required by the Missouri Department of Elementary and Secondary Education and federal government including: Individuals with Disabilities Education Improvement Act – State Performance Plan and Annual Performance Reports, Free and Appropriate Public Education in the Least Restrictive Environment, and Part B expenditure reports.
 - c. Evaluate and supervise the Director of Special Education Services.
 - d. Evaluate the special education program and make recommendations for improvement to the superintendent.
 - e. Assist in the formulation and the administration of the special education budget.
 - f. Direct and Supervise the district's diagnostic testing staff regarding compliance with DESE procedures for special education services.
 - g. Participate with the building principal in the supervision and evaluation of special education personnel.
 - h. Assist in the development of in-service activities specific to special education personnel.
 - i. Promote consistency and coordination of special education programs between buildings and grade levels.
 - j. Supervise the maintenance of appropriate records.
 - k. Coordinate and consult with non-public school agencies regarding participation in the special education program.
 - l. Assist in arranging for contractual placement for the education of students with disabilities who cannot be adequately served in the local district.
 - m. Coordinate the district's homebound instruction program
 - n. Coordinate, with the Director of Transportation, special transportation.
 - o. Coordinate the annual Extended School Year program for students meeting eligibility requirements.
 - p. Implement and monitor reimbursement claims for pertinent district programs (Medicaid, billback, etc.).
2. Coordinate district participation in federal and state funding grants related to special programs including:
 - a. Title III – Language Instruction for Limited English Proficient and Immigrant Students.
 - b. Early Childhood Education Programs.
 - c. Early Childhood Special Education.

3. Plan and direct the district's program of health services.
 - a. Supervise, with the Coordinator for Nursing Services, health services clinic procedures.
 - b. Monitor and edit, with the Coordinator for Nursing Services, the district's health services handbook.
 - c. Implement state immunization law and procedures.
 - d. Monitor and support procedures for reporting suspected child abuse.
 - e. Coordinate regular meetings with school nurses.

4. Participate as a contributing member to the general administration of the school district under the direction of the superintendent.
 - a. Make recommendations to the Superintendent for modification of Board policies related to special services and notify appropriate people of changes approved by the Board of Education.
 - b. Prepare reports as required by the Superintendent.
 - c. Participate in tax levy and bond issue campaigns.
 - d. Represent the district at appropriate state and local meetings.
 - e. Attend district administrator meetings.
 - f. Attend meetings of the Board of Education.
 - g. Perform other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

The Assistant Superintendent of Special Services shall be appointed for a term of one to three years during the month of February. He or she shall be employed on a twelve-month basis.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: April 5, 1982
Revised: July 19, 1982
Revised: June 16, 1986
Revised: August 19, 1996
Revised: July 19, 2004
Revised: June 21, 2010

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE:	Principal
QUALIFICATIONS:	The principal shall have completed at least a Master's Degree in Education and shall hold a valid Missouri principal's certificate. The principal shall have at least two years of successful experience as a classroom teacher. Three years of prior administrative or supervisory experience is desired.
REPORTS TO:	Superintendent of Schools
SUPERVISES:	All personnel serving in the assigned school.
JOB GOAL:	To make the school facility an attractive, pleasant and productive place in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for the implementation and observance of all Board policies and administrative regulations by the school's staff and students.
2. Work with appropriate members of the central administrative staff on school problems relating to general management functions of the total school district.
3. Confer with the superintendent as needed concerning the school's activities and special problems.
4. Make recommendations concerning the school's administrative procedures and program of instruction.
5. Develop short-range and long-range building plans consistent with district planning.
6. Prepare or supervise the preparation of reports, records, lists and all other paper work required or appropriate to the school's administration.
7. Prepare or supervise the requisitioning, receiving and distributing of supplies, textbooks and equipment, and keep an accurate record of supplies, textbooks and equipment.
8. Coordinate the development of the school building's budget and monitor expenditures of funds.
9. Establish procedures for the fund-raising efforts of school clubs and support organizations and monitor expenditures from enterprise/activity accounts.
10. Clearly delineate responsibilities and authority at the building level and schedule staff members efficiently.
11. Supervise the operation of the total school program in the building.
12. Delegate authority to appropriate building personnel, such as assistant principals and/or staff members and provide professional growth opportunities for all staff members.
13. Effectively implement and monitor curriculum changes within parameters established by district-wide instructional planning.
14. Conduct staff meetings to keep members informed of policy changes and modifications in operating procedures.
15. Evaluate the instructional program in a systematic manner and use the results by working with the faculty to plan program improvements.
16. Organize grade level or departmental faculty meetings which are effective in implementing the improving curriculum and instruction.
17. Demonstrate a knowledge of the special education programs and work cooperatively with the director of special services in effectively implementing and monitoring those programs within the guidelines of the district's adopted special education program.
18. Participate, under the direction of the Assistant Superintendent - Human Resources, in the recruiting, screening, hiring, training and assignment of the school's assigned staff.
19. Evaluate all assigned staff members according to Board policy and district procedures; identify and communicate strengths and weaknesses to assigned staff members.
20. Work to improve classroom instruction, student/teacher rapport, discipline, attitudes and relationships by observation and conferences, and identify specific strengths and weaknesses.

21. Develop the master schedule for the school observing the limits set by the Fort Zumwalt School District and the Missouri Department of Elementary and Secondary Education.
22. Supervise the preparation of teacher handbooks and student handbooks.
23. Assume responsibility for maintaining accurate and complete pupil records and insuring adequate confidentiality.
24. Assume responsibility for the attendance, conduct and health of students.
25. Maintain high standards of student conduct and enforce discipline as necessary according to due process and the rights of students.
26. Organize, administer and supervise a well-balanced program of student activities and evaluate the program effectively.
27. Attend special events held to recognize student achievement and provide for adequate administrative supervision of school-sponsored activities, functions and athletic events.
28. Act as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
29. Work cooperatively with the Administrative Assistant to the Superintendent to present the school program in a variety of ways.
30. Use the school handbook, building newsletter and special bulletins to inform patrons and members of the community about school programs, calendar and policies.
31. Assume leadership in preparing and implementing plans for emergency situations such as those involving accidents or fire.
32. Assume responsibility for the safety and administration of the school plant.
33. Cooperate with support service personnel in organizing and conducting effective maintenance, custodial, food service and other necessary support service programs, and make recommendations for alterations and improvements in those areas.
34. Assure administrative representation at all meetings of parent support groups of the local school.
35. Assume responsibility as administrative officer for approving or disapproving any action proposed by parent support organizations subject to normal appeal processes.
36. Perform other duties as dictated by law or assigned by the superintendent of schools.

TERMS OF EMPLOYMENT:

The principal shall be appointed for a term of one year during the month of March. He or she shall be employed on a twelve-month basis.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: October 20, 1980
Reaffirmed: April 5, 1982
Revised: August 19, 1996

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE:	Alternative High School Principal
QUALIFICATIONS:	The principal shall have completed at least a Master's Degree in Administration. The principal shall have at least five years of successful experience as a classroom teacher. A valid Missouri principal's certificate is preferred.
REPORTS TO:	Assistant Superintendent – Student Personnel Services
SUPERVISES:	All personnel serving in the assigned school.
JOB GOAL:	To make the school facility an attractive, pleasant and productive place in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for the implementation and observance of all Board policies and administrative regulations by the school's staff and students.
2. Work with appropriate members of the central administrative staff on school problems relating to general management functions of the total school district.
3. Confer with the Assistant Superintendent - Student Personnel Services as needed concerning the school's activities and special problems.
4. Make recommendations concerning the school's administrative procedures and program of instruction.
5. Develop short-range and long-range building plans consistent with district planning.
6. Prepare or supervise the preparation of reports, records, lists and all other paper work required or appropriate to the school's administration.
7. Prepare or supervise the requisitioning, receiving and distributing of supplies, textbooks and equipment, and keep an accurate record of supplies, textbooks and equipment.
8. Coordinate in cooperation with the Assistant Superintendent – Student Personnel Services the development of the school building's budget and monitor expenditures of funds.
9. Work cooperatively with home schools to ensure that students' transition to and from the Alternative High School is smooth.
10. Clearly delineate responsibilities and authority at the building level and schedule staff members efficiently.
11. Supervise the operation of the total school program in the building.
12. Effectively implement and monitor curriculum changes within parameters established by district-wide instructional planning.
13. Conduct staff meetings to keep members informed of policy changes and modifications in operating procedures.
14. Evaluate the instructional program in a systematic manner and use the results by working with the faculty to plan program improvements.
15. Organize faculty meetings which are effective in implementing the improving curriculum and instruction.
16. Demonstrate a knowledge of the special education programs and work cooperatively with the Assistant Superintendent – Student Personnel Services in effectively implementing and monitoring those programs within the guidelines of the district's adopted special education program.
17. Participate with the Assistant Superintendent – Student Personnel Services, in the screening, hiring, training and assignment of the school's assigned staff.
18. Evaluate all assigned staff members according to Board policy and district procedures; identify and communicate strengths and weaknesses to assigned staff members.
19. Work to improve classroom instruction, student/teacher rapport, discipline, attitudes and relationships by observation and conferences, and identify specific strengths and weaknesses.
20. Develop the master schedule for the school observing the limits set by the Fort Zumwalt School District and the Missouri Department of Elementary and Secondary Education.

21. Supervise the preparation of teacher handbooks and student handbooks.
22. Assume responsibility for maintaining accurate and complete pupil records and insuring adequate confidentiality.
23. Assume responsibility for the attendance, conduct and health of students.
24. Maintain high standards of student conduct and enforce discipline as necessary according to due process and the rights of students.
25. Organize, administer and supervise a well-balanced program of student activities and evaluate the program effectively.
26. Attend special events held to recognize student achievement.
27. Act as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
28. Work cooperatively with the Assistant Superintendent – Student Personnel Services to present the school program in a variety of ways.
29. Use the school handbook, building newsletter and special bulletins to inform patrons and members of the community about school programs, calendar and policies.
30. Assume leadership in preparing and implementing plans for emergency situations such as those involving accidents or fire.
31. Assume responsibility for the safety and administration of the school plant.
32. Cooperate with support service personnel in organizing and conducting effective maintenance, custodial and other necessary support service programs, and make recommendations for alterations and improvements in those areas.
33. Assure administrative representation at all meetings of parent support groups of the local school.
34. Prepare reports as requested by the Assistant Superintendent – Student Personnel Services.
35. Perform other duties as dictated by law or assigned by the Superintendent of schools.

TERMS OF EMPLOYMENT:

The principal shall be appointed for a term of one year during the month of March. He or she shall be employed on a twelve-month basis.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Adopted: June 19, 2000

Revised: March 9, 2009

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Assistant Principal/Administrative Assistant

QUALIFICATIONS: The assistant principal shall have completed at least a Master's Degree in Education and shall hold a valid Missouri principal's certificate. The assistant principal shall have at least two years of successful experience as a classroom teacher. Experience in a supervisory or administrative capacity is desirable.

REPORTS TO: Building Principal

JOB GOAL: To relieve the principal of such impediments as preventing him or her from fulfilling his or her chief responsibility of promoting the educational well-being of each student in the school.

PERFORMANCE RESPONSIBILITIES:

1. Assist the principal in the general administration of the school and serve as principal when the principal is absent.
2. Be familiar with the duties of the principal, the instructional program and the procedures followed in the assigned school.
3. Make recommendations to the principal concerning the school's administrative procedures and program of instruction.
4. Confer with the principal as needed concerning the school's activities and special problems.
5. Assist in the preparation of reports, records, lists and all other paper work required or appropriate to the school's administration.
6. Assist the requisitioning, receiving and distributing of supplies, textbooks and equipment, and keep an accurate record of supplies, textbooks and equipment.
7. Assist in working with the faculty in the development of the school building budget.
8. Assist in the development of the master schedule for the school and in the monitoring of student scheduling.
9. Assist in maintaining accurate and complete pupil records in a confidential manner.
10. Assist in the preparation of teacher handbooks and student handbooks.
11. Supervise conduct within the school and oversee disciplinary procedures, keeping records of any disciplinary action.
12. Maintain high standards of students conduct and enforce discipline as necessary, according to due process and the rights of students.
13. Supervise the reporting and monitoring of student attendance.
14. Assist in the evaluation of the instructional program in a systematic manner and make recommendations to the principal.
15. Assist in the implementation and monitoring of approved curriculum changes.

16. Assist in the organization of grade level or departmental faculty meetings which are effective in implementing and improving curriculum and instruction.
17. Work to improve classroom instruction, student/teacher rapport, discipline, attitudes and relationships by observation and conferences, and identify specific strengths and weaknesses.
18. Evaluate all assigned staff members according to Board policy and district procedures; identify and communicate strengths and weaknesses to assigned staff members.
19. Assist in the organization, administration, supervision and evaluation of the student activity program.
20. Attend special events held to recognize student achievement, school-sponsored activities, functions, and athletic events.
21. Serve with parent, faculty and members of the community about school programs, calendar, policies and innovations through the use of the school handbook, building newsletter and bulletins.
23. Act as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
24. Assist in preparing and implementing plans for emergency situations such as those involving accidents or fire.
25. Cooperate with support service personnel in organizing and conducting effective maintenance, custodial, food service and other necessary support service programs, and make recommendations for alterations and improvements in those areas.
26. Assure administrative representation at all meetings of parent support groups of the local school.
27. Assume responsibility as administrative office for approving or disapproving any action proposed by parent support organizations subject to normal appeal processes.
28. Perform other duties as dictated by law or assigned by the principal.

TERMS OF EMPLOYMENT:

The assistant principal shall be appointed for a term of one year during the month of March. He or she shall be employed on a twelve-month basis.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: October 20, 1980
Reaffirmed: April 5, 1982
Revised: March 30, 2009

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Curriculum Coordinator

QUALIFICATIONS: Curriculum Coordinators shall hold an appropriate Missouri teacher's certificate and shall have been employed in the district at least two years. Advance course work in the related subject matter area is preferred.

REPORTS TO: Superintendent of Schools

JOB GOAL: Curriculum Coordinators, as recommended by the superintendent of schools and approved by the Board of Education, shall be appointed to promote the effectiveness of the overall instructional program of their subject matter area.

PERFORMANCE RESPONSIBILITIES:

1. Serve on Fort Zumwalt Curriculum Council as a representative of the subject area.
2. Serve as chairperson of the Instructional Advisory Committee in his or her subject area. In this capacity he or she will:
 - a. Work with the district and building level administrators to organize and meet with the subject area Instructional Advisory Committee.
 - b. Report to the Fort Zumwalt Curriculum Council the recommendations of the Instructional Advisory Committee regarding desirable revisions in the subject area.
 - c. Communicate to the Instructional Advisory Committee and other teachers the outcomes of Fort Zumwalt Curriculum Council meetings.
3. Coordinate the preparation of instructional guides for his or her subject area.
4. Participate in the evaluation and review of instructional materials used in his or her subject area.
5. Assist in the establishment of in-service training programs in his or her subject area.
6. Maintain contact with curriculum projects and keep informed about current quality educational programs operating in his or her subject area.
7. Coordinate the development of district wide budget planning for his or her subject area.
8. Occasionally visit the classrooms of other teachers to understand the scope and sequence of his or her subject area.
9. Assist the professional staff in the evaluation of the subject area program.
10. Assist in the evaluation of department representatives.

TERMS OF EMPLOYMENT:

Curriculum Coordinators will be appointed for a period not to exceed one year and will be directly responsible to the district administrator in charge of instructional program coordination when not involved in classroom instruction responsibilities.

Curriculum Coordinators will be classroom teachers who will receive a salary supplement and/or released time for work done in curriculum development.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: October 6, 1980
 Reaffirmed: April 5, 1982
 Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Technology Coordinator

QUALIFICATIONS: The Technology Coordinator shall hold a valid Missouri teacher's certificate. He or she shall have been employed in the district at least two years and have completed appropriate course work related to technology.

REPORTS TO: Superintendent and/or his designee

JOB GOAL: Supervise the district-wide application of multimedia technologies including microcomputer, CD-ROM, laser disc and satellite systems.

PERFORMANCE RESPONSIBILITIES:

1. Serve on the Fort Zumwalt Curriculum Council.
2. Serve as chairperson of the standing Technology Committee and direct all functions.
3. Communicate the goals of technology to all members of the Curriculum Council and members of the subject area Instructional Advisory Committees.
4. Coordinate the preparation and implementation of the handbook and guidelines for use of multimedia technology in instructional programs.
5. Coordinate the evaluation, reviews and purchase of equipment and instructional programs/materials necessary to incorporate multimedia technologies in the classroom.
6. Assist in the establishment and delivery of in-service training programs related to existing and emerging technologies.
7. Maintain regular contact with curriculum projects and keep informed about current quality products/programs utilizing multimedia technologies.
8. Assist in the development of a district-wide budget for multimedia technologies.
 - a) Supervise and coordinate the implementation of a district plan for implementing technologies in instruction.
 - b) Coordinate the maintenance of an accurate listing of all available multimedia instructional materials.
 - c) When appropriate, maintain backup copies of computer programs.
9. Provide technical support in the application of multimedia technologies directly to teachers and other staff members as needed.
10. Meet regularly with the Instructional Media Technicians to evaluate the practical application of multimedia technologies in the classroom.
11. Serve the district as a representative to state and local technology meetings upon request.
12. Maintain an inventory of all multimedia equipment, warranty data, and equipment locations.
13. Coordinate the receipt, filing and distribution of software programs related to the district's MECC membership.
14. Assist with coordination and implementation of maintenance and repair of all equipment related to multimedia technologies.
15. When requested, assist with teleconference and/or productions in the district.
16. Coordinate support staff and certified staff members involved with technology and/or district productions.
17. Perform other duties as assigned by the superintendent or his/her designee.

18. Serve as the district representative to the Regional Consortium for Education and Technology (RCET); maintain an accurate record of district credits; coordinate the availability of professional development opportunities through this consortium.
19. Provide support and technical expertise for the application of multimedia technologies found within the district.

TERMS OF EMPLOYMENT:

The Technology Coordinator will be appointed for a period not to exceed one year and will be directly responsible to the superintendent or his/her designee.

The Technology Coordinator will be a certified teacher who will receive a salary supplement and/or release time for work done in curriculum development and/or extended contract time to perform his or her responsibilities.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: August 5, 1985
Revised: July 15, 1991
Revised: August 19, 1996

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITION

TITLE: Activities Coordinator

QUALIFICATIONS:

1. Valid teacher certification.
2. Preferably a master's degree with course work in the organization and administration of athletic and physical education programs.
3. At least five years of successful experience as a head coach or three years as an activities coordinator or athletic director.

REPORTS TO: Principal

JOB GOAL: To provide each enrolled student of secondary school age opportunity to participate in activity programs that will foster physical skills, a sense of worth and competence, knowledge and understanding of the pleasures of sports, and the principles of fair play. Fort Zumwalt Activities Coordinators are expected to operate under three sets of rules and regulations with each supplementing the other. They are the M.S.H.S.A.A Handbook, Gateway Athletic Conference Guidelines, and the Policies of the Fort Zumwalt School District.

PERFORMANCE RESPONSIBILITIES:

1. Be knowledgeable of and follow the M.S.H.S.A.A. Handbook, Gateway Athletic Conference Guidelines and the policies of the Fort Zumwalt School District.
2. Be knowledgeable of the M.S.H.S.A.A. Eligibility Standards, Interscholastic Rules and Regulations, Rules Governing use of Freshman for J.V. or Varsity Competition and provide copies of the same to the coaches for distribution to student athletes.
3. Provide each head coach with a copy of the M.S.H.S.A.A. Handbook and a copy of the current rule book for their respective sport.
4. Notify coaches of the annual State Rules Interpretation Meeting for their respective sport.
5. Schedule all high school district athletic contests in the various sports with the help of the head coaches according to M.S.H.S.A.A. and conference rules and regulations.
6. Provide for the supervision and leadership of athletic activities and scheduled Individual Coaches Conferences, i.e., pre-season and post-season.
7. Be responsible for completing M.S.H.S.A.A. eligibility forms for all high school sports.
8. Arrange for student athlete physical exams at group rates prior to the beginning of each school year.
9. Maintain an active file of M.S.H.S.A.A. Participation Certificate-Physician/Parent/Student forms for all athletic participants.
10. Coordinate the use of athletic facilities.
11. Assist with the supervision, preparation and administration of the athletic program budget according to district procedures.
12. Follow district business office procedures when making purchases (purchase orders, etc.).
13. See that current inventories are provided for all athletic activities.
14. Assist in the preparation of annual equipment bids and the selection of successful bidders.
15. Supervise the cleaning, storage and care of all athletic equipment.
16. Provide for the game administration of athletic contests and to distribute appropriate checklists, instructions to faculty helpers, etc., when appropriate.
17. Make arrangements for meals and travel for athletic teams.
18. Contract registered officials for home athletic contests.
19. Request payment for entry fees for athletic teams, game personnel and athletic officials, using the district voucher statement.

20. Initiate requests for athletic transportation for athletic events.
21. Initiate work order requests for outdoor athletic facilities which require special preparation (football, softball diamond, tennis courts, golf, soccer, etc.).
22. Enter school district activities in various M.S.H.S.A.A. events.
23. Approve news releases pertaining to athletic programs and forward them to the Director of Public Affairs.
24. Make necessary arrangements for certain game administration needs (sheriff's patrol, usher service, ambulance, school nurse and physicians).
25. Work with Booster Club and other organizations for the betterment of the total athletic program.
26. Represent the school district at state meetings related to school activities sponsored by the M.S.H.S.A.A.
27. Inform and make recommendations concerning athletics to the principal.
28. Keep on file the various team records and file the necessary participation reports to M.S.H.S.A.A.
29. Help plan new facilities.
30. Assist in the distribution of materials to the various schools.
31. Provide leadership in developing the athletic philosophy of the school district.
32. Prepare End-of-Year Activity Coordinator Report for Director of Personnel.
33. Coordinate in cooperation with the building principal the replacement schedule of uniforms for athletes, cheerleaders, pom pons, instrumental music and vocal music.
34. Conduct an organizational meeting with all student organization sponsors prior to the beginning of the school year; review the appropriate handbook and define, in detail, the role of the activity coordinator regarding student activities.
35. Coordinate the fund raising activities of all student organizations in cooperation with the building principal.
36. Coordinate facility usage for club and organization activities to include scheduling and ensuring that all physical arrangement for the activities are taken care of as well as ensuring that the custodial needs will be met.
37. Coordinate requests for transportation for club and organization trips.
38. Coordinate in cooperation with the building principal cheerleader, mascot and pom pon tryouts.
39. Coordinate club and organization assemblies to include preparing an agenda and ensuring that all of the physical needs are arranged properly.
40. Approve news releases pertaining to clubs and organizations and forward them to the principal prior to them being sent to the Director of Public Affairs.
41. Plan and supervise an annual recognition program for athletes, clubs and organizations where appropriate.
42. Assist with the administrative supervisory needs throughout the building throughout the school day as assigned by the principal.
43. Jointly coordinate the summer sports camp programs, involving the same sports, between the high schools.

44. Prepare the first draft of each Formal Coach Evaluation form, to be reviewed and completed in final form by evaluating principal, and participate in the formal evaluation conference.
45. Perform other duties as dictated by law or assigned by the principal.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.

Approved: June 3, 1985
Revised: August 15, 1988
Revised: July 17, 1989
Revised: August 3, 1992
Revised: August 16, 1993
Revised: August 19, 1996

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Executive Director of Special Services

QUALIFICATIONS: The Executive Director of Special Services shall have completed at least a Master's Degree in Education and shall hold a valid Missouri principal's or special education administrator certificate. At least four (4) years of special education related experience and advance coursework and/or training in the related area is required. Experience in a supervisory or administrative capacity is desirable.

REPORTS TO: Assistant Superintendent for Special Services

JOB GOAL: The Executive Director of Special Services, as recommended by the Superintendent of Schools and approved by the Board of Education, shall be appointed to promote effectiveness of the overall special services programs of the district.

Performance Responsibilities:

1. Develop and coordinate procedures with building principals and staff for the administration of Special Services programs.
2. Develop short-range and long-range program plans consistent with district planning.
3. Act as liaison between the school and the community, interpreting activities and policies of the district and encouraging community participation.
4. Evaluate all assigned staff members according to Board policy and district procedures; identify and communicate strengths and weaknesses to assigned staff members.
5. Prepare or supervise the preparation of reports, records, lists and all other paper work required or appropriate to Special Services.
6. Assist with directing and supervising the district's diagnostic testing staff regarding compliance with procedures for special education services.
7. Prepare and supervise the requisitioning, receiving and distributing of supplies and equipment, and keep an accurate record of supplies and equipment.
8. Conduct staff meetings to keep appropriate personnel informed of policy changes and modifications in operating procedures.
9. Evaluate the instructional program in a systematic manner and use the results by working with appropriate personnel to plan program improvements.
10. Provide direct supervision and assist in the planning, coordinating, and staffing of the Extended School Year program.
11. Assists with planning, implementing and monitoring staff development and growth activities for staff members.
12. Supervise individual student programs by participating in and/or monitoring student evaluation, individual education plan, and 504 conferences.
13. Ensures the provisions of other special education or related services by discussing and problem solving with staff and administration.
14. Confer with the superintendent and/or assistant superintendent for special services as needed concerning special problems.

15. Communicates with parents/guardians concerning student individual educational programs.
16. Assume responsibility for the safety and administration of the Special Services Building.
17. Assume responsibility for the safety and administration of the Transition Center program and facility.
18. Perform other duties as dictated by law or assigned by the Superintendent of schools.

Terms of Employment:

The Executive Director of Special Services shall be appointed for a term of one year during the month of March and will be directly responsible to the Superintendent or his/her designee. He or she shall be employed on a twelve-month basis.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional staff.

Adopted: June 19, 2000
Revised: October 20, 2003
Revised: February 21, 2012

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: A+ Schools Coordinator

QUALIFICATIONS: The A+ Schools Coordinator must hold an appropriate Missouri Teachers Certificate for Secondary education.

REPORTS TO: Principal/Assistant Superintendent–Curriculum and Instruction

JOB GOAL: To effectively implement and monitor the A+ Schools Program providing students with appropriate guidance concerning qualifications.

PERFORMANCE RESPONSIBILITIES:

1. Cooperate and communicate with business, civic and other organizations to develop curriculum to meet the needs and interests of the students and community.
2. Assist in the preparation of the budget for the program.
3. Initiate the purchase of supplies and maintain inventory control.
4. Assist secondary teachers with implanting a student competency mastery program to monitor curriculum expectations.
5. Serve as a chair for local advisory committees.
6. Serve as the primary contact for all A+ schools issues.
7. Develop and arrange for appropriate inservices related to the program.
8. Monitor record keeping and data collection to ensure proper information is maintained.
9. Meet with students as necessary to advise and provide guidance concerning the A+ Schools Program.
10. Communicate and disseminate information concerning the A+ Schools Program.
11. Perform other duties needed to meet the requirements of A+ Schools or as assigned by the building principal.

TERMS OF EMPLOYMENT:

The A+ Schools Coordinator will be appointed Salary and work year to be according to current salary schedule and the Professional Agreement. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional staff personnel.

Adopted: July 18, 2002

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Early Childhood Special Education Coordinator

QUALIFICATIONS: The Early Childhood Special Education Coordinator shall hold an appropriate Missouri teacher's certificate and have four (4) years of special education related experience. Advance coursework and/or training in the related subject area is required.

REPORTS TO: Assistant Superintendent for Special Services

JOB GOAL: The Early Childhood Special Education Coordinator, as recommended by the Superintendent of Schools and approved by the Board of Education, shall be appointed to promote the effectiveness of the overall early childhood special education program for children age's three to five.

PERFORMANCE RESPONSIBILITIES:

1. Supervises program for initial evaluation and identification of qualifying students requiring special education services.
2. Develops and coordinates procedures with First Steps and staff for the transition of services to the Early Childhood Special Education Program at age three.
3. Plans, supervises and evaluates the instructional program to meet students' needs.
4. Assists with planning, implementing and monitoring staff development and growth activities for staff members.
5. Supervises individual student programs by participating in and/or monitoring student evaluation and individual education plan conferences.
6. Ensures the provisions of other special education or related services by discussing and problem solving with staff and administration.
7. Communicates with parents/guardian concerning student individual educational programs.
8. Assists in the development of annual budgets and staffing needs.
9. Collects, maintains and reports data regarding students and update reports as requested.
10. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be according to current salary schedule and the Professional Agreement. Extended contract time and/or release time to perform his or her responsibilities shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional staff personnel.

Adopted: July 21, 2003

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITION

- TITLE:** District Curriculum Coordinator (Full-Time)
- QUALIFICATIONS:** A District Curriculum Coordinator shall hold an appropriate Missouri teacher's certificate. Advanced course work in the subject matter is preferred.
- REPORTS TO:** Assistant Superintendent – Curriculum and Instruction
- JOB GOAL:** Assist in the development and improvement of curriculum, instruction and assessment to support student achievement in order to facilitate adequate annual yearly progress.

PERFORMANCE RESPONSIBILITIES:

1. Serve on the Fort Zumwalt Curriculum Council.
2. Serve as a chairperson on the standing IAC Committees and direct all committee functions.
3. Communicate the goals of assigned instructional program to all members of the Curriculum Council and members of the subject area Instructional Advisory Committee.
4. Assist in the preparation and implementation of the Curriculum Development Handbook and Local Assessment Plan.
5. Assist in the establishment and delivery of in-service training programs related to assigned subject area.
6. Oversee curriculum projects and keep informed about current quality products/programs related to subject area.
7. Coordinate the curriculum review, development, implementation and revision process for curriculum and instruction in assigned instructional program.
8. Provide assistance to teachers on planning, integrating, and implementing curriculum and materials.
9. Provide instructional support directly to teachers and other staff members as needed.
10. Review and evaluate the results of student testing programs to monitor student learning and guide instruction in assigned instructional program.
11. Serve the District as a representative to state and local content area meetings.
12. Maintain a working knowledge of various forms of educational technology.
13. Maintain a working knowledge of Board and State Department policies and procedures for curriculum development and the administration of all assessments.
14. Perform other duties as assigned by the Superintendent or his/her designee.

TERMS OF EMPLOYMENT:

The District Curriculum Coordinator will be appointed for a period not to exceed one year and will be directly responsible to the Superintendent or his/her designee. Work hours will be consistent with district office.

The District Curriculum Coordinator will be a certified teacher. Calendar will be consistent with the Teacher Work Calendar. Extended days will be added as deemed necessary to perform his/her job responsibilities.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional Personnel.

Approved: June 28, 2007

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

- TITLE: Department Representative
- QUALIFICATIONS: Department representatives shall hold an appropriate Missouri teacher's certificate and shall have been employed in the district at least two years. Advanced work in the related subject area is preferred.
- REPORTS TO: Subject Area Curriculum Coordinator
- JOB GOAL: Department representatives, as recommended by the superintendent of schools and approved by the Board of Education, shall be appointed to assist the development of an effective, overall instructional program.

PERFORMANCE RESPONSIBILITIES:

1. Serve on the Instructional Advisory Committee as a representative of his or her building grade level.
2. Coordinate and articulate curriculum within the same subject area and with other areas.
3. Evaluate the strengths and weaknesses of curriculum programs and instructional materials with administrators, teachers and the subject area curriculum coordinator.
4. Help develop, implement and evaluate new ideas, methods and techniques.
5. Participate in planning and implementation of curriculum changes to best meet student needs.
6. Serve as a leader and model for other teachers within the subject area.
7. Keep the principal informed and advised on subject area problems, plans and progress.
8. Communicate short-term and long-term subject area program plans to the building level instructional staff.
9. Assist in routine orientation and guidance for new staff members in the subject area.
10. After consultation with the subject area teachers, assist the principal in the formulation of budget recommendations relating to the subject area.
11. Assist the building principal in the ordering, disseminating, inventorying and utilization of equipment and materials for use in the subject area.
12. Encourage recognition and publication of quality subject area activities to the school and community.
13. Perform other appropriate duties as assigned by the principal and/or the curriculum coordinator.

TERMS OF EMPLOYMENT:

Department representatives will be appointed for a term not to exceed one year and will be responsible to the subject area curriculum coordinator in matters related to instructional program design and development.

Department representatives will be classroom teachers who receive a salary supplement for work done in instructional program development.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: October 6, 1980
 Reaffirmed: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITION

- TITLE:** Department Chairperson – High School
- QUALIFICATIONS:** The high school department chairperson shall hold an appropriate Missouri teachers certificate and shall have sufficient interpersonal skills to coordinate the professional efforts of co-workers within the department and administrators with the secondary school.
- REPORTS TO:** Principal
- JOB GOAL:** Department chairperson, as deemed necessary by the Board of Education, shall be appointed to promote the effectiveness of the instructional program of the department throughout the districts high schools.

PERFORMANCE RESPONSIBILITIES:

The department chairperson will be responsible for the following:

1. Curriculum

- Coordination and articulation of curriculum within the same subject area and with other subject areas.
- Together with administrators, teachers and subject matter coordinators evaluate the strengths and weaknesses of curriculum, program and instructional materials.
- Help develop, implement and evaluate new ideas, methods and techniques.
- Participate in planning and implementation of curriculum changes to best meet student needs.
- Meet with teachers to oversee the proper implementation of curriculum.
- Lead teachers in the development of common assessments.
- Compile, analyze and discuss with teachers common assessments and student achievement data.
- Perform other appropriate duties as assigned by the principal.

2. Leadership

- Serve as a leader and model for other teachers within the department.
- Keep the principal informed and advised on departmental problems, plans, and progress.
- Prepare an agenda and conduct departmental meetings at least two times per quarter.
- Conduct routine orientation and guidance for new staff members in the department.
- Assist the principal in interpreting the nature of the department as well as its promotion.
- Serve as a mentor to teachers in the department by making classroom visits and providing instructional support for the teacher on curriculum, instructional strategies and use of assessment data.
- If needed, department chairs should alternate their plan time with department chair period for department chair responsibilities such as working with teachers in the classroom and/or meeting with teachers on their plan time.

- Conduct necessary in-service/professional development training.
- Lead teachers in professional development activities as directed by the principal.

- Perform other appropriate duties as assigned by the principal.

3. Administration of Department

- Supervise the ordering, disseminating, inventorying and utilization of equipment and material of the department.
- After consulting with the department, prepare budget recommendations relating to the department for submission to the principal.
- Assist substitute teachers in obtaining instructional materials.
- Coordinate activities which communicate the curriculum of the department to the school and the community.
- Recommend to the principal a schedule of courses and rooms for the upcoming school year.
- Act as consultant for the principal with regard to strengths and weaknesses of department programs.
- Keep a professional log of department chair activities.
- Meet with principal monthly or as needed to discuss department issues and goals related to assessment data, curriculum implementation, instructional strategies and professional development.
- Perform other appropriate duties as assigned by the principal.

TERMS OF EMPLOYMENT:

The position of department chairperson is to assist teachers in their professional responsibilities. Department chair responsibilities do not include the evaluation of teachers.

Selection of chairpersons shall be achieved through recommendation of the high school principal and the superintendent and submitted to the Board of Education for approval. Chairpersons will be assigned to teach during five periods of the seven period school day instead of the normal six period teaching assignment. The extra non-teaching period will be used for department chair responsibilities, including curriculum and instructional support. The high school department chairperson shall be appointed for a period not to exceed one year.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Boards policy on evaluation of professional personnel.

Approved: April 5, 1982
Revised: July 19, 1982
Revised: March 15, 2010

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

- TITLE:** Grade Level Chairperson
- QUALIFICATIONS:** The grade level chairperson shall hold an appropriate Missouri teacher's certificate and shall have sufficient interpersonal skills to coordinate the professional efforts of co-workers within the department and administrators with the secondary school.
- REPORTS TO:** Principal
- JOB GOAL:** Grade level chairperson, as deemed necessary by the Board of Education, shall be appointed to promote the effectiveness of the instructional program of the department throughout the district's secondary schools.

PERFORMANCE RESPONSIBILITIES:

The department/grade level chairperson will be responsible for the following:

1. Curriculum
 - Coordination and articulation of curriculum within the same subject area and with other subject areas.
 - Together with administrators, teachers and subject matter coordinators evaluate the strengths and weaknesses of curriculum, program and instructional materials.
 - Help develop, implement and evaluate new ideas, methods and techniques.
 - Participate in planning and implementation of curriculum changes to best meet student needs.
2. Leadership
 - Serve as a leader and model for other teachers within the department.
 - Keep the principal informed and advised on departmental/grade level problems, plans and progress.
 - Prepare an agenda and conduct departmental meetings at least two times per quarter.
 - Conduct routine orientation and guidance for new staff members in the department.
 - Assist the principal in interpreting the nature of the department as well as its promotion.
3. Administration of Department/Grade Level
 - Supervise the ordering, disseminating, inventorying and utilization of equipment and material of the department.
 - After consulting with the department, prepare budget recommendations relating to the department for submission to the principal.
 - Assist substitute teachers in obtaining instructional materials.
 - Coordinate activities which will communicate the curriculum of the department/grade level to the school and the community.
 - Recommend to the principal a schedule of courses and rooms for the upcoming school year.
 - Act as a consultant for the principal with regard to strengths and weaknesses of department programs.
 - Perform other appropriate duties as assigned by the principal.

TERMS OF EMPLOYMENT:

Selection of chairpersons shall be achieved through recommendation of the elementary principal and the superintendent and submitted to the Board of Education for approval. The grade level chairperson shall be appointed for a period not to exceed one year.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: July 19, 2004
Revised: June 30, 2008
Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITION

- TITLE: Department Chairperson – Middle School
- QUALIFICATIONS: The middle school department chairperson shall hold an appropriate Missouri teachers certificate and shall have sufficient interpersonal skills to coordinate the professional efforts of co-workers within the department and administrators with the middle school.
- REPORTS TO: Principal
- JOB GOAL: Department chairperson, as deemed necessary by the Board of Education, shall be appointed to promote the effectiveness of the instructional program of the department throughout the districts middle schools.

PERFORMANCE RESPONSIBILITIES:

The department chairperson will be responsible for the following:

1. Curriculum
 - Coordination and articulation of curriculum within the same subject area and with other subject areas.
 - Together with administrators, teachers and subject matter coordinators evaluate the strengths and weaknesses of curriculum, program and instructional materials.
 - Help develop, implement and evaluate new ideas, methods and techniques.
 - Participate in planning and implementation of curriculum changes to best meet student needs.
 2. Leadership
 - Serve as a leader and model for other teachers within the department.
 - Keep the principal informed and advised on departmental problems, plans, and progress.
 - Prepare an agenda and conduct departmental meetings at least two times per quarter.
 - Conduct routine orientation and guidance for new staff members in the department.
 - Assist the principal in interpreting the nature of the department as well as its promotion.
 3. Administration of Department
 - Supervise the ordering, disseminating, inventorying and utilization of equipment and material of the department.
 - After consulting with the department, prepare budget recommendations relating to the department for submission to the principal.
 - Assist substitute teachers in obtaining instructional materials.
 - Coordinate activities which communicate the curriculum of the department to the school and the community.
- Recommend to the principal a schedule of courses and rooms for the upcoming school year.

- Act as consultant for the principal with regard to strengths and weaknesses of department programs.
- Perform other appropriate duties as assigned by the principal.

TERMS OF EMPLOYMENT:

Selection of chairpersons shall be achieved through recommendation of the middle school principals and the superintendent and submitted to the Board of Education for approval. The middle school department chairperson shall be appointed for a period not to exceed one year.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Boards policy on evaluation of professional personnel.

Approved: April 5, 1982
Revised: July 19, 1982
Revised: March 15, 2010

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Teacher

QUALIFICATIONS: As set by state certification authorities.

REPORTS TO: Principal

JOB GOAL: To lead students toward the fulfillment of their potential for intellectual, emotional and psychological growth and maturation.

PERFORMANCE RESPONSIBILITIES:

1. Meet and instruct assigned classes in the locations and at the times designated.
2. Develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided by the district.
3. Prepare for classes assigned and show written evidence of preparation upon request of the principal.
4. Encourage students to set and maintain standards of classroom behavior.
5. Employ 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.
6. Strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
7. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
8. Evaluate student progress on a regular basis.
9. Maintain accurate, complete and correct records as required by law, district policies and administrative regulations.
10. Assist in upholding and enforcing school rules, administrative regulations and Board policies.
11. Make 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.
12. Attend and participate in faculty meetings.
13. Cooperate with other members of the staff in planning instructional goals, objectives and methods.
14. Assist in the selection of books, equipment and other instructional materials.
15. Accept a share of responsibility for co-curricular activities as assigned.
16. Work to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
17. Establish and maintain cooperative relations with others.
18. Provide for his or her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning.

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current salary schedule and the Professional Agreement. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Librarian

QUALIFICATIONS: The librarian will have at least a bachelor's degree in Education and certification in Library Science. Experience as a librarian is desired.

REPORTS TO: Principal

JOB GOALS: To provide each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing and growth and aid all students in acquiring the skills needed to take full advantage of library resources.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a comprehensive and efficient system for cataloging all library materials and instruct teachers and students on use of the system.
2. Participate in the development of library policies.
3. Provide a training program for library volunteers.
4. Prepare work schedules for library volunteers.
5. Promote appropriate conduct of students using library facilities.
6. Prepare and administer the library budget.
7. Establish routines and procedures for selecting, ordering, processing, organizing, classifying and maintaining library holdings.
8. Maintain accurate records of library holdings.
9. Supervise the technical aspects of library management.
10. Inform teachers and other staff members concerning new materials the library acquires.
11. Train students and staff members in the use of audio-visual equipment when needed.
12. Create and maintain an atmosphere conducive to effective library use.
13. Design and implement a functional library skills program for students in assigned buildings.
14. Provide reading guidance for individuals and groups.
15. Assist teachers by providing materials to supplement classroom curriculum.
16. Assist teachers in planning assignments likely to lead to extended use of library resources and in ordering of materials related to classroom use.
17. Participate in faculty meetings and all school functions.
18. Participate in curriculum study and revision.
19. Keep conversant with current educational research, trends, methods and materials.
20. Provide professional materials to faculty.
21. Promote activities to assist students in the development of recreational reading.
22. Any other duties so assigned by the principal.

TERMS OF EMPLOYMENT:

Salary and work year to be according to current salary schedule and the Professional Agreement. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: April 5, 1982
 Revised: July 19, 1982
 Revised: July 15, 1991

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Elementary Art Instructor

- QUALIFICATIONS:
1. Valid teacher's certificate.
 2. Demonstrated skills and talents in both formal and informal art media.
 3. Such additional qualifications as the Board may find appropriate.

REPORTS TO: Building Principal(s)

JOB GOAL: To provide assigned elementary schools with a coordinated art program aimed at expanding student appreciation of art as well as art education techniques.

PERFORMANCE RESPONSIBILITIES:

1. Develop, implement and coordinate the curriculum in art to provide rich varied experiences.
2. Keep informed about current trends and practices in art and art education.
3. Confer with art teachers to plan the art program and suggested projects.
4. Assist the regular classroom teachers through demonstrations, discussions and in-service programs.
5. Provide a demonstration lesson to various art classes which allows an opportunity for students to actively participate in the exercise.
6. Provide art teachers with suggested follow-up activities regarding the demonstration.
7. Serve as a consultant to the professional staff in connection with related instructional activities such as displays.
8. Any other duties so assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current salary schedule and the Professional Agreement. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

Approved: April 5, 1982
Revised: July 19, 2004

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Zumwalt Alternative Educational Instructor

QUALIFICATIONS:

1. A bachelor's degree with successful teaching experience in the secondary schools and a record of maintaining good discipline and a devotion to the concepts of the Zumwalt Alternative Educational Program.
2. The Zumwalt Alternative Education Program teacher will expected to undertake inservice training concerning techniques of working in alternative learning programs. This may include on-site observation of existing programs in other school systems.

REPORTS TO: Building Principal

JOB GOAL: To supervise and instruct students assigned to the Zumwalt Alternative Educational Program. This individual will help to prevent and resolve student behavior problems and strive to modify pupil behavior to enable a successful return to the classroom.

PERFORMANCE RESPONSIBILITIES:

The Zumwalt Alternative Educational Instructor will operate an alternative learning program for students who normally would be suspended from school for periods of five (5) to ten (10) days for minor infractions of school discipline by the building principal. Daily and weekly duties will include:

1. Keeping current records of all students who are placed in the program.
2. Maintaining discipline with coordination given to the unique purpose of that room.
3. Providing instructional assistance and encouragement to students to complete their daily tasks and assignments.
4. Interacting with students to assist them to accept responsibility for their behavior.
5. Providing communication to administration and teachers about the students' activities and attitudes while assigned to the program.
6. Obtaining student work assignments from the principal who assigns the pupil and makes sure those assignments are returned to the same after completion.
7. Communicate with the student's parents/guardians whenever necessary concerning the student's progress.
8. Clarify the objectives and policies of the program to teachers.
9. Make recommendations to the administrator concerning improvement of the program.

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current salary schedule and the Professional Agreement. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

Approved: July 19, 1982

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Secondary Guidance Counselor

QUALIFICATIONS:

1. A valid certificate as a guidance counselor.
2. A master's degree or its equivalent representing intensive course work in the principles and practices of educational guidance, educational testing and measurement, counseling, the organization and administration of guidance services and the psychology of learning.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To help students overcome problems that impede learning and to assist them in making educational, occupational and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Register students new to the school and orient them to school procedures and the school's varied opportunities for learning.
2. Aid students in course and subject selection.
3. Work to resolve student's educational handicaps.
4. Work to discover and develop special abilities of students.
5. Counsel with students on an individual or group basis in the solution of personal problems related to attendance, home and family relations, health and emotional adjustment.
6. Work with students to achieve academic success by means of individual or group conferences concerning attendance, study skills, progress reports, grades, promotion, appropriate placement and high school graduation credits.
7. Work to prevent students from dropping out of school.
8. Work closely with special programs established by Board policy such as attendance committee, Zumwalt Alternative Educational Program, special education staffing and Individualized Education Program (IEP) conferences.
9. Obtain and disseminate occupational information to students and to classes studying occupations.
10. Help students evaluate career interests and choices and assist students in pre-employment efforts and placement on the job.
11. Confer with parents whenever necessary.
12. Interpret the guidance program to the community.
13. Provide in-service training in guidance for teachers and student teachers.
14. Advise administrators and faculty on matters of student discipline.
15. Maintain student records and protect their confidentiality.
16. Select, administer and interpret standardized tests to assist students in making appropriate career choices.
17. Maintain a file of catalogs, school profiles and scholarship aid information related to schools, colleges and institutions offering post-secondary vocational training and education.
18. Provide student information to colleges and potential employers according to provisions of the Board's policy on student records.
19. Make recommendations to colleges for admissions and scholarships.
20. Meet with representatives of vocational schools, academic colleges and the military services to discuss their programs and requirements and arrange meetings with students.
21. Serve as a liaison and also make referrals to agencies outside the school such as Department of Welfare, the courts, family services, psychiatrists and counselors.
22. Conduct an annual follow-up study on high school graduates.
23. Any other duties so assigned by the principal.

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current salary schedule and the Professional Agreement. Days in excess of the established work calendar shall be at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

Approved: April 5, 1982
Revised: July 19, 2004

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Elementary Guidance Counselor

QUALIFICATIONS: 1. A valid certificate as a guidance counselor.
 2. A master's degree or its equivalent representing intensive course work in the principles and practices of educational guidance, educational testing and measurement, counseling, the organization and administration of guidance services and the psychology of learning.
 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To help students overcome problems that impede learning and to assist them making educational, occupational and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Counsel with students on an individual basis in the solution of personal problems related to attendance, home and family relations, health and emotional adjustment.
2. Provide group counseling and guidance activities for students and teachers.
3. Maintain student records and protect their confidentiality.
4. Work to resolve student's educational handicaps.
5. Work to discover and develop special abilities of students.
6. Participate in the transition between buildings.
7. Implement an in-service for test administration and interpretation for teachers.
8. Provide in-service training in guidance for teachers and student teachers.
9. Advise administrators and faculty on the matters of student discipline.
10. Interpret the guidance program to the community.
11. Interpret test results to parents including results of the individual screening program, group achievement tests and intelligence tests.
12. Consult with parents regarding child development, socialization and parenting issues in addition to academic concerns.
13. Participate in the Individual Education Program staffing provided for every child who is to receive services relative to a handicapping condition.
14. Serve as liaison and also make referrals to agencies outside the school such as Department of Welfare, the courts, family services, psychiatrists and counselors.
15. Any other duties so assigned by the principal.

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current salary schedule and the Professional Agreement. Days in excess of the established work calendar shall be at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

Approved: April 5, 1982
 Revised: February 16, 1988
 Revised: July 19, 2004

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Instructional Media Technologist

QUALIFICATIONS: A valid teacher's certificate, at least three years teaching experience, and demonstrated aptitude for creating and using video technology for instructional purposes.

REPORTS TO: Superintendent and/or his designee

JOB GOALS: To help the district and its students to obtain maximum benefit from the educational program by diversifying the kinds of educational materials used and coordinating the technical aspects of district-wide multimedia usage and exposure.

PERFORMANCE RESPONSIBILITIES:

1. Provide assistance to designated buildings with:
 - a) Multimedia hardware and software programming and application:
 - i) audio
 - ii) video
 - iii) microcomputer
 - iv) CD-Rom
 - v) Laser Disc
 - b) Evaluation and selection of multimedia equipment
 - c) Establishment of routine maintenance schedules for all equipment
2. Plan and produce district-wide video programs and maintain a library of tapes and other video materials.
3. Advise library personnel on multimedia materials and appropriate selection for particular needs and uses.
4. Advise in planning and layout of physical facilities for multimedia services.
5. Train personnel in the operation and maintenance of multimedia equipment.
6. Pick up and deliver multimedia equipment as needed.
7. Assist in the planning and delivery of inservice training programs related to multimedia technologies.
8. Provide support directly to classroom teachers in the application of multimedia technologies.
9. Serve the district as a representative to state and local technology workshops and meetings.
10. Assist with setting up multimedia equipment for classroom presentations and/or other meetings as requested.
11. Provide training as needed for library clerks and volunteers on multimedia usage, minor repairs and checkout procedures.
12. Participate in the review, evaluation and purchase of equipment and instructional programs necessary to implement technologies in the classroom.
13. Assist in the implementation of district-wide technology education curriculum and provide technical expertise in the application of curriculum-related multimedia hardware, software and other instructional materials.
14. Maintain multimedia carts district-wide and provide periodic inspection.
15. Keep educationally and professionally informed by participating in professional and technical organizations, coursework, workshops, conferences, and by reading professional literature.
16. Assist the Auditorium Manager and Technology Coordinator as needed.
17. Facilitate the use of cable programming.
18. Assist Curriculum Coordinators in the evaluation and selection of multimedia materials for use in the curriculum.
19. Assist in coordinating district-wide participation in and use of satellite broadcast for instructional and training purposes.
20. Provide expertise and support in the technical operations of the auditorium.
21. Other duties as assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be according to current salary schedule and the Professional Agreement. Even though a definite work calendar is desired, flexibility will be used, if needed, to provide completion of some activities outside of the regular school day.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Adopted: August 3, 1987
Revised: July 15, 1991
Revised: August 19, 1996

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Vocational Resource Educator

QUALIFICATIONS:

1. A minimum of a Baccalaureate Degree, a Master's Degree preferred.
2. A Missouri secondary teaching certificate in Vocational Education or Special Education or Secondary or Postsecondary Counseling with emphasis/coursework in vocational needs of special populations.
3. Specific coursework and/or certification related to principles and practices of guidance, educational testing and measurement, and counseling.
4. Appropriate background in development and implementation of IEPs for special students.

REPORTS TO: Superintendent and/or his designee

JOB GOALS: To assist students with disabilities in appropriate vocational education program placement; provide appropriate vocational opportunities with reasonable vocational objectives; provide such resource assistance to vocational teachers as obtaining resource materials, advising and assisting in equipment and curriculum modifications, acting as a liaison with other school and agency personnel; and to assist in the placement of students into gainful employment after training.

PERFORMANCE RESPONSIBILITIES:

1. Participate in IEP development.
2. Coordinate services with Division of Vocational Rehabilitation.
3. Facilitate placement in appropriate vocational education classes and programs.
4. Assist in integrating students into the mainstream of vocational classes and programs.
5. Coordinate needed instructional goals related to academic skills necessary for success in the vocational programs and/or employment.
6. Advise and assist in curriculum modification and curriculum development activities related to vocational classes/programs.
7. Serve as a community/agency/parental liaison.
8. Coordinate and/or conduct needed prevocational and vocational assessments to assist in program placement of special needs students.
9. Develop, coordinate and/or arrange for inservices for appropriate vocational staff members related to incorporation of special needs students in vocational programs.
10. Assist special needs students in locating additional training that may be needed beyond that available during the students' high school tenure.
11. Keep abreast of technological changes and their applications to special needs populations and vocational programs.
12. Through the cooperative work programs, assist with a work-study program for special needs students.
13. Recruit special needs students to participate in vocational classes/programs.
14. Serve on the Vocational Advisory Committee.
15. Compile data and make reports on the status of special needs students and their participation in vocational programs.
16. Evaluate the effectiveness of the vocational programs in serving special needs students and make recommendations for program improvement as needed.
17. Obtain and disseminate vocational information to staff and students as needed.
18. Other duties as assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current salary schedule and the Professional Agreement. Days in excess of the established work calendar shall be at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Adopted: February 18, 1992

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

- TITLE:** Educational Diagnostician (ED)
- QUALIFICATIONS:** The Educational Diagnostician shall hold an appropriate Missouri teacher's certificate, which includes having a Master's Degree in an appropriate area.
- REPORTS TO:** Assistant Superintendent for Special Services
- JOB GOAL:** The Educational Diagnostician shall perform individual educational diagnostic assessments on all referral students utilizing tests restricted to use by qualified professionals, on-site observations where appropriate, and administering other tests necessary to gather more complete diagnostic information.

PERFORMANCE RESPONSIBILITIES:

1. Implement the procedures of the Fort Zumwalt School District Handbook of Special Education Services.
2. Work as a member of the building team in identifying special needs students.
3. Work with the regular classroom teacher in determining instructional alternatives for more effective learning on the part of the students.
4. Will participate in the development of an evaluation plan for initial and re-evaluation referrals.
5. Assist with inservice training and attend conferences and workshops when requested to do so by the Assistant Superintendent for Special Services/building administrators.
6. Develop and monitor schedules for re-evaluations and IEP annual meetings in order to be in compliance with the law. All schedules should be submitted to the Coordinator of Special Services each semester.
7. Assist in the development of an agenda for IEP meetings.
8. Maintain the building logbook.
9. Complete necessary paperwork in a timely fashion.
10. Assist with the organization of IEP/manifestation determination meetings, i.e., writing the staffing report, contacting participants, preparation of facilities, access to forms and student records, and assisting with all paperwork.
11. May maintain a student caseload comprised of students with educational disabilities which interfere minimally with their academic progress.
12. Attend staffings, as appropriate, on children contracted for out-of-district special educational services who would normally attend the Fort Zumwalt School District.
13. Perform other necessary duties as assigned by the Assistant Superintendent for Special Services.

TERMS OF EMPLOYMENT:

The Educational Diagnostician will follow the current salary schedule in the Professional Agreement. Extended contract time and/or release time to perform his or her responsibilities shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional staff personnel.

Adopted: June 19, 2000
 Revised: July 19, 2004

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

- TITLE:** School Psychologist/Psychological Examiner
- QUALIFICATIONS:** The School Psychologist/Psychological Examiner shall hold an appropriate Missouri teacher's certificate.
- REPORTS TO:** Assistant Superintendent for Special Services
- JOB GOAL:** The School Psychologist/Psychological Examiner, shall perform individual psycho-educational assessments on all referral students utilizing tests restricted to use by qualified professionals, on-site observations where appropriate, and administer other tests necessary to gather more complete diagnostic information.

PERFORMANCE RESPONSIBILITIES:

1. Implement the procedures of the Fort Zumwalt School District Handbook of Special Education Services.
2. Work as a member of the building team in identifying special needs students.
3. Will participate in the development of an evaluation plan for initial and re-evaluation referrals.
4. Write a diagnostic summary on every child evaluated.
5. Meet with building personnel, when appropriate, to provide consultation services on an informal basis.
6. Attend IEP meetings and staffings to share diagnostic summaries.
7. Initiate consultant referrals through the Special Services Coordinator.
8. Assist in designing and presenting inservice workshops as requested by the Assistant Superintendent for Special Services/building administrators.
9. Exhibit the discretion when discussing, evaluating, and/or interpreting information that is directly related to the placement of a student.
10. Participate in building staff meetings as directed by the building administrator.
11. Submit a year-end summary report to the Special Services Coordinator at the completion of the school year.
12. Perform other necessary duties as assigned by the Assistant Superintendent for Special Services or his/her designee.

TERMS OF EMPLOYMENT:

The School Psychologist/Psychological Examiner will follow the current salary schedule in the Professional Agreement. Extended contract time and/or release time to perform his or her responsibilities shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional staff personnel.

Adopted: June 19, 2000

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Night School Instructor

QUALIFICATIONS: As set by state certification authorities

REPORTS TO: Assistant Superintendent of Student Personnel Services or his/her designee

JOB GOAL: To provide students with individualized opportunities within the Fort Zumwalt curriculum in the pursuit of their high school education.

PERFORMANCE RESPONSIBILITIES:

1. Develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided by the district.
2. Set and maintain standards of classroom behavior that promote a positive, controlled, and safe individualized learning environment for all.
3. Strive to implement by instruction and action the District's philosophy of education and instructional goals and objectives.
4. Maintain accurate, complete and correct records as required by law, district policies and administrative regulations
5. Submit reports as required to the Assistant Superintendent – Student Personnel Services in a timely and complete fashion.
6. Assist in upholding and enforcing District rules, regulations, and Board policies.
7. Support and uphold Alternative Classroom Environment guidelines. Communicate these guidelines to students upon enrollment and as needed.
8. Attend and participate in required meetings.
9. Establish and maintain cooperative relations with others.
10. Make provisions 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.
11. Require students to follow policy, guidelines, and procedures as outlined by the District.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Enroll students only after receiving approval of the Assistant Superintendent- Student Personnel Services or his/her designee.
14. Demonstrate respect concerning colleagues when conversing with students and parents.
15. Provide for his or her own professional growth through an ongoing program of reading workshops, seminars, conferences and/or advanced course work at institutions of higher learning.

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current salary schedule and the Professional Agreement. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Adopted: June 19, 2000

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Special Education Behavioral Specialist – DESE Certified

QUALIFICATIONS: The Special Education Behavioral Specialist shall have Department of Elementary and Secondary Education Special Education certification and experience in autism and behavior analysis.

REPORTS TO: Assistant Superintendent for Special Services and Director of Special Education

JOB GOAL: To develop, implement, and promote the effectiveness of behavior strategies and behavior therapy programs throughout the Fort Zumwalt School District.

PERFORMANCE RESPONSIBILITIES:

1. Provide direct services as needed and/or consultative services about the needs of children with Autism or other behavior concerns at all age/grade levels enrolled in the Fort Zumwalt School district and the ECSE program.
2. Provide needs assessments for children with Autism or other behavior concerns.
3. Provide in-service training for teachers, parents, and staff as needed.
4. Participate in a collaborative approach with all service providers, including parents, to meet the educational needs of students with Autism and/or behavior concerns.
5. Complete necessary paperwork in a timely fashion.
6. Submit a year-end summary report to the Director for Special Education by end of the school year.
7. Perform other necessary duties as assigned by the Director of Special Education and the Assistant Superintendent for Special Services.
8. Possess a valid driver's license to travel between district buildings as necessary.
9. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Salary and work year will be in accordance to the current teacher salary schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: May 15, 2006
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Speech and Language Therapist

QUALIFICATIONS: As set by state certification authorities.

REPORTS TO: Principal

JOB GOAL: To help reduce or eliminate speech and language impairments that interfere with the individual student's ability to benefit from the district's educational program.

PERFORMANCE RESPONSIBILITIES:

1. Provides appropriate individualized programs of therapy to meet individual students' needs and reduce or eliminate existing speech or language impairments.
2. Assists teachers in observing, describing, and referring suspected and identified speech and language impairments.
3. Provides a thorough assessment and diagnosis of speech, voice, hearing, and language impairments.
4. Assists in proper referrals of individuals to agencies and specialists in the community as appropriate.
5. Collaborates with classroom teachers and other school staff members to implement therapy by suggestions for the student's daily activities.
6. Prepares for provision of therapy services and shows written evidence of preparation upon request of the principal.
7. Maintains accurate, complete and correct records as required by law, district policies and administrative regulations.
8. Attends and participates in faculty meetings.
9. Assists in the selection of books, equipment and other instructional materials.
10. Accepts a share of responsibility for co-curricular activities as assigned.
11. Establishes and maintains cooperative relations with others.
12. Provides for his or her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning.

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current salary schedule and the Professional Agreement. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Approved: July 21, 2003

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: English for Speakers of Other Languages (ESOL) Teacher

QUALIFICATIONS: As set by state certification authorities

REPORTS TO: Assistant Superintendent for Special Services and Principal(s)

JOB GOAL: To guide English Language Learners (ELL) toward gaining knowledge and skills in order to become productive citizens by increasing English proficiency in listening, speaking, and content area subjects.

PERFORMANCE RESPONSIBILITIES:

1. Support, interpret and implement Board policies, administrative regulations and directives.
2. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student within the limits of the resources provided by the district.
3. Coordinate and provide programs for services to English Language Learners (ELL).
4. Develop a coordinated team effort for service delivery encompassing program staff, District staff, parents and students.
5. Prepare for classes and provide written evidence of preparation upon request of a supervisor.
6. Coordinate and collaborate with fellow ESOL teachers and the ESOL Department Chair regarding caseload distribution and monitoring of incoming students.
7. Provide in-service regarding the educational/social-emotional needs of ELL students.
8. Provide consultation and intervention strategies to staff members and parents of specific ELL students.
9. Assess eligibility and proficiency levels for ELL students, including the administration of mandatory screening/evaluation assessments.
10. Initiate and maintain academic plans/programs for ELL students, providing direct instructional services as necessary.
11. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
12. Assist with planning and initiating program offerings to staff, ELL students and their peers.
13. Prepare and provide program requests for the purchase of recommended supplies, materials, equipment and services.
14. Complete necessary paperwork in a timely fashion.
15. Perform other necessary duties as assigned by the Principal and the Assistant Superintendent for Special Services.

16. Possess a valid driver's license to travel between district buildings as necessary.
17. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
18. Assist in upholding and enforcing school rules, administrative regulations, and Board policies.
19. Provide for his or her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or appropriate course work at institutions of higher learning.

TERMS OF EMPLOYMENT:

Salary and work year will be in accordance to the current teacher salary schedule and the Professional Agreement. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Adopted: December 19, 2011

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Music Therapist – Board Certified

QUALIFICATIONS: The Music Therapist will meet requirements as set by state certification authorities for music teachers and will also be certified by the Certification Board for Music Therapists.

REPORTS TO: Assistant Superintendent for Special Services and Director of Special Education

JOB GOAL: Plan and provide music therapy to students with various disabilities. Assess students and plan therapeutic intervention to eliminate or reduce problems or impairments that interfere with students' abilities to derive full benefit from the educational program.

PERFORMANCE RESPONSIBILITIES:

1. Support, interpret and implement Board policies, administrative regulations and directives.
2. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student within the limits of the resources provided by the district.
3. Plan and provide direct and consultative services consistent with goals contained in students' Individual Education Plan (IEP).
4. When needed, participate in the Individual Education Plan (IEP) Team to assist with interpretation of assessment data, appropriate placement, and goal setting for students according to district policies.
5. Design, construct, alter, and provide students with therapy to promote maximum independence.
6. Develop a coordinated team effort for service delivery encompassing program staff, District staff, parents and students.
7. Prepare for classes and provide written evidence of preparation upon request of a supervisor.
8. Provide in-service regarding the benefits of music therapy services and supports.
9. Provide consultation and intervention strategies to staff members and parents of specific students.
10. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
11. Assist with planning and initiating new program offerings to staff and students.
12. Prepare and provide program requests for the purchase of recommended supplies, materials, equipment and services.

13. Complete necessary paperwork in a timely fashion.
14. Perform other necessary duties as assigned by the Director of Special Education and the Assistant Superintendent for Special Services.
15. Possess a valid driver's license to travel between district buildings as necessary.
16. Assist in upholding and enforcing school rules, administrative regulations, and Board policies.
17. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
18. Provide for his or her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or appropriate course work at institutions of higher learning.

TERMS OF EMPLOYMENT:

Salary and work year will be in accordance to the current teacher salary schedule and the Professional Agreement. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Adopted: December 19, 2011

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Teacher of the Blind/Visually Impaired

QUALIFICATIONS: As set by state certification authorities

REPORTS TO: Assistant Superintendent for Special Services and Director of Special Education

JOB GOAL: Coordinates and provides a program of services to Blind/Visually Impaired (B/VI) students. Provide in-services and direct consultation to District staff dealing with B/VI students. Assist in child find and identification of services. Provides case management and direct services to students as necessary.

PERFORMANCE RESPONSIBILITIES:

1. Supports, interprets and implements Board policies, administrative regulations and directives.
2. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student within the limits of the resources provided by the district.
3. Coordinates and provides programs for services to Blind/Visually Impaired (B/VI) students.
4. Develops a coordinated team effort for service delivery encompassing program staff, District staff, parents and students.
5. Prepares for classes and provides written evidence of preparation upon request of a supervisor.
6. Provide in-service regarding the educational/social-emotional needs of B/VI students.
7. Provide consultation and intervention strategies to staff members and parents of specific students.
8. Assist in child find and identification of services, attending all IEP and evaluation meetings as deemed necessary.
9. Initiate and maintain individualized educational plans/programs for B/VI students, providing direct instructional services as necessary.
10. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
11. Assist with planning and initiating new program offerings to staff, B/VI students and their peers.
12. Prepares and provides program requests for the purchase of recommended supplies, materials, equipment and services.
13. Complete necessary paperwork in a timely fashion.

14. Perform other necessary duties as assigned by the Director of Special Education and the Assistant Superintendent for Special Services.
15. Possess a valid driver's license to travel between district buildings as necessary.
16. Assist in upholding and enforcing school rules, administrative regulations, and Board policies.
17. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
18. Provide for his or her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or appropriate course work at institutions of higher learning.

TERMS OF EMPLOYMENT:

Salary and work year will be in accordance to the current teacher salary schedule and the Professional Agreement. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Adopted: December 19, 2011

Fort Zumwalt School District, O'Fallon, Missouri

PROFESSIONAL STAFF POSITIONS

TITLE: Teacher of the Deaf/Hearing Impaired

QUALIFICATIONS: As set by state certification authorities

REPORTS TO: Assistant Superintendent for Special Services and Director of Special Education

JOB GOAL: Coordinates and provides a program of services to Deaf/Hearing Impaired (D/HI) students. Provide in-services and direct consultation to District staff dealing with D/HI students. Assist in child find and identification of services. Provides case management and direct services to students as necessary.

PERFORMANCE RESPONSIBILITIES:

1. Support, interpret and implement Board policies, administrative regulations and directives.
2. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student within the limits of the resources provided by the district.
3. Coordinate and provide programs for services to Deaf/Hard of Hearing (D/HI) students.
4. Develop a coordinated team effort for service delivery encompassing program staff, District staff, parents and students.
5. Prepare for classes and provide written evidence of preparation upon request of a supervisor.
6. Provide in-service regarding the educational/social-emotional needs of D/HI students.
7. Provide consultation and intervention strategies to staff members and parents of specific students.
8. Assist in child find and identification of services, attending all IEP and evaluation meetings as deemed necessary.
9. Initiate and maintain individualized educational plans/programs for D/HI students, providing direct instructional services as necessary.
10. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
11. Assist with planning and initiating new program offerings to staff, D/HI students and their hearing peers.
12. Prepare and provide program requests for the purchase of recommended supplies, materials, equipment and services.
13. Complete necessary paperwork in a timely fashion.

14. Perform other necessary duties as assigned by the Director of Special Education and the Assistant Superintendent for Special Services.
15. Possess a valid driver's license to travel between district buildings as necessary.
16. Assist in upholding and enforcing school rules, administrative regulations, and Board policies.
17. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
18. Provide for his or her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or appropriate course work at institutions of higher learning.

TERMS OF EMPLOYMENT:

Salary and work year will be in accordance to the current teacher salary schedule and the Professional Agreement. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Adopted: December 19, 2011

Fort Zumwalt School District, O'Fallon, Missouri