

# Durant Public Schools Job Descriptions

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**TITLE:** Superintendent of Schools  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate with Administrator's endorsement; successful experience as school administrator  
**REPORTS TO:** Board of Education  
**JOB GOAL:** To provide leadership in developing and maintaining the best possible educational programs and services.

**PERFORMANCE RESPONSIBILITIES:**

1. Interprets for the staff and implements all Board policies and all state laws relevant to education.
2. Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.
3. Represents the Board as liaison between the school district and the community.
4. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, affecting a wholesome and cooperative working relationship between the schools and the community.
5. Attends and participates in all regular and special meetings of the Board, except when own employment or salary is under consideration, and makes recommendations of any nature affecting the schools.
6. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
7. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the Board for review and approval.
8. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
9. Files, or causes to be filed, all reports required by the state and the school code.
10. Makes recommendations to the Board for the selection of personnel of the district.
11. Makes and records assignments and transfers of all employees in keeping with their qualifications.
12. Employs such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.
13. Suspends any employee for just cause, and reports such suspension to the Board at the next meeting thereafter for final action.
14. Acts as the official representative for Federal and other required purposes.
15. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
15. Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the district.
16. Supervises methods of teaching, supervision, and administration in effect in the school.
17. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
18. Accepts responsibility for the general efficiency of the school system, for the development of the school staff, and for educational growth and welfare of the students.
19. Defines educational needs and formulates policies and plans for recommendation to the Board.
20. Makes all administrative decisions within the school necessary to the proper function of the school district.
21. Accepts responsibility for scheduling the use of buildings and grounds by all groups and/or organizations.
22. Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.
23. Approves vacation schedules for all salaried district employees.
24. Conducts periodical district administration meetings.
25. Performs such other tasks as may from time to time be assigned by the Board.

October 2004

**TITLE:** Assistant Superintendent of Schools / Curriculum & Instruction  
**QUALIFICATIONS:** Valid Oklahoma Superintendent's Certificate  
**REPORTS TO:** Superintendent of Schools  
**JOB GOAL:** To coordinate and provide leadership for selection, development, implementation, and evaluation of all instructional programs and to coordinate the district's personnel program.

**PERFORMANCE RESPONSIBILITIES:**

1. Administers the following Federal and State Programs: Title I, Title II, Title IV, Title V, Title VI, Title VII, Entry Year.
2. Serves as District Curriculum Director (PK-12) by facilitating and providing leadership for the district's curriculum development, review, and evaluation.
3. Oversees the district's summer school programs.
4. Oversees the district's Indian Education program.
5. Oversees the district's drug education program.
6. Coordinates the district's involvement with the Partners in Education Foundation.
7. Coordinates the district's textbook selection, adoption and purchasing process.
8. Coordinates the district's Gifted & Talented program.
9. Coordinates the district's Testing program.
10. Coordinates the district's Professional Development program.
11. Coordinates the district's Reading Sufficiency program.
12. Remains informed of the district's elementary enrollment.
13. Makes an annual report to Superintendent/Board on the outcomes of student learning.
14. Coordinates/facilitates the district's employment process and maintains personnel applications and records.
15. Serves as a member of the negotiation team.
16. Works with the Superintendent in establishing the district's budget.
17. Performs other duties as assigned by the Superintendent.

December 2004

**TITLE:** Assistant Superintendent / Special Programs  
**QUALIFICATIONS:** Valid Oklahoma Superintendent's Certificate  
**REPORTS TO:** Superintendent of Schools  
**JOB GOAL:** To develop a program of Public Information which will communicate pertinent information about the school system to staff, patrons, and the entire community and to supervise and coordinate the district's Special Education program.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and coordinates the district's Special Education program.
2. Establishes procedures for placement evaluation, assignment and re-evaluation of students in Special Education programs.
3. Keeps informed of all legal requirements governing Special Education.
4. Maintains and prepares all data for required state and federal reporting of Special Education services.
5. Monitors records of all students receiving Special Education services.
6. Assists in requirement, selection and recommendations for hiring of any Special Education personnel.
7. Evaluates existing Special Education programs and recommends changes.
8. Oversees the district State Department of Education Accreditation process and maintains records for SDE audits of accreditation reports/files.
9. Acts as advisor on issues relating to the district's Transportation Department
10. Oversees the district's Athletic Program.
11. Oversees the district's 504 plans.
12. Oversees the district's Alternative Education/Vision Academy program.
13. Coordinates the district's homebound program.
14. Coordinates the district's Adult Education program.
15. Coordinates the district's Career & Technology Education programs.
16. Coordinates the district's Child Nutrition program.
17. Coordinates the district's Security & Crisis Management programs.
18. Coordinates the district's Safe Schools/Healthy Students grant program.
19. Coordinates the district's health care/nursing program.
20. Coordinates the district's grant-writing processes.
21. Coordinates the district's student teaching/field experience process.
22. Assists with public presentations concerning the schools when needed.
23. Prepares press releases concerning district-wide information when appropriate.
24. Performs other duties as assigned by the Superintendent.

December 2004

**TITLE:** Director of Indian Education  
**QUALIFICATIONS:** Must hold a degree relating to helping our Indian students and parents or qualify for an Oklahoma Teaching Certificate. Applicants should have experience working with Indian students and a minimum of two (2) years of successful employment as a classroom teacher and/or school counselor. Preference will be given to applicants who are Native Americans.  
**REPORTS TO:** Assistant Superintendent/Curriculum & Instruction  
**JOB GOAL:** Under general supervision, performs duties relating to the education and welfare of Indian children, preschool through twelfth grade.

**PERFORMANCE RESPONSIBILITIES:**

1. Visits schools and confers with school personnel, such as superintendents, principals, counselors and teachers, in order to learn the problems confronting the Indian students; compares the Indian census with the school enrollment, and attempts to locate and enroll all school-aged Indian children in an area; attempts to alleviate problems which might keep children out of school, or cause them to leave.
2. Visits Indian homes and explains the importance of regular school attendance; explains various school policies and regulations, school lunches, and other school matters; encourages parents to attend school sponsored meetings.
3. Counsels with Indian students and dropouts to encourage them to further their education; helps students make decisions concerning higher education or vocational training.
4. Cooperates with the local branches of government, the Department of Institutions, Social and Rehabilitative Services, the State Employment Office, Choctaw Nation Child Welfare; tribal officials, and with such local organizations as churches and civic groups; attends meetings concerning Indian matters.
5. Establishes and maintains an active file on Indian students enrolled in Durant schools for the purpose of close evaluation of individual progress.
6. Responsible for writing grant applications for Johnson-O'Malley and Title VII funds; conducting a needs survey from secondary students, parents, school faculty and administration and other interested community members.
7. Prepare and supervise budgets and maintain files as well as prepare revisions to budgets and all matters related to maintaining budgets.
8. Work with the Parent Advisory Committee in developing budgets, designing programs, and any matters concerning the Indian Education Program.
9. Responsible for implementing project components.
10. Responsible for collecting and evaluating data regarding program objectives and writing the final evaluation reports at the end of the fiscal year.
11. Responsible for informing appropriate school personnel regarding any maintenance required in the Indian Education Office.
12. Responsible for supervision of staff.
13. Responsible for providing necessary information to parents in the most effective and appropriate way.
14. Attend Administrative/Supervisory Staff meetings.
15. Directly responsible for the Superintendent or Assistant Superintendent.
16. Attends training for Johnson O'Malley and Title VII programs.
17. Performs other duties as requested by the administration.

December 2004

**TITLE:** Director of Athletics and Activities  
**QUALIFICATIONS:** Oklahoma teacher certification required, administrative certification preferred, with a minimum of five years experience as a coach preferred.  
**REPORTS TO:** Superintendent of Schools  
**SUPERVISES:** District Athletic and Physical Education Programs, Athletic Coaches and others involved in school athletic programs, assisted by Principals when needed.  
**JOB GOAL:** To provide for overall leadership and coordination among the various sports to facilitate programs that provides students worthwhile learning experiences. Encourage and promote participation of large numbers of students in competitive sports. Develop superior standards of sportsmanship, competitive spirit, and moral character. Recognize the principle that an acceptable standard of class work and general school behavior is a prerequisite to representation of the school on interscholastic teams

**DUTIES AND RESPONSIBILITIES:**

1. Responsible to the Superintendent of Schools and the Board of Education for compliance with Title IX of the Education Amendments of 1972 insofar as Title IX concerns school sponsored sports.
2. Responsible to the Superintendent of Schools and works in consultation with the Principal in supervising the athletic and intramural programs.
3. Responsible for administrating all interscholastic policies and procedures working within the confines of the rules and bylaws of the Oklahoma Secondary School Activities Association (OSSAA).
4. Serves as school liaison to parent support groups and booster clubs. Serves as liaison between the coaches and the Athletic Booster Club.
5. Monitor fund-raisers by athletic programs.
6. Works closely with the Chief Financial Officer to ensure budgets and expenditures are accurate. Submits a financial report to the Superintendent at the end of each school year.
7. Observes and evaluates coaches sufficiently in order to make future recommendations in terms of job expectancies and to make recommendations. Shall assist in the selection of new coaches.
8. Responsible for all recommendations for the addition of adequate facilities.
9. Supervises all athletic facilities and schedules practice use and recommends maintenance repairs.
10. Responsible for the development of all interscholastic game schedules supported by a copy of the contract in his files and approve the publication of all schedules.
11. Responsible for contracting all game officials.
12. Interprets Board Policy to the extent necessary to provide guidance for the schools and coaches.
13. Seeks and finds ways for supporting and financing the athletic programs.
14. Makes arrangements for all interscholastic events such as transportation, lodging and meals, when required.
15. Serves as a Tournament Manager for all Conference, District, and State activities that are assigned to the school district.
16. Attends all home athletic contests and/or arranges for proper supervision of home and/or away athletic contests and activities by administrative personnel.
17. Sends reminders of coming events to schools and officials.
18. Informs visiting teams and officials of the pertinent details of their participation – time schedule, dressing facilities, etc.
19. Responsible, along with principal, after consulting the Head Coach, for the cancellation or postponement of contracted contests because of non-playing conditions.
20. Supervises the public address system operations at home games.
21. Maintains permanent file of players' medical examinations, insurance forms, records, consent forms, payments, etc.
22. Supervises services and maintains records for all vending machines operated by the athletic program.
23. Maintains permanent records for each sport, such as wins and losses, outstanding records, letter-persons, etc.

24. Maintains a file of all athletic suspensions and expulsions from teams in regard to giving each athlete "Due Process."
25. Responsible for determining scholastic eligibility of all candidates for athletic teams on a semester basis.
26. Coordinates with respective Principals' offices the coaches' requests to attend coaching clinics at Board of Education expense.
27. Coordinates the use of all athletic facilities in the school district with the respective building principals by groups outside the school.
28. Responsible for game management of all home interscholastic contests and, when admission is charged and responsible for the safekeeping and deposit of gate receipts.
29. Provides for the cleaning, repairing and storing of all athletic equipment and maintaining a perpetual inventory of all athletic equipment.
30. Establishes procedures for the control of the training room.
31. Arranges for medical doctors and/or ambulances as necessary at all home varsity football games and large athletic events.
32. Plans, organizes and supervises all athletic awards programs with the coaches.
33. Promotes publicity for all interscholastic sports and assists the school and Booster Club in obtaining from the visiting teams the information to be included in the individual game programs.
34. Coordinates with the Director of Maintenance the repair and maintenance of varsity athletic fields, track, and gymnasiums, including physical education facilities.
35. Receives equipment quotations from authorized coaches, requisitions and/or purchases athletic programs supplies and equipment.
36. Manages athletic facilities and controls the use of these facilities by band, football team, etc. Hires or makes necessary arrangements to provide ushers, parking, security, and others necessary to ensure smooth operation on all fronts.
37. Manages, supervises and plans work schedules for athletic work staff and prepares payroll for all.
38. Makes all necessary arrangements for all non-school facilities needed in the athletic program.
39. Represents the school in all athletic business at League, Conference and State meetings.
40. Devises a reasonable and equitable program for the utilization of the concession stands.
41. Responsible for athletic physical examinations in accordance with the requirements of the State High School Association.
42. Responsible for the operation and organization of the press boxes, officials' tables, etc.
43. Assists the administration in the preparation and distribution of complimentary passes for school district employees.
44. Responsible for the construction and annual review of the Athletic Policy and Staff Handbook.
45. Constantly evaluates the program, seeking ways of improving interscholastic athletics.
46. Acts as consultant to the administration and coaching personnel on matters pertaining to the athletic program.
47. Presents recommendations for changes in athletic policies to the Superintendent of Schools.
48. Performs such other duties as Superintendent may direct.

**Evaluation:** Performance evaluated by the Superintendent of Schools on a yearly basis.

**Revised by vote of the Board of Education  
April 6, 2009**



**TITLE:** Associate Director of Athletics  
**QUALIFICATIONS:** Oklahoma Teaching Certificate  
**REPORTS TO:** Athletic Director  
**SUPERVISES:** Coaches and others involved in school athletic programs, assisted by Principals when needed.  
**JOB GOAL:** To provide for overall leadership and coordination among the various sports to facilitate programs that provides youngsters worthwhile learning experiences.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible to the Superintendent of Schools and the Board of Education for compliance with Title IX of the Education Amendments of 1972 insofar as Title IX concerns school sponsored sports.
2. Responsible to the Athletic Director and/or Principal in supervising the athletic and intramural programs.
3. Responsible for administrating all interscholastic policies and procedures working within the confines of the rules and bylaws of the Oklahoma Secondary School Activities Association (OSSAA).
4. Assists the Athletic Director in observation and evaluation of coaches in order to make future recommendations in terms of job expectations and to make recommendations.
5. Develops activities to acknowledge and further the tradition of Durant athletics.
6. Coordinates with youth leagues, including support for coaches in these leagues.
7. Assists the Athletic Director in selection of new coaches.
8. Assists the Athletic Director in scheduling and organizing the use of facilities, practices, and competitions.
9. Assists the Athletic Director in maintenance and improvement of facilities and equipment.
10. Assists the Athletic Director in any areas for which the Athletic Director is responsible.
11. Performs such other such reasonable duties as the Athletic Director may request.

**New Job Description Added by Vote of the Board of Education  
April 3, 2006**

**TITLE:** Director of Vision Academy  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate  
**REPORTS TO:** Superintendent of Schools  
**SUPERVISES:** All Alternative Education Staff  
**JOB GOAL:** To use leadership, supervisory, and administrative skills so as to promote the educational development of each student

**Performance Responsibilities:**

1. Conducts student intake and assessments.
2. Collaborates with Vision Academy staff and Durant High School staff to determine appropriate students placement.
3. Coordinates with Special Education Director and teachers in appropriate placement and monitoring of students with special needs.
4. Oversees educational process and records of students placed in Youth Shelter.
5. Coordinates with local law enforcement agencies and community service agencies to ensure the safety and well being of students.
6. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and to solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
7. Assumes responsibility for the safety and administration of the school.
8. Monitors student academic progress.
9. Plans, implements and supervises procedures for curriculum enhancement sessions.
10. Monitors student daily attendance, informing parents of absences or tardies.
11. Plans and implements student dress code.
12. Plans and implements disciplinary system.
13. Builds rapport and maintains close contact with students, parents and guardians.
14. Plans and supervises fire drills as part of an emergency preparedness program.
15. Supervises and evaluates staff.
16. Conducts staff meetings as necessary for the proper function and continual betterment of the program.
17. Attends mandatory district meetings, staff development and alternative education conferences as required.
18. Keeps superintendent informed of the school's activities and problems.
19. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
20. Ensures that all Board policies are adhered to in the management of the school's activity funds.
21. Performs any other duties as assigned by the administration.

December 2004

**TITLE:** Chief Technology Officer  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate, knowledge of technology needs mandated by the state as well as experience in programming and database management.  
**REPORTS TO:** Superintendent of Schools  
**SUPERVISES:** Technology director and all other technology personnel  
**JOB GOAL:** To maintain all technology in the Durant Public School District that supports the learning environment and keeps the district abreast of new technology.

**Performance Responsibilities:**

1. Oversee and manage the Information Technology Department of the Durant Public School district.
2. Keep all administrative software needs up-to-date and compliant with State mandates.
3. Ensure all databases are capable of producing reports mandated by the Oklahoma State Department of Education and NCLB.
4. Maintain food service application software. Support food service student management and site point of sale modules.
5. Make certain that the district is compliant with CIPA (Children's Internet Protection ACT) each year.
6. Maintain and support district's telecommunication services.
7. Coordinate the purchasing of technology equipment with district's Technology Director, including the development of RFP's (Request for Proposals) for the district's technology needs.
8. Maintain and support district energy management system through a cooperative effort with the district's Maintenance Director. Schedule all off-hour heating and air requests.
9. Submit applications to SLC (Schools and Libraries Corporation) for all annual e-rate funded services. This includes timely application and acceptance of all e-rate eligible service for the district.
10. Support technology for the district's cable TV channel, to include structuring and maintaining equipment needed to provide programming for the district's local TV channel.
11. Keep teachers abreast of educational software resources as well as maintain current educational software applications.
12. Provide training needs for all personnel.
13. Serve as committee member on the state board for the district's involvement in VISION project. Develop and maintain an annual budget for the district's involvement. Attend 12 meetings annually at State Department of Education.
14. Develop and author the district's technology plan. This requires keeping a high level three-year technology plan up-to-date and on file with the State Department of Education.
15. Performs any other duties as assigned by the administration.

October 2004

**TITLE:** Head Nurse/Health Services Coordinator  
**QUALIFICATIONS:** Valid Teacher's Certificate with appropriate endorsement(s); Registered Nurse for State of Oklahoma; BS in nursing; School Nursing and Administration  
**REPORTS TO:** Assistant Superintendent/Special Programs  
**JOB GOAL:** To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts or delegates school health service, including nurse assessments, immunizations, and tests for hearing and vision.
2. Assumes responsibility for selection and referral of student in need of medical and dental care.
3. Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
4. Maintains up-to-date cumulative health records on all students.
5. Observes students on a regular basis to detect health needs.
6. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness.
7. Visits student homes when necessary.
8. Participates with school staff in developing and implementing total school health program.
9. Contacts homes of children referred by principals.
10. Advises on modification of the educational program to meet health needs of individual students. Attends IEP meetings when indicated.
11. Prepares and submits reports for the superintendent and the State Board of Health.
12. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases.
13. Advises teachers on health matters, particularly regarding screening for student health defect.
14. Assists school personnel and nurses in establishing sanitary conditions in schools.
15. Attends committee meetings and conferences regarding health service and health curriculum.
16. Participates in in-service training.
17. Plans in-service training for both teachers and parents on health topics.
18. Provides orientation and continued nursing education to staff nurses.
19. Develops with assistance of school health committee and administrators a school health program.
20. Performs other duties as requested by the administration.

December 2004

<b>TITLE:</b>	District Director of Vocal Music
<b>QUALIFICATIONS:</b>	Valid Teacher's Certificate; with appropriate endorsement(s)
<b>REPORTS TO:</b>	Building Principal(s) / Superintendent
<b>JOB GOAL:</b>	To develop in each student an appreciation of the art of music as part of general culture; to teach techniques of vocal music expressions; to discover and develop talents of students in the field of music; to develop knowledge and skills in listening to and reading music.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates music programs for high school and middle school students.
2. Teaches skills in music appreciation, harmony and explorations in music and choral music (chorus, choral ensemble) to secondary students.
3. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
4. Plans a balanced music program and organizes daily class time preparation, rehearsal and instruction. Some after-school rehearsals are needed for the individual classes can rehearse as a "choir".
5. Provides individual and small group instruction in order to adapt the curriculum to the needs of each student.
6. Utilizes repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of students.
7. Controls the storage and use of school-owned property; makes minor adjustments and requests repairs to instruments as required.
8. Establishes and maintains standards of student behavior to provide an orderly, productive environment during practice, group rehearsals, and musical performances.
9. Evaluates each student's musical growth and performance, assessing each individual's contribution to the performance of the group.
10. Plans, rehearses, and directs students in musical programs for school and community.
11. Selects and requisitions books and instructional aids.
12. Communicates with parents and school counselors on student progress.
13. Cooperates with the school administration in musical programs for school productions, graduation ceremonies, and civic functions.
14. Supervises students in out-of-classroom activities as assigned.
15. Participates in faculty committees and sponsorship of student activities.
16. Maintains professional competence through in-service education provided by the district, and in self-selected professional growth activities related to music.
17. Participates cooperatively with the principal of his/her designee to develop the method by which the teacher will be evaluated in conformance with district guidelines.
18. Performs any other duties as directed by the administration.

October 2004

**TITLE:** Assistant Director of Vocal Music  
**QUALIFICATIONS:** Valid Teacher's Certificate; with appropriate endorsement(s)  
**REPORTS TO:** Building Principal(s) / Superintendent  
**JOB GOAL:** To develop in each student an appreciation of the art of music as part of general culture; to teach techniques of vocal music expressions; to discover and develop talents of students in the field of music; to develop knowledge and skills in listening to and reading music.

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

<b>TITLE:</b>	District Director of Instrumental Music
<b>QUALIFICATIONS:</b>	Valid Teacher's Certificate; endorsement to teach Instrumental Music
<b>REPORTS TO:</b>	Building Principal(s)
<b>JOB GOAL:</b>	To develop in each student an appreciation of the art of music as part of general culture; to teach techniques of instrumental music expression; to discover and develop talents of students in the field of music; to teach appropriate practice and playing habits; to teach correct hand positions, embouchures and posture for each individual instrument; to promote a sense of one band program from the 6th through the 12 grades.

**PERFORMANCE RESPONSIBILITIES:**

1. Co-ordinates the instrumental program 6th through the 12 grades.
2. Helps as needed with the teaching duties at the intermediate and middle schools' instrumental music programs.
3. Coordinates and responsible for the DHS Marching Band.
4. Coordinates and responsible for the DHS Concert Band.
5. Coordinates and responsible for the DHS Jazz Ensemble.
6. Helps with and oversees all performances and competitions of the intermediate and middle school bands.
7. Teaches necessary skills in music appreciation, harmony and explorations in instrumental music (band, instrumental ensemble) to secondary students. Utilizes a course of study adopted by the Board of Education or any that might be adopted plus any other appropriate learning activities.
8. Instructs students in citizenship and basic subject matter as pertaining to instrumental music specified in state law and administrative regulations and procedures of the school district.
9. Plans a balanced music program and organize daily class time so that preparation, rehearsal, and instruction can be accomplished with minimum of outside rehearsal time.
10. Provides individual and small group instruction in order to adopt the curriculum to the needs of each student.
11. Utilizes repertoire of all types of music literature, including traditional and contemporary, appropriate for the ages and skill levels of students.
12. Controls the storage and use of school-owned property; make minor adjustments on instruments and request repairs to instruments as required. See that all instruments are maintained for a high level of performance.
13. Establishes and maintains standards of student behavior to provide an orderly, productive environment during practice, group rehearsals, musical performances, contests, and trips.
14. Evaluates each student's musical growth and performance, assessing each individual's contribution to the performance of the group.
15. Plans, rehearses and directs students in musical programs for school and community.
16. Selects and requisitions books, musical instruments and instructional aids; maintains required inventory records.
17. Creates and maintains a good music library. Requisitions and maintains instruments for a well-balanced instrumental program.
18. Communicates with parents and school counselors regarding student programs.
19. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
20. Cooperates with the school administration in providing musical programs for school productions, graduation ceremonies and civic functions.
21. Supervises students in out-of-classroom activities as scheduled, such as concerts, contests, ball games, clinics, etc.
22. Participates in curriculum and other developmental programs including professional organizations.
23. Participates in faculty committees and sponsorship of student activities as it pertains to instrumental music.
24. Maintains professional competence through in-service education provided by the district and in self-selected professional growth activities related to music.
25. Participates cooperatively with the principal or his designee to develop the method by which the teacher will be evaluated in conformance with district guidelines.
26. Performs other duties as requested by the administration.

October 2004

**TITLE:** Assistant Director of Instrumental Music  
**QUALIFICATIONS:** Valid Teacher's Certificate; with appropriate endorsement(s)  
**REPORTS TO:** Building Principal(s) / Superintendent  
**JOB GOAL:** To develop in each student an appreciation of the art of music as part of general culture; to teach techniques of instrumental music expression; to discover and develop talents of students in the field of music; to teach appropriate practice and playing habits; to teach correct hand positions, embouchures and posture for each individual instrument; to promote a sense of one band program from the 6th through the 12 grades.

**PERFORMANCE RESPONSIBILITIES:**

High School Responsibilities:

1. Assists the District Director of Instrumental Music.
2. Assists with high school band rehearsals each morning.
3. Assists with OSSAA regional marching contest.
4. Assists with OBA State marching contest.
5. Assists with two preliminary marching band contests.
6. Assists with Monday night rehearsals through marching season.
7. Assists with and attends eight football games (5 home/3 away).
8. Assists with pep rallies.
9. Assists with three parades (homecoming, Veteran's Day, Christmas)
10. Assists with before-school morning sectionals and after-school sections (weekly).
11. Assists students in preparing for OSSAA District Solo and Ensemble contest.
12. Assists students in preparing for the OSSAA State Solo and Ensemble contest.
13. Assists with OSSAA State Concert Band contest.
14. Assists with OSSAA State Sight-Reading contest.
15. Assists with the end-of-year band trip.
16. Assists with three to five concerts per year.
17. Assists with weekly evening Jazz Band Rehearsals starting in November through May.
18. Performs other duties as assigned by the administration.

Intermediate School Responsibilities:

1. Assists with two concert band competitions.
2. Assists with one solo and ensemble competition.

September 4, 2007



**TITLE:** Adult Education Director  
**QUALIFICATIONS:** Current Oklahoma Teacher's Certification required. Background in Adult Education preferred. Knowledge of counseling, supervision of test administration and public relations/media recommended.  
**REPORTS TO:** Assistant Superintendent/Special Programs  
**SUPERVISES:** Adult Education staff and GED Test Examiners  
**JOB GOAL:** To extend the benefits of the district's educational program to as wide a section of the community as is interested and as can benefit from continued exposure to academic work and avocation courses.

**PERFORMANCE RESPONSIBILITIES:**

1. Meets with staff members and laymen to identify community interests and needs in terms of specific course offerings.
2. Provides curricular course offerings in conformance with state laws regarding high school equivalency requirements.
- ~~3.~~ Supervises classes and assists teachers in the preparation of a general curriculum for the school year.
4. Organizes such classes in the general adult education programs as are needed in the community.
5. Maintains an ongoing program of courses relevant to the needs of aliens, immigrants, and prospective citizens.
6. Finds and screens applicants for teaching positions and recommends them to the superintendent for appointment.
7. Plans and directs in-service training programs for adult education faculty.
8. Determines testing fees and tuition-free eligibility requirements and collects fees as required, depositing such collections promptly with the district's business manager and maintains an accurate system of records for all funds handled.
9. Supervises all mailing of informational materials and catalogues to be sent to community residents announcing the adult education program and its offerings.
10. Oversees the enrollment of all students in the program and maintains accurate records.
11. Assigns rooms for adult education classes.
12. Initiates all supplies requisitions for adult education classes.
13. Oversees preparation of monthly payroll information for program staff.
14. Assumes responsibility for the administration of tests.
15. Maintains complete and accurate records of the program and, from these records, prepares such reports as may be required by district personnel or other legal authorities.
16. Guides and counsels adult students interested in continuing their educations.
17. Participates in county, state and national activities designed to improve adult education.
18. Carries out statistical and other research projects connected with the adult education program.
19. Performs other duties as requested by the administration.

December 2004

**TITLE:** Adult Education Teacher  
**QUALIFICATIONS:** Current Oklahoma Teacher's Certificate;  
**REPORTS TO:** Adult Education Director  
**JOB GOAL:** To prepare students for the future

**PERFORMANCE RESPONSIBILITIES:**

1. Prepares individuals to meet their individual goals.
2. Instructs materials pertinent to adult education.
3. Keeps accurate records of attendance.
4. Monitors the individual's progress.
5. Maintains an atmosphere conducive to learning.
6. Helps in the coordination of the testing program.
7. Works within the time frame prescribed by director.
8. Accepts responsibility for reports and record keeping necessary for state and federal guidelines.
9. Performs other duties as requested by the adult education director.

**TITLE:** Director of Career & Technology Education Programs  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate and two (2) years of successful full-time paid employment as a classroom teacher and/or school counselor.  
**REPORTS TO:** Assistant Superintendent/Special Programs  
**SUPERVISES:** All Career & Technology Education staff  
**JOB GOAL:** To provide students enrolled in the Career & Technology Education program with education and training of sufficient excellence to enable them upon graduation to enter the job market with well-developed skills, varied intellectual interests, and sufficient understanding and curiosity to continue their growth and maturation as workers and as individuals

**PERFORMANCE RESPONSIBILITIES:**

1. Formulates and administers a comprehensive, modern program of career and technology education.
2. Maintains close working relationships with community and state agencies and area businesses, industries, and labor organizations, in order to provide training consistent with needs, and establishes lay advisory committees as needed.
3. Continuously appraises and evaluates the total Career & Technology Education program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
4. Maintains current knowledge of all pertinent rules and regulations affecting Career & Technology Education.
5. Advises and assists in obtaining state and federal funds for Career & Technology Education programs.
6. Assumes responsibility for the collection, review, and submission of all forms and reports relative to Career & Technology Education to state agencies.
7. Supervises and evaluates all instructional personnel in the Career and Technology Education program.
8. Coordinates the gathering, selecting, and analysis of data with respect to jobs available to local high school graduates.
9. Works to identify and define local job opportunities and the role of the schools in meeting these opportunities.
10. Coordinates all student internship programs in the schools.
11. Interprets the Career & Technology Education program to the public.
12. Makes recommendations for long-term adjustments, changes, additions, and deletions in the Career & Technology Education program to meet changing job trends and needs.
13. Assists in the recruitment and screening of Career & Technology Education instructors.
14. Maintains membership in and participates in the affairs of professional societies devoted to the advancement of Career & Technology Education.
15. Performs other duties as requested by the administration

December 2004

**TITLE:** District Drug Testing Coordinator  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate  
**REPORTS TO:** Assistant Superintendent/Special Programs  
**JOB GOAL:** To develop an awareness among all students concerning the beneficial uses of drugs and dangers of drug abuse.

**PERFORMANCE RESPONSIBILITIES:**

1. Plans and provides leadership for the district's drug education program.
2. Works cooperative with health and guidance personnel to coordinate the district's drug education program.
3. Administers the district drug testing program.
4. Selects, assigns, supervises, and evaluates community resource persons used in the district's drug education program.
5. Assists in the preparation of reports and statistical data related to the program.
6. Assists in coordinating district-wide activities relevant to drug education.
7. Obtains and disseminates drug education information to students and to classes.
8. Maintains written records concerning the drug education program in complete confidentiality.
9. Compiles and maintains a directory of community resource persons available to add breadth, depth, reality, and pertinence to the drug education curriculum.
10. Maintains on ongoing dialogue with secondary school administrators, guidance counselors, teachers and health services personnel regarding the drug education program.
11. Performs other duties as requested by the administration.

October 2004

**TITLE:** Public Information Specialist  
**QUALIFICATIONS:** Bachelor's Degree with emphasis in Communication, Business or Education (preferred)  
**REPORTS TO:** Superintendent of Schools  
**JOB GOAL:** To develop a program of Public Information that will communicate pertinent information about the school system to staff, patrons, and the entire community

**PERFORMANCE RESPONSIBILITIES:**

1. Plans, develops, and produces internal and external publications.
2. Prepares specialized printed communiqués, such as brochures, calendars and annual reports.
3. Acts as liaison person to media.
4. Assists with public presentations concerning the school system.
5. Prepares press releases concerning district-wide information.
6. Assesses and identifies communication needs.
7. Coordinates an ongoing program for communicating with the school district's various publics.
8. Establishes and monitors a budget for the Public Relations program.
9. Performs other duties as requested by the superintendent of schools.

February 2007

**TITLE:** Director of Special Services

**QUALIFICATIONS:** Certification and experience in at least one are of special education required. Master's Degree and/or Administrative Certification preferred.

**REPORTS TO:** Assistant Superintendent

**JOB GOAL:** To direct and coordinate special education services in the Durant ISD. Formulates policies and procedures, such as screening and placement. Interprets state and federal laws to staff, parents and the public.

**PERFORMANCE RESPONSIBILITIES:**

The Director of Special Services shall:

1. Plan, develop and supervise all special education programs for the Durant ISD.
2. Coordinate the total special education program and consult with principals, teachers, and parents in program development.
3. Collect and maintain student individual evaluation records and special education confidential files.
4. Supervise Special Services staff.
5. Assist in the selection, assignment, and evaluation of special education personnel.
6. Represent the Durant ISD as needed, in professional organizations and interagency activities at local and state levels.
7. Assist with coordination of interagency agreements for education support services.
8. Serve as a district consultant regarding compliance with regulations relating to disability populations.
9. Performs any other duties assigned by the Assistant Superintendent.

**WORK YEAR:** Twelve months

**EVALUATION:** Performance evaluated by the Assistant Superintendent on a yearly basis using standards established by the Durant Board of Education

October 2010

**TITLE:** Elementary Special Services Coordinator  
**QUALIFICATIONS:** Valid Special Education Teacher's Certificate  
**REPORTS TO:** Director of Special Services / Assistant Superintendent  
**JOB GOAL:** To assist the Director of Special Services in the management of the District's special education program in order to provide our special education students with the very best program available.

**PERFORMANCE RESPONSIBILITIES:**

Assists the Director of Special Services with the following:

1. Monitor files with SDE check list. All files should be checked annually.
2. Correct all files as required.
3. Attend and participate in difficult IEP meetings.
4. Act as a liaison with classroom teachers and parents to ensure implementation of the IEP.
5. Provide data reports and other information as requested.
6. Serve as a resource and/ or consultant for school personnel and parents.
7. Responsible for all state mandated testing for IEP/504 students.
8. Assists the Director of Special Services with all state and federal reports.
9. Performs any other duties assigned by the Director of Special Services or Assistant Superintendent.

October 2010

**TITLE:** Secondary Special Services Coordinator  
**QUALIFICATIONS:** Valid Special Education Teacher's Certificate  
**REPORTS TO:** Director of Special Services / Assistant Superintendent  
**JOB GOAL:** To assist the Director of Special Services in the management of the District's special education program in order to provide our special education students with the very best program available.

**PERFORMANCE RESPONSIBILITIES:**

Assists the Director of Special Services with the following:

1. Monitor files with SDE check list. All files should be checked annually.
2. Correct all files as required.
3. Attend and participate in difficult IEP meetings.
4. Act as a liaison with classroom teachers and parents to ensure implementation of the IEP/504.
5. Provide data reports and other information as requested.
6. Serve as a resource and/ or consultant for school personnel and parents.
7. Responsible for assigning and tracking all new referrals.
8. Responsible for assigning and enrolling all new IEP/504 students
9. Approving all schedule changes to ensure compliance on IEP/504 students.
10. Responsible for all state mandated testing for IEP/504 students.
11. Assists the Director of Special Services with all state and federal reports.
12. Performs any other duties assigned by the Director of Special Services or Assistant Superintendent.

October 2010



**TITLE:** DHS Principal  
**QUALIFICATIONS:** Valid Oklahoma Secondary Principal's Certificate required  
**REPORTS TO:** Superintendent of Schools  
**JOB GOAL:** To use leadership, supervisory, and administrative skills so as to promote the educational development of each student

**PERFORMANCE RESPONSIBILITIES:**

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes, and directs implementation of all school activities.
3. Keeps the superintendent informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Prepares with staff members the school site budget and monitors the expenditures of funds.
6. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required and appropriate to the school's administration.
7. Works with various members of the central administrative staff to solve school problems such as transportation, special services, federal and state programs, and the like.
8. Keeps his supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
9. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
10. Maintains active relationships with students and parents.
11. Budgets school time to provide for the efficient conduct of school instruction and business.
12. Supervises the school's educational program.
13. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
14. Programs classes within established guides to meet student needs.
15. Assists in the development, revisions, and evaluation of the curriculum.
16. Supervises the guidance program to enhance individual student education and development.
17. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
18. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
19. Ensures that all policies are adhered to in the management of the school's activity funds.
20. Supervises the maintenance of accurate records on the progress and attendance of students.
21. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.
22. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
23. Supervises all professional, paraprofessional, administrative, and non-professional personnel attached to the school.
24. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
25. Supervises the school's teaching process.
26. Approves the master teaching schedule and any special assignments.
27. Orients newly assigned staff members and assists in their development, as appropriate.
28. Evaluates and counsels all staff members regarding their individual and group performance.
29. Conducts meetings of the staff as necessary for the proper functioning of the school.
30. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.

31. Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.
32. Makes arrangements for special conferences between parents and teachers.
33. Assumes responsibility for the safety and administration of the school plant.
34. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
35. Plans and supervises fire drills and tornado drills as part of an emergency preparedness program.
36. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
37. Provides for adequate inventories of property under his jurisdiction and for the security and accountability for that property.
38. Supervises all activities and programs that are outgrowths of the school's curriculum.
39. Supervises and evaluates the school's extracurricular program.
40. Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
41. Cooperates with college and university officials regarding teacher training and preparation.
42. Responds to written and oral requests for information.
43. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
44. Serves as a member of such committees and attends such meetings as directed to by the superintendent.
45. Performs other duties as directed by the Superintendent.

October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

**TITLE:** DHS Librarian

**QUALIFICATIONS:**

1. Must hold a valid Oklahoma librarian's certificate.
2. Must have a bachelor's degree.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building principal and/or assistant principal.

**SUPERVISES:** Library aides and Para-professionals.

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

**PERFORMANCE RESPONSIBILITIES:**

1. Operates and supervises the library to which assigned.
2. Evaluates, selects, and requisitions new library materials.
3. Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials the library acquires.
5. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
6. Arranges for interlibrary loan of materials of interest or use to teachers.
7. Works with teachers in planning those assignments likely to lead to extended use of library resources.
8. Promotes appropriate conduct of students using library facilities.
9. Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
10. Presents and discusses materials with a class studying a particular topic, on the invitation for the teachers.
11. Participates at curriculum meetings.
12. Assists students in the selection of books and other instructional materials.
13. Arranges frequently changing book-related displays and exhibits likely to interest the library's patrons.
14. Prepares and administers the library budget.
15. Supervises library aides in the performance of their duties.
16. Keeps abreast of current trends and procedures in library media services.
17. Weeds obsolete and worn materials from the collections.
18. Supervises the clerical routines necessary for the smooth operation of the library.
19. Performs other duties as directed by the Principal.



**TITLE:** DHS Gifted Education Coordinator  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate appropriate to grade levels served; state requirement: yearly in-service training.  
**REPORTS TO:** DHS Principal  
**JOB GOAL:** To assure that all students identified as gifted or talented are served in accordance with state law and district policy.

**PERFORMANCE RESPONSIBILITIES:**

**Screening/Testing:**

1. Conducts yearly screening of all incoming achievement and cognitive ability test results for current gifted and talented placement.
2. Conducts screening of records, upon requests, of referred students for current gifted and talented placement.
3. Processes nominations for placement based upon referrals by parents, students, teachers, or peers.
4. Arranges individual testing of referred students.

**Identification/Placement:**

5. Provides identification information to the local school district for records and child count.
6. Processes test results and forwards written notification to parents and educators of placement/no placement of referred students.

**Program Implementation:**

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

October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004



**TITLE:** DHS Regular Classroom Teacher  
**QUALIFICATIONS:** Valid Oklahoma Teacher's Certificate with appropriate endorsements  
**REPORTS TO:** Building Principal  
**JOB GOAL:** To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

**PERFORMANCE RESPONSIBILITIES:**

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and--in harmony with the goals--establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assess the accomplishments of students on a regular basis and provides progress reports as required.
10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
16. Strives to maintain and improve professional competence.
17. Attends staff meetings and services on staff committees as required.
18. Performs other duties as directed by the Principal.

October 2004

**TITLE:** DHS Special Education Teacher  
**QUALIFICATIONS:** Valid Oklahoma teaching certificate (appropriate endorsements)  
**REPORTS TO:** Principal and Special Education Director  
**JOB GOAL:** To provide each handicapped student with the individually tailored help, counsel, and learning experiences he/she needs to make maximum progress toward educational goals established with the student's individual learning potential and capabilities in mind.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides a basic core program for students with disabilities consistent with state education code requirements.
2. Works cooperatively with classroom teachers who include students with disabilities in regular classes, interpreting the abilities and disabilities of these students to the classroom teacher, and assisting the student with regular class assignments.
3. Confers frequently with parents and professional staff members regarding the education, social, and personal problems of such students.
4. Assist other professional staff members in resolving the unique psychological or disciplinary problems of each student.
5. Assists in screening, evaluating, and recommending placements of applicants in the school's special education programs.
6. Counsels individuals and groups of students with disabilities with educational, occupational, and personal problems.
7. Assists students with disabilities in making a realistic assessment of his/her abilities and in establishing educational and occupational goals in keeping with these abilities. Provides motivation to students who have a short attention span.
8. Undertakes continuing professional study in the psychology of students with disabilities in teaching methods related to this field.
9. Initiates and maintains a confidential folder for each special education student as prescribed in the "Oklahoma Policies and Procedures for Special Education" manual.
10. Initiates and conducts initial categorical and annual review/IEP meetings with appropriate team members.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Strives to maintain and improve professional competence.
15. Attends staff meetings and services on staff committees as required.
16. Performs other duties as directed by the Principal and/or the Special Education Director.

October 2004

**TITLE:** DHS Teacher of the Homebound  
**QUALIFICATIONS:** Valid Oklahoma Teacher's Certificate  
**REPORTS TO:** Director of Special Services  
**JOB GOAL:** To ensure that every homebound child in the district capable of benefiting from instruction be provided with an ongoing educational program.

**PERFORMANCE RESPONSIBILITIES:**

1. Works with members of the special services and student personnel teams to identify the educational needs and the physical and learning capabilities of those students assigned to him/her.
2. Devises, with the advice of curriculum specialists, an instructional program for each assigned student receiving homebound instruction on a permanent basis.
3. Devises, with the advice of the student's regular teacher or teachers, an instructional program for each assigned student receiving homebound instruction on a temporary basis.
4. Meets with each assigned student on a regularly scheduled daily basis for the purpose of providing instruction.
5. Acquires personal acquaintanceship with the student's parents or guardians, and works to establish with them an understanding and cooperative relationship based on the student's individual needs.
6. Files written progress reports on each assigned student with the student's parents or guardians, and in the case of students temporarily assigned, with their regular teacher or teachers.
7. Keeps, maintains, and files such reports and records as the special services director may require, including attendance reports, case evaluation, and the like.
8. Assumes responsibility for obtaining textbooks and other teaching materials necessary through the procedures established.
9. Interprets the program for the homebound to the regular district staff and to the community at large as required.
10. Keeps informed in a systematic way of trends and new methods in education remaining always alert to possibilities inherent in such information for adaptation to the particular needs of homebound instruction.

October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

**TITLE:** Coordinator of Vocal Music / DHS  
**QUALIFICATIONS:** Valid Teacher's Certificate; appropriate endorsement(s)  
**REPORTS TO:** Building Principal(s)  
**JOB GOAL:** to develop in each student an appreciation of the art of music as part of general culture; to teach techniques of vocal music; to develop knowledge and skills in listening to and reading music.

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004



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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

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October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

December 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

December 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

December 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

December 2004



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

**PERFORMANCE RESPONSIBILITIES:**

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

**TITLE:** Site Based Website Assistant  
**QUALIFICATIONS:** Computer experience and willingness to learn or working knowledge of Dreamweaver; enthusiastic attitude; willingness to work with teachers in posting site information  
**REPORTS TO:** Webmaster  
**JOB GOAL:** To keep site pages up-to-date with current information about various events and activities, as reported by teachers

**LENGTH OF CONTRACT:** 182 DAYS

**PERFORMANCE RESPONSIBILITIES:**

1. Accepts responsibility to check and update web pages for site on a frequent basis.
2. Agrees to learn appropriate program to create pages that align to the format of the DISD website.
3. Accepts responsibility to stay up-to-date with website regulations concerning confidentiality of students.
4. Enthusiastic attitude to promote use of DISD website for students, parents and teachers!

August 2005

**TITLE:** DMS Principal  
**QUALIFICATIONS:** Valid Oklahoma Elementary or Secondary Principal's Certificate required  
**REPORTS TO:** Superintendent of Schools  
**JOB GOAL:** To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

**PERFORMANCE RESPONSIBILITIES:**

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes, and directs implementation of all school activities.
3. Keeps the superintendent informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Prepares with staff members the school site budget and monitors the expenditures of funds.
6. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required and appropriate to the school's administration.
7. Works with various members of the central administrative staff to solve school problems such as transportation, special services, federal and state programs, and the like.
8. Keeps his supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
9. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
10. Maintains active relationships with students and parents.
11. Budgets school time to provide for the efficient conduct of school instruction and business.
12. Supervises the school's educational program.
13. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
14. Programs classes within established guides to meet student needs.
15. Assists in the development, revisions, and evaluation of the curriculum.
16. Supervises the guidance program to enhance individual student education and development.
17. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
18. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
19. Ensures that all policies are adhered to in the management of the school's activity funds.
20. Supervises the maintenance of accurate records on the progress and attendance of students.
21. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.
22. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
23. Supervises all professional, paraprofessional, administrative, and non-professional personnel attached to the school.
24. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
25. Supervises the school's teaching process.
26. Approves the master teaching schedule and any special assignments.
27. Orients newly assigned staff members and assists in their development, as appropriate.
28. Evaluates and counsels all staff members regarding their individual and group performance.
29. Conducts meetings of the staff as necessary for the proper functioning of the school.

30. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
31. Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.
32. Makes arrangements for special conferences between parents and teachers.
33. Assumes responsibility for the safety and administration of the school plant.
34. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
35. Plans and supervises fire drills and tornado drills as part of an emergency preparedness program.
36. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
37. Provides for adequate inventories of property under his jurisdiction and for the security and accountability for that property.
38. Supervises all activities and programs that are outgrowths of the school's curriculum.
39. Supervises and evaluates the school's extracurricular program.
40. Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
41. Cooperates with college and university officials regarding teacher training and preparation.
42. Responds to written and oral requests for information.
43. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
44. Serves as a member of such committees and attends such meetings as directed to by the superintendent.

October 2004

**TITLE:** DMS Assistant Principal

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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

**TITLE:** DMS Counselor  
**QUALIFICATIONS:** Valid Oklahoma Teacher's Certificate with School Counselor endorsement; Bachelor's Degree; minimum of 2 years classroom teaching; Master's Degree in Counseling  
**REPORTS TO:** Building Principal(s)  
**JOB GOAL:** To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

**TITLE:** DMS Librarian

- QUALIFICATIONS:**
1. Must hold a valid Oklahoma librarian's certificate.
  2. Must have a bachelor's degree.
  3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- REPORTS TO:** Building principal and/or assistant principal.
- SUPERVISES:** Library aides and Para-professionals.
- JOB GOAL:** To provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

**PERFORMANCE RESPONSIBILITIES:**

1. Operates and supervises the library to which assigned.
2. Evaluates, selects, and requisitions new library materials.
3. Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials the library acquires.
5. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
6. Arranges for interlibrary loan of materials of interest or use to teachers.
7. Works with teachers in planning those assignments likely to lead to extended use of library resources.
8. Promotes appropriate conduct of students using library facilities.
9. Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
10. Presents and discusses materials with a class studying a particular topic, on the invitation for the teachers.
11. Participates at curriculum meetings.
12. Assists students in the selection of books and other instructional materials.
13. Arranges frequently changing book-related displays and exhibits likely to interest the library's patrons.
14. Prepares and administers the library budget.
15. Supervises library aides in the performance of their duties.
16. Keeps abreast of current trends and procedures in library media services.
14. Weeds obsolete and worn materials from the collections.
15. Manages current in-use student computer programs in reading and math.
16. Manages and schedules student computer lab.
17. Manages and schedules wireless computer lab.
18. Maintains laminator and responsible for laminating projects.
19. Oversees individualized computer training for teachers.
20. Installs programs on computers and troubleshoots as needed.
21. Assists teachers with computer and software issues as requested.
22. Supervises the clerical routines necessary for the smooth operation of the library.
23. Performs other duties as requested by the building principal.

October 2004

**TITLE:** DMS Gifted Education Coordinator  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate appropriate to grade levels served; state requirement: yearly in-service training.  
**REPORTS TO:** Building Principal(s)  
**JOB GOAL:** To assure that all students identified as gifted or talented are served in accordance with state law and district policy.

**PERFORMANCE RESPONSIBILITIES:**

**Screening/Testing:**

1. Conducts yearly screening of all incoming achievement and cognitive ability test results for current gifted and talented placement.
2. Conducts screening of records, upon requests, of referred students for current gifted and talented placement.
3. Processes nominations for placement based upon referrals by parents, students, teachers, or peers.
4. Arranges individual testing of referred students.

**Identification/Placement:**

5. Provides identification information to the local school district for records and child count.
6. Processes test results and forwards written notification to parents and educators of placement/non-placement of referred students.

**Program Implementation:**

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

October 2004



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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

**TITLE:** DMS Regular Classroom Teacher  
**QUALIFICATIONS:** Valid Oklahoma Teacher's Certificate with appropriate endorsements  
**REPORTS TO:** Building Principal  
**JOB GOAL:** To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

**PERFORMANCE RESPONSIBILITIES:**

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and--in harmony with the goals--establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assess the accomplishments of students on a regular basis and provides progress reports as required.
10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
16. Strives to maintain and improve professional competence.
17. Attends staff meetings and services on staff committees as required.
18. Performs other duties as requested by the building principal.

October 2004

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

**JOB RESPONSIBILITIES:**

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

October 2004

**TITLE:** DMS Special Education Teacher  
**QUALIFICATIONS:** Valid Oklahoma teaching certificate (appropriate endorsements)  
**REPORTS TO:** Principal and Special Education Director  
**JOB GOAL:** To provide each handicapped student with the individually tailored help, counsel, and learning experiences he/she needs to make maximum progress toward educational goals established with the student's individual learning potential and capabilities in mind.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides a basic core program for handicapped students consistent with state education code requirements.
2. Works cooperatively with classroom teachers who mainstream handicapped students in regular classes, interpreting the abilities and disabilities of these students to the classroom teacher, and assisting the student with regular class assignments.
3. Confers frequently with parents and professional staff members regarding the education, social, and personal problems of such students.
4. Assist other professional staff members in resolving the unique psychological or disciplinary problems of each student.
5. Assists in screening, evaluating, and recommending placements of applicants in the school's special education programs.
6. Counsels individuals and groups of handicapped students with educational, occupational, and personal problems.
7. Assists the handicapped student in making a realistic assessment of his/her abilities and in establishing educational and occupational goals in keeping with these abilities. Provides motivation to students who have a short attention span.
8. Undertakes continuing professional study in the psychology of handicapped students in teaching methods related to this field.
9. Initiates and maintains a confidential folder for each special education student as prescribed in the "Oklahoma Policies and Procedures for Special Education" manual.
10. Initiates and conducts initial categorical and annual review/IEP meetings with appropriate team members.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Strives to maintain and improve professional competence.
15. Attends staff meetings and services on staff committees as required.
16. Performs other duties as requested by the building principal.

October 2004

**TITLE:** DMS Teacher of the Homebound  
**QUALIFICATIONS:** Valid Oklahoma Teacher's Certificate  
**REPORTS TO:** Director of Special Services  
**JOB GOAL:** To ensure that every homebound child in the district capable of benefiting from instruction be provided with an ongoing educational program.

**PERFORMANCE RESPONSIBILITIES:**

1. Works with members of the special services and student personnel teams to identify the educational needs and the physical and learning capabilities of those students assigned to him/her.
2. Devises, with the advice of curriculum specialists, an instructional program for each assigned student receiving homebound instruction on a permanent basis.
3. Devises, with the advice of the student's regular teacher or teachers, an instructional program for each assigned student receiving homebound instruction on a temporary basis.
4. Meets with each assigned student on a regularly scheduled basis for the purpose of providing instruction.
5. Acquires personal acquaintanceship with the student's parents or guardians, and works to establish with them an understanding and cooperative relationship based on the student's individual needs.
6. Files written progress and attendance reports on each assigned student with the student's parents or guardians, and in the case of students temporarily assigned, with their regular teacher or teachers.
7. Keeps, maintains, and files such reports and records as the special services director may require, including attendance reports, case evaluation, and the like.
8. Assumes responsibility for obtaining textbooks and other teaching materials necessary through the procedures established.
9. Interprets the program for the homebound to the regular district staff and to the community at large as required.
10. Keeps informed in a systematic way of trends and new methods in education remaining always alert to possibilities inherent in such information for adaptation to the particular needs of homebound instruction.

October 2004

**TITLE:** DMS Career Technology Education Teacher

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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

**TITLE:** DMS Vocal Music  
**QUALIFICATIONS:** Valid Teacher's Certificate; with appropriate endorsement(s)  
**REPORTS TO:** Building Principal(s)  
**JOB GOAL:** To develop in each student an appreciation of the art of music as part of general culture; to teach techniques of vocal music expressions; to discover and develop talents of students in the field of music; to develop knowledge and skills in listening to and reading music.

**PERFORMANCE RESPONSIBILITIES:**

1. Teaches skills in music appreciation, harmony and explorations in music and choral music (chorus, choral ensemble) to secondary students.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Plans a balanced music program and organizes daily class time preparation, rehearsal and instruction. Some after-school rehearsals are needed for the individual classes can rehearse as a "choir".
4. Provides individual and small group instruction in order to adapt the curriculum to the needs of each student.
5. Utilizes repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of students.
6. Controls the storage and use of school-owned property; makes minor adjustments and requests repairs to instruments as required.
7. Establishes and maintains standards of student behavior to provide an orderly, productive environment during practice, group rehearsals, and musical performances.
8. Evaluates each student's musical growth and performance, assessing each individual's contribution to the performance of the group.
9. Plans, rehearses, and directs students in musical programs for school and community.
10. Selects and requisitions books and instructional aids.
11. Communicates with parents and school counselors on student progress.
12. Cooperates with the school administration in musical programs for school productions, graduation ceremonies, and civic functions.
13. Supervises students in out-of-classroom activities as assigned.
14. Participates in faculty committees and sponsorship of student activities.
15. Maintains professional competence through in-service education provided by the district, and in self-selected professional growth activities related to music.
16. Participates cooperatively with the principal of his/her designee to develop the method by which the teacher will be evaluated in conformance with district guidelines.
17. Performs other duties as requested by the building principal.

October 2004



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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

**TITLE:** DMS After-School Detention Supervisor  
**QUALIFICATIONS:** Currently on staff.  
**REPORTS TO:** Building Principal(s)  
**JOB GOAL:** To encourage students to arrive at their classes in a responsible manner and to further encourage students to take responsibility for their own actions.

**PERFORMANCE RESPONSIBILITIES:**

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

October 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

December 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

December 2004

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

**PERFORMANCE RESPONSIBILITIES:**

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

December 2004

**TITLE:** Site Based Website Assistant  
**QUALIFICATIONS:** Computer experience and willingness to learn or working knowledge of Dreamweaver; enthusiastic attitude; willingness to work with teachers in posting site information  
**REPORTS TO:** Webmaster  
**JOB GOAL:** To keep site pages up-to-date with current information about various events and activities, as reported by teachers

**LENGTH OF CONTRACT:** 182 DAYS

**PERFORMANCE RESPONSIBILITIES:**

1. Accepts responsibility to check and update web pages for site on a frequent basis.
2. Agrees to learn appropriate program to create pages that align to the format of the DISD website.
3. Accepts responsibility to stay up-to-date with website regulations concerning confidentiality of students.
4. Enthusiastic attitude to promote use of DISD website for students, parents and teachers!

August 2005

**TITLE:** Elementary Principal  
**QUALIFICATIONS:** Valid Oklahoma Elementary Principal's Certificate required  
**REPORTS TO:** Superintendent of Schools  
**JOB GOAL:** To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

**PERFORMANCE RESPONSIBILITIES:**

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes, and directs implementation of all school activities.
3. Keeps the superintendent informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Monitors the expenditures of funds.
6. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required and appropriate to the school's administration.
7. Works with various members of the central administrative staff to solve school problems such as transportation, special services, federal and state programs, and the like.
8. Keeps his supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
9. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
10. Maintains active relationships with students and parents.
11. Budgets school time to provide for the efficient conduct of school instruction and business.
12. Supervises the school's educational program.
13. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
14. Programs classes within established guides to meet student needs.
15. Assists in the development, revisions, and evaluation of the curriculum.
16. Supervises the guidance program to enhance individual student education and development.
17. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
18. Attends special events.
19. Ensures that all policies are adhered to in the management of the school's activity funds.
20. Supervises the maintenance of accurate records on the progress and attendance of students.
21. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations.
22. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
23. Supervises all professional, paraprofessional, administrative, and non-professional personnel attached to the school.
24. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
25. Supervises the school's teaching process.
26. Approves the master teaching schedule and any special assignments.
27. Orients newly assigned staff members and assists in their development, as appropriate.
28. Evaluates and counsels all staff members regarding their individual and group performance.
29. Conducts meetings of the staff as necessary for the proper functioning of the school.
30. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.



31. Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.
32. Makes arrangements for special conferences between parents and teachers.
33. Assumes responsibility for the safety and administration of the school plant.
34. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
35. Plans and supervises fire drills and tornado drills as part of an emergency preparedness program.
36. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
37. Provides for adequate inventories of property under his jurisdiction and for the security and accountability for that property.
38. Supervises all activities and programs that are outgrowths of the school's curriculum.
39. Supervises and evaluates the school's extracurricular program.
40. Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
41. Cooperates with college and university officials regarding teacher training and preparation.
42. Responds to written and oral requests for information.
43. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
44. Serves as a member of such committees and attends such meetings as directed to by the superintendent.

October 2004

**TITLE:** Elementary Counselor  
**QUALIFICATIONS:** Valid Oklahoma Teacher's Certificate with School Counselor endorsement; Master's degree; previous classroom experience  
**REPORTS TO:** Building Principal  
**JOB GOAL:** To help students overcome problems that impede learning and to assist them in making educational, occupation, and life plans that hold promise for their personal fulfillment as mature and responsible men and women. To try to insure that guidance is an integral part of total school program, strive to enhance each child's individual and optimum development in intellectual, physical, social and emotional areas.

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts classroom guidance, discussions dealing with decision-making process.
2. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment.
3. Guides students in their participation in school and community activities.
4. Conducts individual counseling sessions with students referred by teacher, building principals, parents, or initiated by himself or herself.
5. Refers students and parents to outside agencies when need might warrant such action.
6. Works to discover and develop special abilities of students.
7. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
8. Remains available to students during their free time so that personal and individual contracts may be made.
9. Conducts small group sessions with students concerning special problems and special interests.
10. Helps students evaluate career interests and choices.
11. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
12. Arranges and sits in on parent-teacher conferences when requested.
13. Makes home visits when it would be advantageous to student's progress and well-being.
14. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
15. Works to discover and develop special abilities of students.
16. Interprets test data and implications of test results to teachers and parents.
17. Consults with teachers and building principals
18. Maintains student records and protects their confidentiality.
19. Confers with parents whenever necessary.
20. Assists in the orientation of new faculty members.
21. Assists with formal achievement/ability testing. Helps coordinate at the building level
22. Assists with Kindergarten screening Pre/post
23. Advises administrators and faculty on the matters of student discipline.
24. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
25. Serves on placement committee with parents, teachers, and administrators.
26. Interprets test data in conjunction with special program placement
27. Makes classroom observations and reports in association with formal evaluation referrals
28. Assists building principals in any activities that would be advantageous to student population.
29. Attends the following special education meetings: multidisciplinary meeting, eligibility meeting, I.E.P. meeting, I.E.P. review meeting.
30. Performs any other duties as requested by the building principal.

October 2004

<b>TITLE:</b>	Elementary Librarian
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. Must hold a valid Oklahoma librarian's certificate.</li> <li>2. Must have a bachelor's degree.</li> <li>3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.</li> </ol>
<b>REPORTS TO:</b>	Building principal and/or assistant principal.
<b>SUPERVISES:</b>	Library aides and Para-professionals.
<b>JOB GOAL:</b>	To provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

**PERFORMANCE RESPONSIBILITIES:**

1. Operates and supervises the library to which assigned.
2. Evaluates, selects, and requisitions new library materials.
3. Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials the library acquires.
5. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
6. Arranges for interlibrary loan of materials of interest or use to teachers.
7. Works with teachers in planning those assignments likely to lead to extended use of library resources.
8. Promotes appropriate conduct of students using library facilities.
9. Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
10. Presents and discusses materials with a class studying a particular topic, on the invitation for the teachers.
11. Participates at curriculum meetings.
12. Assists students in the selection of books and other instructional materials.
13. Arranges frequently changing book-related displays and exhibits likely to interest the library's patrons.
14. Prepares and administers the library budget.
15. Supervises library aides in the performance of their duties.
16. Keeps abreast of current trends and procedures in library media services.
17. Weeds obsolete and worn materials from the collections.
18. Arranges field trips when appropriate.
19. Manages various student computer programs and prints reports as needed.
20. Acts as media contact for the school where assigned.
21. Keeps copy machine and laminating machine ready for teacher use.
22. Trains teachers on various computer programs as necessary.
23. Manages student computer ID's and passwords when needed.
24. Manages the computer lab and laptops.
25. Troubleshoots most technology problems before placing on "help desk."
26. Supervises the clerical routines necessary for the smooth operation of the library.
27. Performs any other duties as requested by the building principal.



**TITLE:** Elementary Gifted Education Coordinator  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate appropriate to grade levels served; state requirement: yearly in-service training  
**REPORTS TO:** Assistant superintendent or superintendent.  
**JOB GOAL:** To assure that all students identified as gifted or talented are served in accordance with state law and district policy.

**PERFORMANCE RESPONSIBILITIES:**

**Screening/Testing:**

1. Conducts yearly screening of all incoming achievement and cognitive ability test results for current gifted and talented placement.
2. Conducts screening of records, upon request, of referred students for current gifted and talented placement.
3. Processes nominations for placement based upon referrals by parents, students, teachers or peers.
4. Arranges individual testing of referred students.

**Identification/Placement:**

5. Provides identification information to the local school district for records and child count.
6. Assists gifted education teacher in processing test results and forwarding written notification to parents and educators of placement/non-placement of referred students.

**Program Implementation:**

7. Assists the gifted education teacher in providing professional support through modeling, consultation, collaborative problem solving and in-service training.
8. Maintains awareness of current state law regarding gifted education identification and program implementation.
9. Assists counselors and teachers in monitoring student progress in current program services.
10. Assists the gifted and talented program committees evaluating and updating district policy to be in accordance with state mandated rules and regulations
11. Attends ~~one~~ in-service, workshop, or college training in gifted education as designated by the Oklahoma State Department of Education.
12. Monitors special program options (i.e. curriculum contests, academic competitions, special programs).
13. Monitors and evaluates program instruction/activities of the gifted education teacher(s).
14. Maintains approved expenditures and budgets appropriate to the elementary gifted and talented programs.
15. Conducts a needs assessment of the current program(s).
16. Utilizes a public relations plan that informs parents, educators and the community of the needs and programs of the gifted and talented students.
17. Performs any other duties as requested by the building principal.

October 2004

**TITLE:** Elementary Gifted Education Teacher  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate appropriate to grade levels served; state requirement: yearly in-service training  
**REPORTS TO:** Prioritized (or as needed): site administrator, coordinator, elementary principals; assistant superintendent or superintendent.  
**JOB GOAL:** To assure that all students identified as gifted or talented are served in accordance with state law and district policy.

**PERFORMANCE RESPONSIBILITIES:**

**Screening/Testing:**

1. Assists coordinator in yearly screening of all incoming achievement and cognitive ability test results for current gifted and talented placement.
2. Assists coordinator in screening of records, upon request, of referred students for current gifted and talented placement.

**Identification/Placement:**

3. Assists coordinator in providing identification information to the local school district for records and child count.
4. Maintains records of test results and placement/non-placement of referred students.

**Program Implementation:**

5. Provides professional support through modeling, consultation, co-teaching, collaborative problem solving, in-service training and assists classroom teachers in finding and securing resource materials and/or resource persons.
6. Maintains awareness of current state law regarding gifted education identification and program implementation.
7. Assists counselors and teachers in monitoring student progress in current program services.
8. Assists the gifted and talented program committees evaluating and updating district policy to be in accordance with state mandated rules and regulations.
9. Attends ~~one~~ in-service, workshop, or college training in gifted education as designated by the Oklahoma State Department of education.
10. Coordinates and assists staff who conduct special program options (i.e. curriculum contests, academic competitions, special programs/workshops).
11. Instructs intellectually gifted students in an appropriate educational program.
12. Coordinates and monitors an appropriate educational program for identified academically gifted and talented students.
13. Assists coordinator in maintaining an approved budget for needed resources appropriate to the gifted and talented program.
14. Maintains a current inventory of all materials purchased with gifted and talented funds.
15. Assists coordinator in conducting a needs assessment of the current program(s).
16. Utilizes a public relations plan that informs parents, educators and the community of the needs and program s of gifted and talented students.
17. Performs any other duties as requested by the building principal.

October 2004

**TITLE:** Elementary Regular Classroom Teacher  
**QUALIFICATIONS:** Valid Oklahoma Teacher's Certificate with appropriate endorsements  
**REPORTS TO:** Building Principal  
**JOB GOAL:** To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

**PERFORMANCE RESPONSIBILITIES:**

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and--in harmony with the goals--establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assess the accomplishments of students on a regular basis and provides progress reports as required.
10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
16. Strives to maintain and improve professional competence.
17. Attends staff meetings and services on staff committees as required.
18. Performs any other duties as requested by the building principal.

October 2004



**TITLE:** Elementary Special Education Teacher  
**QUALIFICATIONS:** Valid Oklahoma teaching certificate (appropriate endorsements)  
**REPORTS TO:** Principal and Special Education Director  
**JOB GOAL:** To provide each handicapped student with the individually tailored help, counsel, and learning experiences he/she needs to make maximum progress toward educational goals established with the student's individual learning potential and capabilities in mind. To assist classroom teachers with supplemental methods and materials needed during intervention before students are referred.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides a basic core program for handicapped students consistent with state education code requirements.
2. Works cooperatively with classroom teachers who mainstream handicapped students in regular classes, interpreting the abilities and disabilities of these students to the classroom teacher, and assisting the student with regular class assignments.
3. Confers frequently with parents and professional staff members regarding the education, social, and personal problems of such students.
4. Assist other professional staff members in resolving the unique psychological or disciplinary problems of each student.
5. Assists in screening, evaluating, and recommending placements of applicants in the school's special education programs.
6. Counsels individuals and groups of handicapped students with educational, occupational, and personal problems.
7. Assists the handicapped student in making a realistic assessment of his/her abilities and in establishing educational and occupational goals in keeping with these abilities. Provides motivation to students who have a short attention span.
8. Undertakes continuing professional study in the psychology of handicapped students in teaching methods related to this field.
9. Initiates and maintains a confidential folder for each special education student as prescribed in the "Oklahoma Policies and Procedures for Special Education" manual.
10. Strives to identify students with learning disabilities; seeks assistance of district specialists to assess students' capabilities; reviews records of these students on a regular basis.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Strives to maintain and improve professional competence.
15. Attends staff meetings and services on staff committees as required.
16. Performs any other duties as requested by the building principal.

October 2004

**TITLE:** Elementary Teacher of the Homebound  
**QUALIFICATIONS:** Valid Oklahoma Teacher's Certificate  
**REPORTS TO:** Director of Special Services  
**JOB GOAL:** To ensure that every homebound child in the district capable of benefiting from instruction be provided with an ongoing educational program.

**PERFORMANCE RESPONSIBILITIES:**

1. Works with members of the special services and student personnel teams to identify the educational needs and the physical and learning capabilities of those students assigned to him/her.
2. Devises, with the advice of curriculum specialists, an instructional program for each assigned student receiving homebound instruction on a permanent basis.
3. Devises, with the advice of the student's regular teacher or teachers, an instructional program for each assigned student receiving homebound instruction on a temporary basis.
4. Meets with each assigned student on a regularly scheduled daily basis for the purpose of providing instruction.
5. Acquires personal acquaintanceship with the student's parents or guardians, and works to establish with them an understanding and cooperative relationship based on the student's individual needs.
6. Files written progress reports on each assigned student with the student's parents or guardians, and in the case of students temporarily assigned, with their regular teacher or teachers.
7. Keeps, maintains, and files such reports and records as the special services director may require, including attendance reports, case evaluation, and the like.
8. Assumes responsibility for obtaining textbooks and other teaching materials necessary through the procedures established.
9. Interprets the program for the homebound to the regular district staff and to the community at large as required.
10. Keeps informed in a systematic way of trends and new methods in education remaining always alert to possibilities inherent in such information for adaptation to the particular needs of homebound instruction.

October 2004

**TITLE:** Elementary Vocal Music  
**QUALIFICATIONS:** Valid Oklahoma Teaching Certificate, Music Education endorsement(s);  
**REPORTS TO:** Superintendent of Schools and Building Principals  
**JOB GOAL:** To develop in each student an appreciation of the art of music as part of general culture; to teach techniques of vocal music expressions; to discover and develop talents of students in the field of music; to develop knowledge and skills in listening to and reading music.

**PERFORMANCE RESPONSIBILITIES:**

1. Teaches skills in music appreciation, harmony and explorations in music and choral music (chorus, choral ensemble) to secondary students.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Plans a balanced music program and organizes daily class time preparation, rehearsal and instruction. Some after-school rehearsals are needed for the individual classes can rehearse as a "choir".
4. Provides individual and small group instruction in order to adapt the curriculum to the needs of each student.
5. Utilizes repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of students.
6. Controls the storage and use of school-owned property; makes minor adjustments and requests repairs to instruments as required.
7. Establishes and maintains standards of student behavior to provide an orderly, productive environment during practice, group rehearsals, and musical performances.
8. Evaluates each student's musical growth and performance, assessing each individual's contribution to the performance of the group.
9. Plans, rehearses, and directs students in musical programs for school and community.
10. Selects and requisitions books and instructional aids.
11. Communicates with parents and school counselors on student progress.
12. Cooperates with the school administration in musical programs for school productions, graduation ceremonies, and civic functions.
13. Supervises students in out-of-classroom activities as assigned.
14. Participates in faculty committees and sponsorship of student activities.
15. Maintains professional competence through in-service education provided by the district, and in self-selected professional growth activities related to music.
16. Participates cooperatively with the principal of his/her designee to develop the method by which the teacher will be evaluated in conformance with district guidelines.
17. Performs any other duties as requested by the building principal.

October 2004

**TITLE:** Site Based Website Assistant  
**QUALIFICATIONS:** Computer experience and willingness to learn or working knowledge of Dreamweaver; enthusiastic attitude; willingness to work with teachers in posting site information  
**REPORTS TO:** Webmaster  
**JOB GOAL:** To keep site pages up-to-date with current information about various events and activities, as reported by teachers

**LENGTH OF CONTRACT:** 182 DAYS

**PERFORMANCE RESPONSIBILITIES:**

1. Accepts responsibility to check and update web pages for site on a frequent basis.
2. Agrees to learn appropriate program to create pages that align to the format of the DISD website.
3. Accepts responsibility to stay up-to-date with website regulations concerning confidentiality of students.
4. Enthusiastic attitude to promote use of DISD website for students, parents and teachers!

August 2005