



Henry County Schools Job Descriptions

July 2023

Henry County Schools

Job Descriptions

Preface

The Henry County Board of Education has developed these job descriptions to outline the qualifications and duties for various positions within the school system. These descriptions are not intended to create any legal rights, claims, entitlements, or interests in any job title, position, assignment, duty, work location, compensation level, benefit, or employment term beyond what is provided by law or a separate contract. The Board retains the right to adopt, revise, interpret, amend, repeal, suspend, or apply these job descriptions based on the needs and interests of the school system, subject only to legal limitations.

These job descriptions specify the minimum qualifications deemed necessary by the Board for each position at the time of their adoption. Applicants must also meet any additional qualifications stated in the job posting or established by law, regulation, Board policy, or similar directives. The job descriptions generally outline the duties expected of employees but are not exhaustive or exclusive. Employees may be required to perform other related duties as assigned. These descriptions aim to inform employees of their overall responsibilities and should not be interpreted as creating any legal duty on the part of school system employees toward any third party.

The Board is an equal opportunity employer. Personnel actions and decisions are made without regard to factors prohibited by federal or state law, including but not limited to race, color, religion, sex, national origin, age, disability, and genetics.

July 2023

Henry County Schools

JOB DESCRIPTIONS

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Henry County Schools
Accounting Clerk and Secretary to the Superintendent
Job Description

QUALIFICATIONS:

1. High School Diploma
2. Training or experience in basic bookkeeping/accounting preferred
3. Secretarial experience in a related area preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to plan, organize, and analyze. Ability to utilize an accounting computer program. Knowledge of general accounting principles. Able to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with schools, departments, and vendors. Considerable knowledge of the principles and practices of administrative secretarial work. Ability to take and transcribe dictation. Ability to establish and maintain professional relationships with the School Board, employees, and public.

REPORTS TO:

Superintendent

JOB GOAL

To provide clerical and accounting services in the area of purchase orders and accounts payable (AP). To relieve the Superintendent of paperwork and to execute expeditiously the instructions of the Superintendent so that he/she may devote maximum attention to the operations of the School System.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Prepare purchase orders for payment.
2. Maintain accurate files.
3. Maintain confidentiality regarding school and workplace matters.
4. Keep Superintendent informed of potential problems or unusual events.
5. Communicate effectively with all stakeholders.
6. Respond to inquiries in a timely manner.
7. Transcribe minutes of meetings.
8. Establish and maintain a thorough knowledge of Board policies and regulations regarding School Board related matters.

Accounting Clerk and Secretary to the Superintendent (Continued)

9. Help prepare Board agenda and summaries of agenda items for distribution.
10. Take telephone calls and answer inquiries.
11. Maintain accurate AP files.
12. Participate successfully in the training of programs offered to increase skill and proficiency.
13. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work with no more than 20 pounds of occasionally lifting and moving objects such as purchase order records, etc.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's compensation plan. Length of work year and hours of employment shall be established by the System.

EVALUATION:

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

Henry County Schools
Assistant Principal, Elementary School
Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Minimum of five (5) years classroom teaching experience and/or administrative experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of laws, regulations, and policies governing education in state and system. Knowledge of curriculum and instructional programs and best practices for appropriate level. Willingness to learn budgetary and supervisory responsibilities. Skill to work with people in an effective manner. Knowledge of scheduling and supervision. Ability to communicate effectively orally and in writing. Ability to plan, organize, and prioritize. Ability to use data in the decision-making process.

REPORTS TO:

Principal

JOB GOAL

To assist the Principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the System.

SUPERVISES:

Instructional, Support, Administrative and Service Personnel as assigned by the Principal.

PERFORMANCE RESPONSIBILITIES:

1. Assist in developing, implementing, and evaluating instructional programs and activities at the assigned school.
2. Assist the Principal in providing an atmosphere conducive to learning and teaching.
3. Assist in coordinating the selection and acquisition of instructional materials and equipment.
4. Assist in coordinating all testing programs at the school.
5. Assist the Principal in supervising and evaluating school-based personnel.

ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)

6. Assist in the supervision and management of the school site.
7. Assist in the coordination and supervision of before and /or after school programs or activities.
8. Assist in selection and employment of school personnel.
9. Assist with the development and implementation of an effective staff development program.
10. Assist the Principal in implementing the induction program for beginning teachers.
11. Implement School Board policy, state statutes, federal regulations as they pertain to the assigned school.
12. Assist in overseeing programs for students with identified special needs, e.g., Special Education, ESOL, and 504.
13. Assist with development and implementation of the School Improvement Plan.
14. Assist in identifying and writing grants to enhance school goals.
15. Assist in overseeing food services at the school, including free and reduced-price lunch eligibility.
16. Assist the Principal in supervising and evaluating school-based personnel.
17. Facilitate the implementation of the code of student conduct in accordance with school and system policy to ensure a safe and orderly learning environment.
18. Assist in developing and implementing family and community involvement programs and initiatives such as business partnerships.
19. Support and assist in implementing the school's student services plan and program.
20. Demonstrate initiative and a proactive orientation to fulfilling performance responsibilities and seeking solutions to problems and concerns.
21. Analyze student performance data as a basis for curriculum improvement and staff development needs.
22. Assist in the selection and supervision of substitute personnel.
23. Assist in developing and monitoring the school budget.
24. Assist in managing student accounting and attendance procedures.
25. Prepare or oversee the preparation of required reports and maintain all appropriate records.
26. Assist in implementing and monitoring Special Education programs and services.
27. Model and maintain high standards of professional conduct.
28. Set high standards of performance for self, others, and school.
29. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
30. Facilitate problem solving by individuals and groups.

ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)

31. Counsel with parents and staff to resolve problems and concerns.
32. Assist parents in contacting school and agency support services.
33. Maintain visibility and accessibility on the school campus and at school-related activities and events.
34. Use effective communication techniques with students, teachers, parents, and other stakeholders.
35. Assist in preparing and disseminating school newsletters, memos, letters, and websites.
36. Make presentations to faculty, students, and parents as requested by the Principal.
37. Collaborate with school and system personnel in planning and implementing system initiatives.
38. Demonstrate commitment to and support for the vision and mission of the system and school.
39. Assist in developing and implementing positive public relations for the school.
40. Assist the Principal in the development and implementation of procedures for dealing with school crises.
41. Deal with emergency situations quickly and effectively.
42. Deal effectively and appropriately with abuse situations.
43. Investigate student accidents and other incidents and take appropriate action.
44. Provide assistance with local school guidance program.
45. Assist with student teachers.
46. Work closely with undergraduate education programs, i.e., reading specialists.
47. Use community business resources.
48. Use effective technology skills to support the total school program.
- 49. Assist the District Instructional Specialist in acquiring and maintaining SACS District Accreditation.**
- 50. Work, under the direction of the superintendent, to prevent truancy in the district.**
51. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)**EVALUATION:**

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

Henry County Schools
Assistant Principal, High School
Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Minimum of three (3) years classroom teaching experience and/or administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and/or willingness to learn laws, regulations and policies governing education in state and county. Knowledge of curriculum and instructional programs and best practices for appropriate level. Willingness to learn budgetary and supervisory responsibilities. Skill to work with people in an effective manner. Knowledge of scheduling and supervision. Ability to communicate effectively orally and in writing. Ability to plan, organize, and prioritize. Ability to use data in the decision-making process. Ability to work with diverse populations. Proactive orientation.

REPORTS TO:

Principal

JOB GOAL

To assist the Principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the System.

SUPERVISES:

Instructional, Support, Administrative and Service Personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

1. Assist the Principal in providing leadership, direction, and oversight for the administrative and instructional functions of the school.
2. Assist in developing a process for registration and monitor its implementation.
3. Assist in coordinating the school's accreditation programs.
4. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
5. Assist Principal with interviews and selection of personnel.

ASSISTANT PRINCIPAL, HIGH SCHOOL (Continued)

6. Assist in providing teachers and students with a safe and secure teaching/learning environment.
7. Supervise extracurricular activities.
8. Work with staff to establish a plan for personal and professional growth.
9. Provide curriculum and instructional leadership.
10. Seek and support school business partners.
11. Demonstrate a proactive orientation in recognizing and solving school problems.
12. Anticipate potential problems in planning and implementing programs and activities.
13. Assist in the development and implementation of the school's Improvement Plan.
14. Conduct needs assessment to determine an appropriate program for professional growth
15. Assist in coordinating the school technology plan.
16. Assist in monitoring substitute teacher selection and assignments.
17. Assist Principal in developing personnel assignments and duty rosters.
18. Organize safety drills and submit reports.
19. Assist in supervising facilities and grounds operation.
20. Submit and follow up on work orders or assist in overseeing the process.
21. Assist in coordinating schedules for extracurricular activities.
22. Assist in developing and monitoring an inservice program which meets the needs for professional growth.
23. Seek to improve skills and knowledge through inservice and other professional development activities.
24. Maintain and model high standards of professional conduct.
25. Set high standards of performance for self, others, and school.
26. Work with assigned personnel to ascertain that the discipline code is consistently and fairly administered.
27. Work with coaches and athletic director to develop and maintain a sound athletic program.
28. Confer with students, parents, and teachers to resolve problems which inhibit learning.
29. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
30. Be visible in areas of the building with high potential for disruptions.
31. Support and attend community functions.
32. Assist in preparing and disseminating newsletters, memos, and letters.
33. Use effective strategies to communicate with a variety of audiences.

ASSISTANT PRINCIPAL, HIGH SCHOOL (Continued)

34. Assist with the induction of beginning teachers and monitor progress.
35. Seek advice on topics and/or functions which reach beyond acquired level of expertise.
36. Participate in parent organization meetings.
37. Promote an effective public relations program through newsletters, parent/ teacher conferences and meetings.
38. Utilize county staff for problem resolution when appropriate.
39. Exhibit confidence and commitment to the vision and mission of the school and system.
40. Assist Principal in establishing procedures to be used in the event of school crisis and provide leadership in the event of such incidents.
41. Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.
42. Deal effectively and appropriately with abuse situations.
43. Investigate student accidents and other incidents and take appropriate action.
44. Use effective technology skills to support the total school program.
- 45. Assist the District Instructional Specialist in acquiring and maintaining SACS District Accreditation.**
- 46. Coordinate, lead, and direct summer school at the school site.**
47. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Assistant Principal, Middle School
Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Minimum of three (3) years classroom teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, regulations and policies governing education in Alabama. Knowledge of curriculum and instructional programs and best practices for appropriate level. Willingness to learn budgetary and supervisory responsibilities. Skill to work with people in an effective manner. Knowledge of scheduling and supervision. Ability to communicate effectively orally and in writing. Ability to plan, organize, and prioritize. Ability to use data in the decision-making process. Ability to use the computer. Ability to work with diverse populations.

REPORTS TO:

Principal

JOB GOAL

To assist the Principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the System.

SUPERVISES:

Instructional, Support, and Service Personnel as assigned by the Principal.

PERFORMANCE RESPONSIBILITIES:

1. Assist in developing, implementing, and assessment of the instructional program for all students.
2. Assist in the development of the master schedule for student/ teacher assignment.
3. Assist the Principal in appraisal of teachers' and other staff members' performance level.
4. Assist in evaluating guidance services and practices.
5. Assist in developing guidelines for student conduct and implement appropriate disciplinary procedures to assure a safe and appropriate learning/ teaching environment.

ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

6. Oversee the administration of the testing programs at the school.
7. Assist in developing and implementing a school-wide attendance plan.
8. Assist the Principal in the selection of school personnel as requested.
9. Promote safety procedures and practices.
10. Supervise bus loading and unloading.
11. Assist in the supervision of all extracurricular activities.
12. Be proactive in recognizing and solving school concerns and problems.
13. Anticipate problems as plans are developed.
14. Use current research, performance data and feedback from teachers, parents and students to make decisions on program change and / or modification.
15. Assist in the development, implementation, and evaluation of the school's Improvement Plan.
16. Utilize data effectively in decision-making.
17. Assist in assessing staff development needs of school personnel.
18. Assist in providing supervision and oversight for substitute teachers.
19. Assist the Principal in maintaining appropriate inventory records for equipment, textbooks, and materials.
20. Coordinate facility maintenance and safety records.
21. Assist in monitoring the school budget as directed by the Principal.
22. Assist the Principal in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
23. Delegate responsibilities to appropriate staff members.
24. Provide training opportunities and feedback to school personnel as assigned by the Principal.
25. Promote staff development activities with focus on the needs of the staff,
26. Be actively involved in programs for professional growth and development.
27. Attend System conferences, inservices, and workshops to keep current in educational practices.
28. Model and maintain high standards of professional conduct.
29. Set high standards and expectations for self, others, and school.
30. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishments.
31. Adjust strategies to accommodate unexpected situations.
32. Confer with students, parents, and teachers to resolve problems which inhibit learning.
33. Communicate effectively with all stakeholders.
34. Maintain visibility and accessibility on the school campus and at school-related activities and events.
35. Communicate effectively orally and in writing with a variety of individuals and groups.

ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

36. Support and attend school and community functions.
37. Assist in the induction program for beginning teachers.
38. Assist in the development of positive school/community relations.
39. Cooperate and coordinate with all administrators in the school.
40. Utilize central staff for problem resolution when appropriate.
41. Provide leadership and support for school and System goals and priorities.
42. Assist Principal in establishing and implementing procedures to be used in the event of school crises and provide leadership in the event of such incidents.
43. Decide how to meet students' needs as they arise.
44. Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.
45. Deal effectively and appropriately with abuse situations.
46. Investigate student accidents and other incidents and take appropriate action.
47. Use effective technology skills to support the total school program.
48. **Assist the District Instructional Specialist in acquiring and maintaining SACS District Accreditation.**
49. **Coordinate, lead, and direct summer school at the school site.**
50. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
At-Risk Coach
Job Description

QUALIFICATIONS:

1. B.S. degree in Counseling, Social Work, Prefer Teaching Credentials/Experience

Contract Position:

9-month part time contract position (5½ hrs. per day for 187 days)

Salary:

Based on Neglect and Delinquent Grant Funding

Supervised by:

Superintendent, Virtual Academy Principal, Camp SAYLA Director

POSITION GOAL

The At-Risk Coach will strengthen the educational process by improving the students' ability to behave in a positive manner promoting positive behavior support interventions and working with students and parents to set educational goals for the students. These goals will promote the Alabama College and Career Ready Standards and the policies and procedures of Henry County District and Camp Sayla.

Henry County Schools
At Risk Coordinator
Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Successful administrative leadership experience.
3. Alabama certification in Educational Leadership and Supervision.

KNOWLEDGE SKILLS AND ABILITIES:

Ability to prepare and manage the district's At-Risk budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board Policies, and appropriate state and federal statutes. Ability to demonstrate the knowledge and practice of current educational trends, research and technology. Ability to understand the unique needs and characteristics of at-risk students. Ability to use group dynamics within the context of cultural diversity.

REPORTS TO:

Superintendent

JOB GOAL

To suggest, improve and model at-risk strategies for students in grades 1-12 through the implementation of the Henry County Alternative School

SUPERVISES:

Assigned personnel.

PERFORMANCE RESPONSIBILITIES:

1. Provide system-wide leadership in at-risk development for 1-12 based on an analysis of student and teacher needs.
2. Assist Principals in developing At-Risk Plans for the local schools and Alternative School.
3. Seek methods to improve instruction to at-risk students.
4. Maintain communication with school administrators and teachers to ensure exchange of information and mutual concerns.
5. Respond to inquiries in a timely manner.
6. Keep Supervisor, Principal, and Superintendent informed of potential problems or unusual events.
7. Work closely with system and school staff to support improvement initiatives.

AT RISK COORDINATOR (Continued)

8. Keep informed and disseminate information about current research trends and best practices in areas of responsibility.
9. Represent the system in a positive and professional manner.
10. Prepare all required reports and maintain appropriate records.
11. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishments.
12. May be required to work beyond the 40-hour week.
13. Perform other tasks consistent with the goals and objectives of this position.
14. Perform other duties as assigned by the Superintendent.

Henry County Schools
Athletic Director
Job Description

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Minimum of six (6) years coaching experience.
3. Valid Alabama teaching certificate.
4. School Bus Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan and organize. Ability to lead and direct others. Skill in public speaking. Ability to promote the total athletic program. Knowledge of Alabama High School Athletic Association (AHSAA) rules, State statutes, State Board rules and local School Board policies related to graduation requirements, college requirements and eligibility. Ability to schedule and coordinate a variety of activities. Knowledge and skill in developing and managing budgets. Ability to read, interpret and enforce rules and statutes. Ability to supervise and monitor, Ability to establish and maintain effective working relationships. Knowledge of rules and regulations required by Title IX.

REPORTS TO:

Principal

JOB GOAL

To assist the Principal in supervising the operation of the entire athletic program including the selection and evaluation of coaches.

SUPERVISES:

Athletic coaches

PERFORMANCE RESPONSIBILITIES:

1. Keep the coaching staff and school informed of important decisions made by the AHSAA concerning athletics and the participants.
2. Coordinate eligibility requirements for participation in all sports.
3. Coordinate schedules of all sports and practices.
4. Recommend athletic purchases and expenditures to the Principal.
5. Coordinate the use, proper maintenance and care of all athletic facilities.
6. Ensure the proper mailing of all correspondence involving schedules, eligibility and contracts.

ATHLETIC DIRECTOR (Continued)

7. Manage all athletic activities and assist with audience control, finance and security of facilities.
8. Assist principal in the selection, assignment and evaluation of athletic coaches and staff.
9. Supervise all ticket sales and fundraising events of the athletic programs and assume responsibility for proper handling of funds.
10. Arrange for security, ticket sales, officials and other resources necessary for home events.
11. Arrange transportation for athletic contest participants as required.
12. Administer the insurance program covering school athletes, and assume responsibility for all processing of reports and claims.
13. Ensure that all required forms are turned in and are on file.
14. Plan and supervise recognition programs for school athletics.
15. conduct the program.
16. Coordinate the acquisition and inventory of equipment and supplies necessary to Foster good school/community relations by keeping the community aware of and responsive to the athletic program.
17. Oversee and work with booster clubs or other support groups of athletic activities.
18. Act as the school's liaison with AHSAA, colleges and universities.
19. Attend AHSAA sponsored clinics held for athletic directors to update skills and techniques for the athletic program.
20. Assist Principal in making athletic program decisions.
21. Communicate effectively, orally and in writing with other professionals, students, parents and community.
22. Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student's needs.
23. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting actions.
24. Engage in continuing improvement of professional knowledge and skills.
25. Conduct personal assessment periodically to determine professional development needs with reference to specific instructional assignment.
26. Act in a professional and ethical manner and adhere to professional standards at all times.
27. Demonstrate attention to punctuality, attendance records and reports.
28. Comply with policies, procedures and programs.
29. Exercise appropriate professional judgment.
30. Support school improvement initiatives by active participation in school activities, services and programs.

ATHLETIC DIRECTOR (Continued)

31. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Band Director
Job Description

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Certified by the State of Alabama in the appropriate area.
3. Minimum of two (2) years experience as assistant band director.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of the prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

REPORTS TO:

Principal

JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and develop skills as a performer and as one who appreciates and enjoys music.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Plan and implement a balanced music program to include harmony, theory, choral and/or instrumental music, and the historical and cultural aspects of music.
2. Create or select long-range plans based on a review of system and state curriculum priorities, student profiles and instructional priorities.
3. Define goals and objectives for long-range goals.

BAND DIRECTOR (Continued)

4. Sequence content and activities appropriately.
5. Identify specific intended learning outcomes which are challenging, meaningful and measurable.
6. Revise plans based on student needs.
7. Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs and socio-economic background.
8. Develop or select instructional activities which foster active involvement of students in the learning process.
9. Plan and prepare lessons and instructional strategies which support the school improvement plan and the system mission.
10. Select, develop, modify and/or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds and special needs.
11. Establish and maintain a positive and safe learning environment in which students are encouraged to be actively engaged in the learning process.
12. Maintain a clean, attractive and organized learning environment.
13. Maintain academic focus by using a variety of motivational techniques.
14. Establish routines and procedures and work with students on consistently following them.
15. Establish and use behavior management techniques which are appropriate and effective.
16. Create a learning climate that is challenging, yet non-threatening.
17. Maintain instructional momentum with smooth and efficient transitions from one activity to another.
18. Establish and maintain effective and efficient record keeping procedures.
19. Manage time effectively.
20. Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
21. Manage materials and equipment effectively.
22. Organize materials for efficient distribution and collection.
23. Instruct and supervise the work of volunteers and aides when assigned.
24. Assist in enforcement of school rules, administrative regulations and Board policy.
25. Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
26. Use ongoing assessment to monitor student progress, verify that learning is occurring and adjust curriculum and instruction.

BAND DIRECTOR (Continued)

27. Provide feedback to students about the appropriateness of response and quality of work with a focus on improving student performance.
28. Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents and professional colleagues who need access to the information.
29. Encourage self-assessment by students and assist them in developing plans for improving their performance.
30. Provide opportunities for students to perform throughout the school and community.
31. Evaluate the effectiveness of instructional units and teaching strategies.
32. Demonstrate knowledge and understanding of curriculum content.
33. Communicate high learning expectations for all students.
34. Apply principles of learning and effective teaching in instructional delivery.
35. Monitor learning activities, providing feedback and reinforcement to students.
36. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
37. Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
38. Use appropriate materials, technology and resources to help meet the learning needs of all students.
39. Assist students in assessing, interpreting and evaluating information from multiple sources.
40. Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
41. Provide quality work for students which is focused on meaningful, relevant and engaging learning experiences.
42. Provide instruction on safety procedures and proper handling of materials, tools and equipment.
43. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
44. Communicate effectively orally and in writing, with other professionals, students, parents and community.
45. Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
46. Provide accurate and timely information to parents and students about student performance.
47. Work with other teachers in curriculum development, special activities and sharing ideas, and resources.

BAND DIRECTOR (Continued)

48. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
49. Engage in continuing improvement of professional knowledge and skills.
50. Assist others in acquiring knowledge and understanding of a particular area of responsibility.
51. Keep abreast of developments in instructional methodology, learning theory, curriculum trends and content.
52. Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignments.
53. Develop and implement a Professional Development Plan annually in accordance with state and system requirements.
54. Act in a professional and ethical manner and adhere to professional standards at all times.
55. Perform assigned duties.
56. Demonstrate attention to punctuality, attendance, records and reports.
57. Maintain confidentiality of student and other professional information.
58. Comply with policies, procedures and programs.
59. Exercise appropriate professional judgment.
60. Support school improvement initiatives by active participation in school activities, services and programs.
61. Ensure that student growth/achievement is continuous and appropriate for age group, subject area and/or student program classification.
62. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Bookkeeper
Job Description

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

QUALIFICATIONS:

1. High school diploma or equivalent, supplemented by business courses in bookkeeping or accounting.
2. Minimum of three (3) years bookkeeping experience or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles and practices of bookkeeping and the ability to apply this knowledge to work situations. Considerable knowledge of the laws, rules, and regulations controlling budget, internal record keeping activities, and contract procedures. Ability to prepare complete and accurate accounting records and statements. Ability to keep complex records, to assemble and organize data and to prepare reports from such records. Ability to express oneself clearly and concisely, orally and in writing. Ability to operate a typewriter, calculator and other standard office machines. Ability to type at a prescribed rate of speed; some knowledge of computers and their operation and ability to use designated software.

REPORTS TO:

Principal

JOB GOAL

To maintain financial accounting records accurately and thoroughly.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Plan, perform, and supervise the recording of transactions to accounts receivable and payable.
2. Prepare periodic financial and statistical statements, reports, and tabulations.
3. Enter data on the computer and produce periodic computer-generated reports.
4. Issue purchase orders and check invoices; prepare checks.
5. Reconcile school reports and bank accounts.
6. Classify and record daily receipts and disbursements.

BOOKKEEPER (Continued)

7. Prepare daily reports, bank balance reports and other related reports.
8. Keep records and controls of school budget transactions.
9. Receive and audit monies collected from various sources.
10. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
11. Follow attendance, punctuality and proper dress rules.
12. Maintain confidentiality regarding school/workplace matters.
13. Model and maintain high ethical standards.
14. Demonstrate initiative in the performance of assigned responsibilities.
15. Maintain expertise in the assigned area.
16. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
17. Keep supervisor informed of potential problems of unusual events.
18. Respond to inquiries and concerns in a timely manner.
19. Exhibit interpersonal skills to work as an effective team member.
20. Demonstrate support for the school system and its goals and priorities.
21. Demonstrate initiative in identifying potential problems or opportunities for improvement.
22. Prepare all required reports and maintain all appropriate records.
23. May be required to work beyond the 40-hour week.
24. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools

Bus Aide

Job Description

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Training and experience in working with handicapped or special education children.
3. Alabama Commercial Driver's License (CDL).

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of techniques and procedures used in working with handicapped students. Ability to relate and communicate effectively with handicapped children. Knowledge of school bus rules and regulations. Knowledge of school bus safety procedures. Ability to secure students in a safe riding position and to reposition physically handicapped students as needed. Knowledge of unusual health conditions or required health related interventions for students riding the bus. Ability to relate and communicate effectively with bus drivers, parents and school personnel. Knowledge of First Aid and CPR. Ability to follow directions and work as a team.

REPORTS TO:

Bus Driver

JOB GOAL

To assist bus drivers in transporting special education students or students with handicaps in a safe, efficient and timely manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Assist with safe loading and unloading of students.
2. Enforce safety rules for students.
3. Monitor student behavior.
4. Administer to the individual needs of the students as required.
5. Escort students to class or office if needed.
6. Assist the driver with keeping the bus clean and with keeping needed supplies on the bus.
7. Be familiar, if assigned to special education students, with each student's exceptionality.
8. Be familiar, if assigned to special education students, with each

BUS AIDE (Continued)

- student's physical needs.
9. Assist, if assigned to special education students, with door-to-door loading and unloading, if needed.
 10. Ensure that students are secured (seatbelts, special seats, wheelchairs and other) and monitor structures and/or equipment to assure safety.
 11. Learn evacuation procedures and assist students and driver as necessary.
 12. Interact appropriately with students.
 13. Communicate well with bus drivers and supervisor.
 14. Follow all policies and laws governing transportation.
 15. Maintain familiarity with the bus route to which assigned.
 16. Communicate effectively with the bus driver, students, parents and school staff using tact and good judgment.
 17. Follow attendance, punctuality and proper dress rules.
 18. Ensure adherence to good safety standards.
 19. Maintain confidentiality regarding school/workplace matters.
 20. Model and maintain high ethical standards.
 21. Demonstrate initiative in the performance of assigned responsibilities.
 22. Maintain expertise in assigned areas to fulfill project goals and objectives.
 23. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
 24. Keep supervisor informed of potential problems or unusual events.
 25. Respond to inquiries and concerns in a timely manner.
 26. Serve on school/system committees as required or appropriate.
 27. Exhibit interpersonal skills to work as an effective team member.
 28. Demonstrate support for the school system and its goals and priorities.
 29. Demonstrate initiative in identifying potential problems or opportunities for improvement.
 30. Prepare all required reports and maintain all appropriate records.
 31. Participate in cross-training activities as required.
 32. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

BUS AIDE (Continued)**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Bus Driver
Job Description

QUALIFICATIONS:

1. Completion of eighth grade. High school diploma preferred
2. Valid Alabama Class "B" Commercial Driver's License (CDL) with passenger endorsement and verification of an acceptable driving record through the Department of Motor Vehicles (DMV).
3. Minimum of five (5) years licensed driving experience.
4. Successful completion of driver's training course meeting state and federal standards.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of highway and traffic safety. Ability to operate light and/or heavy-duty buses in a safe and economical way. Ability to understand and carry out both written and oral directions. Ability to exercise appropriate disciplinary techniques. Ability to follow a daily routine schedule. Ability to relate and communicate effectively with parents, students and school personnel. Ability to tolerate highly stressful situations. Ability to pass a physical exam as required by Alabama State Board of Education Administrative rules.

REPORTS TO:

Maintenance Shop Foreman

JOB GOAL

To transport students in a safe, efficient and timely manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Transport students to and from school and on assigned trips safely and efficiently.
2. Comply with all state and local laws relative to bus transportation.
3. Observe all safety regulations for school buses.
4. Maintain discipline of students and report discipline problems to the school administrators.
5. Fuel bus according to system transportation guidelines/policies.
6. Keep the assigned bus clean according to system transportation policies.
7. Follow the assigned route and schedule.

BUS DRIVER (Continued)

8. Recommend to Supervisor changes in bus routes or bus loads.
9. Complete pre- and post-trip safety inspections and notify proper authority of mechanical defects and lateness.
10. Discharge students only at authorized stops.
11. Transport only authorized students.
12. Ensure no smoking, drinking or eating on the bus.
13. Instruct students in safety precautions and practices.
14. Conduct bus evacuation as required.
15. Be aware of additional duties related to transportation of exceptional education students, such as door-to-door loading and unloading, assisting with wheelchairs, understanding each student's exceptionality and the development of special loading/unloading procedures.
16. Interact appropriately with children, bus attendants, if applicable, transportation and school personnel.
17. Report all accidents involving a school bus.
18. Communicate well with supervisor, bus attendant if applicable, and schools.
19. Follow all transportation policies and procedures.
20. Communicate effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
21. Follow attendance, punctuality and proper dress rules.
22. Ensure adherence to good safety standards.
23. Maintain confidentiality regarding school/workplace matters.
24. Model and maintain high ethical standards.
25. Demonstrate initiative in the performance of assigned responsibilities.
26. Maintain expertise in assigned areas to fulfill project goals and objectives.
27. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
28. Keep supervisor informed of potential problems or unusual events.
29. Respond to inquiries and concerns in a timely manner.
30. Serve on school/system committees as required or appropriate.
31. Exhibit interpersonal skills to work as an effective team member.
32. Demonstrate support for the school system and its goals and priorities.
33. Demonstrate initiative in identifying potential problems or opportunities for improvement.
34. Prepare all required reports and maintain all appropriate records.
35. Perform other tasks consistent with the goals and objectives of this position.

BUS DRIVER (Continued)

PHYSICAL REQUIREMENTS:

Requirements for persons employed to drive school buses.

- A. The Henry County School Board shall not hire, employ, or enter into any agreement with any person for the purposes of operating a school bus or activity bus transporting students to or from school- related events, unless the person is physically qualified to drive a school bus. *A person is physically qualified to drive a school bus if that person meets the following requirements:*
- (1) Has no loss of a foot, a leg, a hand, or an arm;
 - (2) Has no impairment of:
 - (2Xi) A hand or finger which interferes with prehension or power grasping;
 - (2)(ii) An arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a school bus; or any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a school bus;
 - (3) Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control;
 - (4) Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure;
 - (5) Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with his/her ability to control and operate a school bus safely;
 - (6) Has no current clinical diagnosis of high blood pressure likely to interfere with his/her ability to control and operate a school bus safely;
 - (7) Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with his/her ability to control and operate a school bus safely;
 - (8) Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control and operate a school bus safely;
 - (9) Has no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with his/her ability to control and operate a school bus safely;
 - (10) Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to

BUS DRIVER (Continued)

- 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70° in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber;
- (11) First perceives a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) Z24.5-1951
- (12.i) Does not use a controlled substance identified in 21 CFR 1308.11 *Schedule I*, an amphetamine, a narcotic, or any other habit-forming drug.
- (12)(ii) *Exception.* A driver may use such a substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who:
- (12)(ii)(A) Is familiar with the driver's medical history and assigned duties; and
- (12)(ii)(B) Has advised the driver that the prescribed substance or drug will not adversely affect the driver's ability to control and operate a school bus safely; and
- (13) Has no current clinical diagnosis of alcoholism.
- B. The Henry County School System shall:
- (1) require all newly employed school bus drivers to pass a physical examination as prescribed by (a)(1) through (a)(13) and performed by a duly licensed physician upon the acceptance of employment and before they are allowed to drive a school bus; and
- (2) require all currently employed school bus drivers to pass a physical examination by a licensed physician at least every two years; and
- (3) Document the results of physical examinations on forms prescribed by the Alabama State Department of Education and maintain these forms at the district's central administrative office.
- (4) *Exception.* Drivers holding an Alabama School Bus Driver certificate prior to the passage of this law may be grandfathered for the conditions prescribed above if the driver presents a written statement from a duly licensed physician
- (4)(i) familiar with the driver's medical history and assigned duties and,
- (4)(ii) stating the condition will not adversely affect the driver from operating a school bus safely, and

BUS DRIVER (Continued)

(4)(iii) completes and signs the waiver statement on the approved Alabama. State Department of Education prescribed form.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Bus Shop Foreman
Job Description

QUALIFICATIONS:

1. High school or vocational school diploma or equivalent.
2. At least six (6) years of progressively responsible mechanic experience including one (1) year at the supervisory level; or an equivalent combination of training and experience.
3. Valid Alabama Commercial Driver's License (CDL).

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the construction, assembly, adjustment, and maintenance of a variety of automobiles, buses, trucks and other heavy equipment. Considerable knowledge of the methods and practices used to repair and renovate automotive and heavy equipment, especially as applied to mechanical operations. Considerable knowledge of instruments employed in testing the operation and repair of automotive and heavy equipment such as ammeters, volt meters, micrometers, calipers, dividers, dial gauges, compression gauges and other testing devices. Ability to diagnose defects in automotive equipment and either personally perform or instruct subordinates in proof techniques for fixing defects. Ability to make road tests and other checks of the effectiveness of repair and maintenance work. Ability to direct and supervise the work of mechanics and mechanic assistants, including both skilled and unskilled crafts. Ability to keep time, work, and repair records of shop operations. Considerable skill in the application and/or supervision of modern methods and techniques used in the repair and renovation of automotive equipment, and in the care and use of pertinent tools, equipment, and facilities.

REPORTS TO:

Transportation Director

JOB GOAL

To direct other mechanics in the repair and maintenance services for automobiles, buses, trucks, and other heavy equipment.

SUPERVISES:

Assigned Personnel

BUS SHOP FOREMAN (Continued)

PERFORMANCE RESPONSIBILITIES:

1. Direct the flow of work provided within the shop and make general and detailed assignments to subordinates.
2. Inspect, test, and road check equipment to determine the nature of defects and failures, and as a review of the work of automotive and heavy equipment mechanics and helpers to whom repair and maintenance jobs are assigned.
3. Provide records of work performed to the supervisor.
4. Requisition repair parts, fuel, lubricants, supplies and equipment required in the maintenance and garage operation.
5. Assist Transportation Director in determining the most economical way to repair equipment.
6. Perform functions of mechanic and related work as required.
7. Communicate effectively with the mechanics, staff members and other contact persons.
8. Follow attendance, punctuality and proper dress rules.
9. Ensure adherence to good safety standards.
10. Maintain confidentiality regarding school/workplace matters.
11. Model and maintain high ethical standards.
12. Demonstrate initiative in the performance of assigned responsibilities.
13. Maintain expertise in assigned area.
14. Participate successfully in the training programs offered to increase skill and proficiency related to assignment
15. Keep supervisor informed of potential problems or unusual events.
16. Exhibit interpersonal skills as an effective team member.
17. Demonstrate support for the school system and its goals and priorities.
18. Demonstrate initiative in identifying potential problems or opportunities for improvement.
19. Prepare all required reports and maintain all appropriate records.
20. May be required to work beyond the 40-hour week.
21. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

BUS SHOP FOREMAN (Continued)**EVALUATION:**

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

Henry County Schools
Bus Shop Mechanic
Job Description

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Comparable amount of training and experience may be substituted for minimum education qualifications.
3. Valid Alabama Commercial Driver's License (CDL) Class A with passenger endorsement.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of adjustment and minor repair of a wide variety of vehicles. Ability to clean and service vehicles. Ability to use and care for shop tools and equipment. Ability to keep records of repairs and service and to make reports. Ability to follow oral and written instructions. Basic knowledge of computer diagnosis procedure. Ability to work cooperatively with fellow employees. Ability to diagnose common vehicle defects.

REPORTS TO:

Shop Foreman

JOB GOAL

To assist in the maintenance and repair of System vehicles.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Assist mechanics in maintaining buses and other vehicles in the fleet for safe operation with preventive maintenance, care and service.
2. Provide general cleaning and service work for vehicles.
3. Provide for preventive maintenance of vehicles as an ongoing plan.
4. Inspect buses and cars to recommend corrective action as needed.
5. Perform minor repairs to vehicles as assigned.
6. Maintain tools and equipment in good working order.
7. Maintain garage and grounds and follow sound safety practices.
8. Perform emergency road repairs and test-drive vehicles to ensure they are in safe operating condition.
9. Provide for fuel availability and fuel vehicles as directed.
10. Procure and inventory parts, equipment, tools and materials in accordance with prescribed procedures as directed.
11. Provide for cleaning of buses according to System policies and procedures.

BUS SHOP MECHANIC (Continued)

12. Communicate effectively with staff members, supervisors, administrators and other contact persons using tact and good judgment.
13. Follow attendance, punctuality and proper dress rules.
14. Ensure adherence to good safety standards.
15. Maintain confidentiality regarding school/workplace matters.
16. Model and maintain high ethical standards.
17. Demonstrate initiative in the performance of assigned responsibilities.
18. Maintain expertise in assigned areas to fulfill project goals and objectives.
19. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
20. Keep supervisor informed of potential problems or unusual events.
21. Respond to inquiries and concerns in a timely manner.
22. Serve on school/system committees as required or appropriate.
23. Exhibit interpersonal skills to work as an effective member of a team.
24. Demonstrate support for the school system and its goals and priorities.
25. Demonstrate initiative in identifying potential problems or opportunities for improvement.
26. Prepare all required reports and maintain all appropriate records.
27. Participate in cross-training activities as required.
28. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
CAREER COACH
Job Description

QUALIFICATIONS:

1. Bachelor's degree in education, marketing, communication or related field required.
2. Experience working in industry preferred.
3. Pleasing personality; enthusiastic, positive attitude, evidence of trustworthiness; knowledge in business and industry; effective human relations skills.
4. Required: Ability to pass background check.

KNOWLEDGE, SKILLS, ABILITIES:

1. Effective oral and written communication skills.
2. Knowledge of what it takes to be successful in the world of work.
3. Knowledge of College and Career Readiness Standard/PLAN 2020.
4. Knowledge of current employment trends.

REPORTS TO:

Designated Supervisor

DUTIES:

1. Represent the Career Coach Program in local high schools and conduct public relations efforts to promote the CTE programs.
2. Provide career development guidance for high school students with emphasis on technical programs.
3. Plan and implement student recruitment activities for technical programs.
4. Assist prospective students with career exploration activities and career assessments.
5. Plan and implement student recruitment activities for technical programs.
6. Assist prospective students with career exploration activities and career assessments.
7. Assist prospective students with admissions, financial aid, and registration procedures for college admission.
8. Provide guidance to students regarding career choices.
9. Conduct high school classroom presentations promoting college and career programs and activities.
10. Provide prospective students with information regarding the current job market and trends in career choices.
11. Schedule and attend college campus tours and industry tours with high school students.
12. Coordinate job shadowing opportunities for students.

CAREER COACH (Continued)

13. Maintain ongoing database of students and classrooms where services are offered.
14. Comply with all policies of the LEA and the Alabama State Department of Education.

Henry County Schools
Central Office, Child Nutrition Program Bookkeeper
 Job Description

QUALIFICATIONS:

2. High School Diploma or equivalent
3. Minimum of 5 years bookkeeping experience.

REPORTS TO:

Child Nutrition Program Director

JOB GOAL

To maintain financial accounting records accurately and thoroughly.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Plan, perform, and supervise the recording of transactions to accounts receivable and payable.
2. Prepare periodic financial and statistical statements, reports, and tabulations.
3. Enter data on the computer and produce periodic computer-generated reports.
4. Maintain payroll transactions.
5. Issue purchase orders and check invoices; prepare checks.
6. Reconcile school reports and bank accounts.
7. Classify and record daily receipts and disbursements.
8. Prepare daily reports, bank balance reports and other related reports.
9. Keep records and controls of school budget transactions.
10. Receive and audit monies collected from various sources.
11. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
12. Follow attendance, punctuality and proper dress rules.
13. Maintain confidentiality regarding school/workplace matters.
14. Model and maintain high ethical standards.
15. Demonstrate initiative in the performance of assigned responsibilities.
16. Maintain expertise in the assigned area.
17. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
18. Keep supervisor informed of potential problems or unusual events.
19. Respond to inquiries and concerns in a timely manner.
20. Exhibit interpersonal skills to work as an effective team member.
21. Demonstrate support for the school system and its goals and priorities.
22. Demonstrate initiative in identifying potential problems or opportunities for improvement.

CENTRAL OFFICE, CNP BOOKKEEPER (Continued)

23. Prepare all required reports and maintain all appropriate records.
24. May be required to work beyond the 40-hour week.
25. May be required to travel for on-the-job responsibilities.
26. May be required to assist CNP Staff in the workplace.
27. Assist parents and students as needed.
28. Assist administrators and staff in the execution of responsibilities.
29. Perform other tasks consistent with the goals and objectives of this position.

Henry County Schools
Central Office Receptionist
Job Description

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Experience or training in the operation of a very busy office situation.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the operation of the telephone system. Ability to speak clearly and distinctly in a well-modulated and pleasant voice, and to use correct grammatical construction and choice of words. Ability to remember accurately the names and locations of personnel, and to understand School System operations. Ability to react quickly and calmly in placing and receiving calls of an emergency nature. Ability to operate the telephone system under conditions of heavy load, calmly and efficiently. Ability to keep simple records accurately.

REPORTS TO:

Designated Supervisor and Superintendent

JOB GOAL

To operate the telephone system, receive visitors, and perform assigned clerical duties efficiently and effectively.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Receive incoming calls and make proper connection to office requests.
2. Answer routine non-technical questions and refer other questions to the proper department.
3. Direct visitors to proper offices and provide routine information.
4. Type and perform various clerical functions.
5. Post/record and file correspondence and reports.
6. React quickly and calmly in an emergency situation on the switchboard at the front desk.
7. Follow attendance, punctuality and proper dress rules.
8. Ensure adherence to good safety standards.
9. Maintain confidentiality regarding school/workplace matters.
10. Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.

CENTRAL OFFICE RECEPTIONIST (Continued)

11. Exhibit interpersonal skills to work as an effective team member.
12. Model and maintain high ethical standards.
13. Represent the System in a positive and professional manner.
14. Demonstrate initiative in the performance of assigned responsibilities.
15. Respond to inquiries and concerns in a timely manner.
16. Keep supervisor informed of potential problems or unusual events.
17. Demonstrate support for the school system and its goals and objectives.
18. Prepare all required reports and maintain all appropriate records.
19. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
20. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Central Office Secretary
Job Description

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Secretarial training and/or experience preferred.
3. Computer literacy.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform routine duties guided by standard practices. Knowledge of basic office procedures. Skill in the operation of standard up-to-date office equipment. Ability to type accurately at a prescribed rate. Ability to operate a computer and utilize software applications for word processing, databases, spreadsheets, and other functions. Ability to answer the telephone in a professional and courteous manner. Ability to communicate well, both orally and in writing, using correct grammar, spelling and business English. Ability to establish and maintain effective working relationships with other employees.

REPORTS TO:

Designated Supervisor/Superintendent

JOB GOAL

To perform routine clerical and secretarial duties in an efficient and accurate manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Perform a variety of secretarial/clerical duties to support supervisory and administrative personnel in handling daily activities.
2. Perform bookkeeping duties as assigned.
3. Compose routine correspondence, type correspondence, memoranda, reports, manuscripts and other materials.
4. Maintain an alphabetical, numerical or simple subject matter filing system.
5. Maintain data, statistics and other information and prepare reports as required.
6. Maintain school records as required.
7. Perform office routines and practices as assigned.

CENTRAL OFFICE SECRETARY (Continued)

8. Operate standard office equipment such as any generation of typewriter, calculator, CRT terminal, microcomputer, word processor, copier, fax machine and others, as well as equipment developed or advanced from future technology as required by assignments.
9. Arrange conferences and/or appointments for administrators.
10. Make routine decisions and work in a responsible and independent manner under general supervision.
11. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
12. Follow attendance, punctuality and proper dress rules.
13. Ensure adherence to good safety standards.
14. Maintain confidentiality regarding school/workplace matters.
15. Model and maintain high ethical standards.
16. Demonstrate initiative in the performance of assigned responsibilities.
17. Maintain expertise in assigned area to fulfill project goals and objectives.
18. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
19. Keep supervisor informed of potential problems or unusual events.
20. Respond to inquiries and concerns in a timely manner.
21. Serve on school/system committees as required or appropriate.
22. Exhibit interpersonal skills to work as an effective team member.
23. Demonstrate support for the school system and its goals and priorities.
24. Demonstrate initiative in identifying potential problems or opportunities for improvement.
25. Prepare all required reports and maintain all appropriate records.
26. Participate in cross-training activities as required.
27. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Chief School Finance Officer
Job Description

QUALIFICATIONS:

1. Minimum Bachelor's Degree in a business, accounting, or financial field from an accredited institution.
2. Minimum of three (3) years work experience in a related field.
3. Possess or be eligible to possess certification required pursuant to regulations promulgated by the State Board of Education.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of Alabama school laws, regulations, and School Board policies and procedures as they apply to finance and payroll services. Ability to direct work of subordinates in a manner conducive to efficiency and high morale. Ability to establish and maintain effective working relationships with superiors, associates and subordinates contacted within the course of work. Ability to use technology and related software.

REPORTS TO:

Superintendent

JOB GOAL

To ensure the sound fiscal management of board finances within the guidelines required by Examiners of Public accounts and State Department of Education.

SUPERVISES:

Bookkeepers at Central Office

PERFORMANCE RESPONSIBILITIES:

1. Verify the receipt of all funds to which the local board of education may be entitled by law or which may come into its possession for public school purposes.
2. Verify the payment of such funds, such payments to occur only on written order of the local superintendent of education.
3. Keep an accurate record of all receipts. and expenditures, and provide such information to the local superintendent and the local board.
4. Make reports as may be required by law, by the local board of education, or by rules and regulations of the State Board of Education.

CHIEF SCHOOL FINANCE OFFICER (Continued)

5. Personally notify, in writing, each board member and the local superintendent of education of any financial transaction of the local board of education which the chief school financial officer deems to be non-routine, unusual, without legal authorization, or not in compliance with the fiscal management policies of the board.
6. Be bonded in an amount determined by the State Board of Education.
7. Attend any training session, conference or workshop as assigned or required to maintain certification as a chief school finance officer.
8. Represent the system in a positive and professional manner.
9. Develop or assist in the development of the Annual budget and monitor its implementation as required.
10. Serve as liaison for auditors and Federal, State and local agencies regarding operations of the department.
11. Supervise the Finance, Payroll, & Benefits personnel and coordinate activities between these personnel.
12. Supervise assigned personnel.
13. Utilize appropriate strategies and problem-solving skills to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
14. May be required to work beyond the 40-hour work week.
15. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefit shall be paid consistent with the System's approved salary schedule. Length of the work year shall be 240 days.

EVALUATION:

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

Henry County Schools
Child Nutrition Program Bookkeeper/Worker
 Job Description

QUALIFICATIONS:

1. High School Diploma or Equivalent

REPORTS TO:

Child Nutrition Program Manager

SUPERVISES:

None

Part time bookkeeper part time CNP worker = Bookkeeper responsibilities
come first

PERFORMANCE RESPONSIBILITIES (Bookkeeper):

1. Start/end the point of sale system at breakfast and lunch
2. Count down the cash drawer at breakfast and lunch
3. Collect money and make change during meal services
4. Run the point of sale system for meal purchase at breakfast and lunch
5. Make bank deposit and take to the bank daily
6. Print daily sales reports
7. Print monthly sales reports
8. Understand sales reports
9. Be organized
10. Collect pre-payments
11. Understand the online payment system
12. Contact parents of students with any charges
13. Know the policies of Henry County BOE that relate to CNP (returned check, charged meals, etc.)

PERFORMANCE RESPONSIBILITIES (CNP Worker):

1. Follow Manager's instructions
2. Follow the rules established by the Alabama Health Department
3. Follow recipes Prep Food
4. Follow guidelines established by the Henry Co BOE
5. Monitor Food service/serve food
6. Monitor food temps
7. Use all kitchen equipment safely (ovens, warmers, slicer, mixer, dishwasher, etc.)
8. Know food safety rules
9. Keep work area clean and sanitary
10. Check in groceries from delivery truck
11. Stock groceries
12. Lift up to 50lbs (with help)
13. Monitor trash cans during meal service

CNP BOOKKEEPER/WORKER (Continued)

14. Take trash to dumpster
15. Wash trash cans
16. Wash dishes/small wares
17. Sweep/Mop
18. Laundry
19. Be organized
20. Be a team player
21. Have a positive attitude
22. Report to work on time

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Child Nutrition Program School Manager
Job Description

QUALIFICATIONS:

1. High school diploma or equivalent with courses in home economics and nutrition.
2. Varying years of practical experience in the preparation and service of foods to large groups of people, several years of which must have been in charge of such work.
3. An equivalent combination of training and experience may be substituted.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the planning, preparation and service of a large variety of foods and the equipment and methods used in such preparation and service. Thorough knowledge of food values and nutrition; sanitation and safety practices; and the purchase and storage of food and non-food supplies. Ability to plan economical, nutritious and attractive meals which appeal to school age children. Ability to train and supervise subordinates. Ability to establish and maintain a favorable working relationship with vendors, teachers, and other school and county level personnel, subordinates and other persons in contact. Ability to complete detailed reports and records.

REPORTS TO:

Principal and CNP Director

JOB GOAL

To manage the food service program at school level in an efficient and effective manner to meet nutritional needs and program acceptability of students and staff in accordance with federal, state and local regulations.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1. Cooperate with principal and staff in planning, developing, and utilizing the school food service program to effect maximum benefits to school and community.
2. Supervise and evaluate food service personnel.
3. Maintain high standards of sanitation and safety.
4. Submit reports and maintain records as required. Maintain a required system for proper control of cash, food, supplies, equipment and personnel. Manage computer point-of-sale systems at school level.

CNP SCHOOL MANAGER (Continued)

5. Instruct employees in regulations and procedures and conduct continuous on-the-job-training for food service personnel.
6. Motivate employees to participate in professional self-improvement activities.
7. Exercise managerial skills to control labor, food, and non-food costs.
8. Plan and direct the production, merchandising and nutrition education for the school food service program.
9. Supervise the ordering of supplies according to established specifications, determined by menu, volume and student needs.
10. Recommend purchase of equipment.
11. Communicate effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
12. Follow attendance, punctuality and proper dress rules.
13. Ensure adherence to good safety standards.
14. Maintain confidentiality regarding school/workplace matters.
15. Model and maintain high ethical standards.
16. Demonstrate initiative in the performance of assigned responsibilities.
17. Maintain expertise in the assigned area.
18. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
19. Keep supervisor informed of potential problems or unusual events.
20. Exhibit interpersonal skills to work as an effective team member.
21. Demonstrate support for the school system and its goals and priorities.
22. Demonstrate initiative in identifying potential problems or opportunities for improvement.
23. Prepare all required reports and maintain all appropriate records.
24. May be required to work beyond the 40-hour week.
25. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 20 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

CNP SCHOOL MANAGER (Continued)**EVALUATION:**

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

Henry County Schools
Child Nutrition Program Lunchroom Worker
Job Description

QUALIFICATIONS:

1. Completion of the eighth grade.
- 2.

KNOWLEDGE, SKILLS AND ABILITIES.

Ability to follow instructions and complete responsibilities guided by standard practices. Ability to establish and maintain effective working relationships. Ability to provide professional and Cordial service to students and others. Knowledge of sanitation and work safety procedures. Knowledge of food preparation procedures.

REPORTS TO:

Food Service Manager

JOB GOAL

To assist in providing a school food service program safely and efficiently to meet nutritional needs of students and staff while complying with local, state, and federal regulations

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Perform work in the school food service facility in accordance with regulations, policies and procedures.
2. Prepare and serve food as assigned.
3. Perform custodial, dish room, and/or storeroom duties as assigned.
4. Maintain high standards of sanitation and work safety.
5. Operate and maintain food service equipment in a safe and skillful manner.
6. Maintain an effective working relationship with manager and other employees.
7. Provide cordial and professional service to students and others.
8. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
9. Follow attendance, punctuality and proper dress rules.
10. Ensure adherence to good safety standards.
11. Maintain confidentiality regarding school/workplace matters.
12. Model and maintain high ethical standards.
13. Demonstrate initiative in the performance of assigned responsibilities.

CNP LUNCHROOM WORKER (Continued)

14. Maintain expertise in assigned area to fulfill project goals and objectives.
15. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
16. Keep supervisor informed of potential problems or unusual events.
17. Respond to inquiries and concerns in a timely manner.
18. Serve on school/system committees as required or appropriate.
19. Exhibit interpersonal skills to work as an effective team member.
20. Demonstrate support for the school system and its goals and priorities.
21. Demonstrate initiative in identifying potential problems or opportunities for improvement.
22. Participate in cross-training activities as required.
23. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Cosmetology Instructor
Job Description

QUALIFICATIONS

1. Must have a high school diploma or equivalent
2. Must hold a valid Alabama Cosmetology License and obtain an Alabama Cosmetology Instructor License
3. 6 months – 2+ years of field experience as a cosmetologist

REPORTS TO:

Principal

JOB DESCRIPTION/RESPONSIBILITIES

A cosmetology instructor teaches a variety of courses in nail technology, hair styling and other beautifying arts. Cosmetology instructors are responsible for teaching students the basics of cosmetology, and leading the class through the required coursework that prepares them for board exams and to work professionally in the field. In order for students to gain full understanding of the art and science of cosmetology, cosmetology instructors must also be able to explain aspects of physiology and anatomy of the body as they relate to cosmetology.

Furthermore, it is the cosmetology instructor's responsibility to ensure their students grasp the importance of safe practices for their clients, themselves and their work environments. This may be accomplished through a variety of teaching techniques and methods. You must supervise students as they learn new skills, and especially closely when they begin taking on real clients in the student salon. A core responsibility of the cosmetology instructor is to prepare lesson plans and demonstrations for their classes that align with the state's curriculum requirements. The course of study should include objectives for the program and the students, as well as structured daily lesson plans. Record keeping is a vital part of a cosmetology instructor's routine.

Cosmetology instructors teach business skills, such as management and marketing, since cosmetologists often run their own business. Cosmetology instructors must ensure the proper equipment, tools, textbooks and supplemental materials are available to students so you can properly prepare their students for cosmetology exams and careers. Cosmetology instructors are often required to prepare and submit program budgets each year, as well as request materials and supplies for the classroom within that budget. It is the duty of cosmetology instructors to monitor and track the progress and performance of their students.

Cosmetology Instructor (Continued)

EVALUATION:

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

Henry County Schools
Curriculum Coordinator
 Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Minimum of five (5) years successful teaching and/or leadership experience in the appropriate field.
3. Alabama certification in Educational Leadership and Supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of research, current trends and best practices in curriculum and instruction. Knowledge of state and national curriculum initiatives. Knowledge of applicable laws, rules and policies. Exemplary written and verbal communication skills. Competency in subject areas of responsibility. Demonstrated ability to interact and work well with people. Ability to plan, organize and prioritize activities.

REPORTS TO:

Superintendent

JOB GOAL

To provide leadership, supervision and articulation for curriculum development and implementation.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

1. Provide system-wide leadership in program development based on an analysis of student and community needs, teacher input, parent input, and other pertinent information.
2. Provide assistance to schools in designing instruction to incorporate State and Federal Standards.
3. Provide leadership in the selection and implementation of textbooks, computer software, and other instructional materials, K-12.
4. Provide assistance to teachers and other school-level personnel.
5. Assist schools in using student performance data, including SAT results, to make decisions related to curriculum and instruction.
6. Provide support and assistance for implementing special programs/events.
7. Maintain communication with school administrators and teachers to ensure exchange of information and mutual concerns.
8. Assist schools in the effective use of technology to support learning.
9. Interact with parents, outside agencies, business and community to enhance the understanding of system initiatives and priorities and to elicit support and assistance.
10. Respond to inquiries and concerns in a timely manner.
11. Keep supervisor informed of potential problems or unusual events.
12. Serve on system, state or community councils or committees as assigned or appropriate.

CURRICULUM COORDINATOR (Continued)

13. Work closely with system and school staff to support school improvement initiatives and processes.
14. Keep informed and disseminate information about current research trends and best practices in areas of responsibility.
15. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
16. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
17. Represent the system in a positive and professional manner.
18. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
19. Develop annual goals and objectives consistent with and in support of system goals and priorities.
20. Assist in implementing the system's goals and strategic commitment.
21. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
22. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
23. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
24. May be required to work beyond the 40-hour week.
25. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Custodian
 Job Description

QUALIFICATIONS:

1. Completion of the eighth grade or the equivalent in training and experience.
2. Training or experience in custodial work.

KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in the use of custodial equipment, yard tools and cleaning chemicals. Possess knowledge of OSHA standards relating to assignment. Possess effective oral and written communication skills. Ability to assume assigned responsibilities. Ability to work harmoniously with others. Ability to organize and prioritize. Ability to perform routine duties guided by standard practice.

REPORTS TO:

Principal

JOB GOAL

To provide care, maintenance, sanitation, cleanliness and safety for the physical plant and grounds.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Clean and sanitize restrooms and dressing rooms to include all fixtures, faucets, drain pipes, mirrors, commodes, sinks, urinals, window sills, ledges, air vents, floors and walls daily.
2. Clean windows, window ledges, furniture and equipment in all assigned areas daily.
3. Sweep or vacuum and mop hard surfaces of assigned rooms and corridors.
4. Vacuum and spot clean assigned carpeted rooms and hallways daily.
5. Empty and clean trash cans in all assigned areas daily.
6. Assist in maintaining the inventory of custodial supplies, tools and materials for use in the facility.
7. Assist in the supervision of the physical security of the facility as required.
8. Provide emergency clean-up for spills and mishaps throughout the facility.
9. Inspect building lighting fixtures daily.
10. Assist in lifting and moving heavy objects and furniture as required.
11. Assist in setting up facilities for programs, meetings, etc. as required.
12. Comply with all local, state and federal regulations and laws relating to job assignment.

CUSTODIAN (Continued)

13. Communicate effectively with the staff members, students, administrators and other contact persons using tact and good judgment.
14. Follow attendance, punctuality and proper dress rules.
15. Ensure adherence to good safety standards.
16. Maintain confidentiality regarding school/workplace matters.
17. Model and maintain high ethical standards.
18. Demonstrate initiative in the performance of assigned responsibilities.
19. Maintain expertise in assigned area to fulfill project goals and objectives.
20. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
21. Keep supervisor informed of potential problems or unusual events.
22. Respond to inquiries and concerns in a timely manner.
23. Exhibit interpersonal skills as an effective team member.
24. Demonstrate support for the school system and its goals and priorities.
25. Demonstrate initiative in identifying potential problems or opportunities for improvement.
26. Prepare all required reports and maintain all appropriate records.
27. Participate in cross-training activities as required.
28. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Director, Auxiliary Services
 Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Minimum of three (3) years of successful teaching experience.
3. Certification in Vocational Administration.
4. Certification in Educational Leadership and Supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of research, current trends and best practices in assigned areas of responsibility. Knowledge of Alabama school laws, regulations and local School Board policies and procedures as they relate to career technical education. Ability to identify the needs and skill to direct the career technical, guidance and student assessment programs in the system. Ability to work with a diversity of individuals. Skill in budget making and control. Ability to work in a facilitating role. Knowledge of and ability to use current and emerging technologies to improve instruction. Knowledge of Alabama and local assessment requirements and ability to implement those requirements.

REPORTS TO:

Superintendent

JOB GOAL

To develop, maintain and revise policies and plans for program operation and development of career technical, guidance, and student assessment programs.

SUPERVISES:

All Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1. Provide the vision and direction for Career and Technical Education programs that meet student and community needs.
2. Develop measurable goals and objectives from the vision, clearly articulate them and gain acceptance for their improvements.
3. Provide the leadership, management and administration to make the vision a reality.
4. Prioritize and allocate the limited resources to obtain maximum student opportunities and performance from the instructional delivery system.
5. Create, control and administer budgets from state and federal grants and from system funds, and ensure adherence to legal requirements for spending the fund correctly.
6. Develop and maintain a data driven performance system for determining the effectiveness of all programs.
7. Monitor Career and Technical Education programs and use various data to provide for the improvement of student, teacher and program performance.

DIRECTOR, AUXILIARY SERVICES (Continued)

8. Select, order, maintain and inventory equipment, materials and software that is needed for the career technical program.
9. Provide accurate timely reports based on sound data gathering as requested by school administration, Department of Education, community and others.
10. Provide innovation and direction in using current and emerging technologies to examine and improve the techniques and strategies of instruction to include the redesign of the facilities and the delivery systems that supply the access to educational experiences.
11. Assist administration and local schools in maintaining required or recommended standards.
12. Locate, understand and use federal and state employment forecasting data for program development.
13. Research and maintain a knowledge of best practices in occupational needs and student preferences in Career and Technical Education.
14. Maintain working relationships with colleagues, county agencies, school administration, teachers and students that impact on the successful implementation of Career and Technical Education programs.
15. Study and stay current with Alabama school laws and regulations in the system.
16. Identify needs of teachers; design, coordinate and provide inservice activities for them.
17. Promote the integration of Career and Technical Education curriculum content with academic curriculum content.
18. Interact with parents, outside agencies, business and community to enhance the understanding of system initiatives and priorities and to elicit support and assistance.
19. Keep supervisor informed of potential problems or unusual events.
20. Serve on system, state or community councils or committees as assigned or appropriate.
21. Assist in the interpretation of programs, philosophy and policies of the system to staff, students, parents and the community.
22. Work closely with system and school staff to support school improvement initiatives and processes.
23. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
24. Maintain expertise in the assigned area.
25. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
26. Represent the system in a positive and professional manner.
27. Develop or assist in developing the department budget and monitor its implementation as required.

DIRECTOR, AUXILIARY SERVICES (Continued)

28. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
29. Develop annual goals and objectives consistent with and in support of system goals and priorities.
30. Assist in implementing the system's goal and strategic commitment.
31. Utilize appropriate strategies and problem solving skills to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
32. Demonstrate initiative in identifying potential problems or opportunities for improvement.
33. Use appropriate styles and methods in identifying potential problems or opportunities for improvement and take appropriate action.
34. Oversee the development and implementation of a comprehensive guidance plan which meets state standards and local requirements.
35. Oversee the implementation of assessment programs in schools which comply with Alabama statutes, SDE guidelines, and local requirements.
36. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Director, Career and Technical Education
Job Description

QUALIFICATIONS:

1. Master's degree or higher from an accredited college or university.
2. Valid Alabama certification in Administration and Supervision.
3. Completed three (3) years of recent successful full-time teaching experience in Career and Technical Education.
4. Bilingual and computer skills preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to apply data analysis and evaluation techniques. Demonstrated expertise in the design and evaluation of curriculum services for vocational or community education.

Knowledge of current trends and best practices in vocational and community education. Knowledge of applicable laws, rules, policies and procedures. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Superintendent

JOB GOAL

To formulate and administer a comprehensive, modern program of career and technical education.

SUPERVISES:

Career Technical personnel

PERFORMANCE RESPONSIBILITIES:

1. Maintain a close working relationship with community and state agencies.
2. Continuously appraise and evaluate the total career and technical program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
3. Maintain current knowledge of all pertinent rules and regulations affecting career and technical education.
4. Advise and assist in obtaining state and federal funds for career and technical education programs.
5. Assume responsibility for the collection, review and submission of all forms and reports relative to vocational education to local, state, and federal agencies.
6. Supervise and evaluate all instructional personnel in career and technical programs.
7. Coordinate the program evaluation process for the total career and technical program.
8. Work to identify and define local job opportunities and the role of the schools in meeting those needs.
9. Coordinate all work-experience programs in the schools.

DIRECTOR, CAREER AND TECHNICAL EDUCATION (Continued)

10. Arrange and direct inservice education for the career and technical staff of the school system.
11. Supervise career and technical program to ensure the State Course of Study requirements are met.
12. Prepare and administer the department budget.
13. Recommend equipment purchase, repair, and disposal for all career and technical programs.
14. Make recommendations for long-term adjustments, changes, additions, and deletions in the career and technical program to meet changing job trends and needs.
15. Maintain close working relationships and coordinate activities and discipline with administrators of the high schools.
16. Assist in the recruitment and screening of career and technical teachers.
17. Identify special needs of students and assist with the writing, implementation, and evaluation of the IEP's.
18. Direct guidance activities to assist students in career and technical course selection and occupational choice and decision making.
19. Conduct activities designed to create awareness of careers and career potential.
20. Maintain membership in and participate in the affairs of professional societies devoted to the advancement of career and technical education.
21. Participate in career and technical education and other conferences, workshops, and other inservice meetings designed to provide professional skills and competencies.
22. Follow federal and state laws, as well as School Board policies.
23. Interact with parents, outside agencies, businesses and community to enhance the understanding of system initiatives and priorities and to elicit support and assistance.
24. Keep supervisor informed of potential problems or unusual events.
25. Serve on system, state or community councils or committees as assigned or appropriate.
26. Assist in the interpretation of programs, philosophy and policies of the system to staff, students, parents and the community.
27. Work closely with system and school staff to support school improvement initiatives and processes.
28. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
29. Maintain expertise in assigned area.
30. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

DIRECTOR, CAREER AND TECHNICAL EDUCATION (Continued)

31. Represent the system in a positive and professional manner.
32. Develop or assist in developing the department budget and monitor its implementation as required.
33. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
34. Develop annual goals and objectives consistent with and in support of system goals and priorities.
35. Assist in implementing the system's goal and strategic commitment.
36. Utilize appropriate strategies and problem solving skills to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
37. Demonstrate initiative in identifying potential problems or opportunities for improvement.
38. Use appropriate styles and methods in identifying potential problems or opportunities for improvement and take appropriate action.
39. Perform other duties/tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Director, Child Nutrition Program
Job Description

QUALIFICATIONS:

1. Hold, as a minimum, an earned bachelor's degree from a regionally accredited senior institution of higher education in Foods and Nutrition, Food Service management, or Home Economics, with a minimum of four (4) courses in foods and nutrition.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of all management skills and techniques related to the position. Knowledge of finances and accounting and the ability to understand and plan accountable procedures. Ability to communicate and work with a diversity of groups and individuals. Ability to drive or travel between sites. Ability to operate a computer and appropriate software.

REPORTS TO:

Superintendent

JOB GOAL

To organize and administer a food service program to system schools that provides for the nutritional needs of all students, meets all federal, state and System standards, and operates on a self-supporting basis.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

1. Administer all activities necessary for the operation and improvement of the system school food service program.
2. Develop and implement financial policies and procedures necessary. For proper fiscal control and operation of the food service program.
3. Develop and implement a system of collecting, analyzing, comparing, and reporting costs on both an aggregate and unit basis for each program.
4. Plan, promote, and organize training programs for personnel at all levels in the food service program.
5. Monitor food service operations at each school from both a fiscal as well as program perspective, evaluate the quality of staff performance, and periodically advise the principal of the school of applicable findings.
6. Develop and implement a program for the purchase of food and supplies for all operations within the food service program.
7. Develop and recommend specifications for the initial purchase and replacement of school food service equipment.
8. Coordinate the development of kitchen layout and equipment specifications required for new construction with assigned architects and facility planning personnel.

DIRECTOR, CHILD NUTRITION PROGRAM (Continued)

9. Recommend policies, procedures, and directions consistent with established plans.
10. Interpret the food service program goals and activities to the public.
11. Prepare or assist in the preparation of required system, state and federal reports.
12. Consult with and advise the School Board's negotiations team in preparation for negotiations with units involving food service personnel.
13. Keep the superintendent informed of potential problems or unusual events.
14. Serve on system, state or community councils or committees as assigned or appropriate.
15. Maintain expertise in assigned areas, including laws and rules as well as best practices.
16. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
17. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
18. Represent the system in a positive and professional manner.
19. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
20. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
21. Develop annual goals and objectives consistent with and in support of system goals and priorities.
22. Assist in implementing the system's goals and strategic commitment.
23. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of service provided.
24. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
25. Use appropriate styles and methods of motivation, gain commitment and facilitate task accomplishment.
26. Plan monthly menus for all schools.
27. Conduct school review on an annual basis.
28. Write bid specifications for food products and CNP equipment.
29. May be required to work beyond the 40-hour work week
30. Perform other tasks consistent with the goals and objectives of this position.

DIRECTOR, CHILD NUTRITION PROGRAM (Continued)**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds force frequently and/or up to 10 pounds of force as needed to move objects.

DIRECTOR, CHILD NUTRITION PROGRAM (Continued)**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Director, Human Resource and Public Relations
Job Description

QUALIFICATIONS:

1. Master's degree in School Administration, Human Resources, or Communications
2. Minimum of five years experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of hiring procedures, Students First Law, regulations and local School Board policies and procedures. Skills in written and verbal communication. Ability to relate to a diverse group of people.

PERFORMANCE RESPONSIBILITIES:

1. Assist with recruitment plans, including writing and posting job announcements for all categories and levels of employees.
2. Attend meetings with school superintendents, principals and school boards
3. Ensure compliance with federal, state and local employment laws, including affirmative action and Equal Employment Opportunity (EEO).
4. Ensure employees follow policies and procedures.
5. Keep the staff directory and organizational charts up to date.
6. Maintain records and reports, including teacher certifications and professional development hours.
7. Oversee hiring and exit interviews and procedures, including new employee orientation and the processing of initial and terminal paperwork.
8. Participate in teachers' union meetings and contract negotiations.
9. Participate in teacher recruitment venues
10. Schedule interviews.
11. Supervise the activities of the HR team.
12. Verify candidates' credentials, including licensing and certification if required for the position.
13. Perform or arrange for reference checks and background checks.
14. Assist in the preparation and updating of employee handbooks.
15. Communicate through multiple platforms information for all stakeholders.
16. Schedule Professional Development for Teachers and Administrators.
17. Oversee textbooks and adoptions of textbooks.
18. Perform other tasks consistent with the goals and objectives of the position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to twenty pounds of force on an occasional basis.

DIRECTOR, HUMAN RESOURCES AND PUBLIC RELATIONS (Continued)**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the Henry County Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation personnel. Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the Henry County Board of Education.

Henry County Schools
Director, Transportation
 Job Description

QUALIFICATIONS:

1. Extensive demonstrated successful experience managing the day-to-day operations of a large school bus fleet preferred.
2. Experience managing a large, diverse workforce.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local laws, policies, and procedures relating to the transportation of public school students. Ability to prepare written communications. Skills and abilities to work with the general public, news media, students, parents, school administrators, and system staff. Strong interpersonal skills.

REPORTS TO:

Superintendent

JOB GOAL

To provide a transportation system that is safe, efficient, and economical for all eligible public school students.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1. Develop and implement a system-wide transportation program to meet requirements of the daily instructional program and extracurricular activities.
2. Manage and direct the transportation function for the public school system.
3. Project needs for additional or replacement buses.
4. Plan inservice training programs for school bus drivers.
5. Maintain a preventive maintenance schedule for school buses and other vehicles within the Transportation Department and in the system.
6. Make recommendations to the School Board for appointments and personnel changes (promotions, transfers, etc.).
7. Work closely with school personnel to schedule services and to solve operational and student discipline problems.
8. Supervise the preparation of records and reports.
9. Respond to inquiries and concerns in a timely manner.
10. Keep supervisor informed of departmental functions and concerns, potential problems or unusual events.
11. Keep abreast of laws, policies and rules, as well as new trends and directions in school transportation.
12. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.

DIRECTOR, TRANSPORTATION (Continued)

13. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
14. Represent the system in a positive and professional manner.
15. Develop or assist in developing the department budget and monitor its implementation as required.
16. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
17. Ensure adherence to safety standards.
18. Assist in implementing the system's goals and strategic commitment.
19. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
20. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
21. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
22. May be required to work beyond the 40-hour work week.
23. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Federal Programs Coordinator
Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Minimum of eight (8) years progressively responsible administrative and supervisory educational experience.
3. Valid Alabama teaching certificate.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Alabama school laws, regulations and local School Board policies and procedures. Knowledge of federal guidelines as they relate to compensatory programs. Skills in reading evaluation within the job assignment. Ability to relate to a diverse group of people.

REPORTS TO:

Superintendent

JOB GOAL

To provide direction and coordination for special instructional programs including Title I, compensatory programs and other federal programs

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1. Coordinate and direct the system's Title I Federal Project.
2. Coordinate and direct the system's compensatory/remedial programs.
3. Prepare and coordinate evaluations of assigned programs.
4. Interact with parents, outside agencies, business and community to enhance the understanding of system initiatives and priorities and to elicit support and assistance.
5. Respond to inquiries and concerns in a timely manner.
6. Keep Superintendent informed of potential problems or unusual events.
7. Serve on system, state or community councils or committees as assigned or appropriate.
8. Work closely with system and school staffs to support school improvement initiatives and processes.
9. Maintain expertise in assigned areas, including laws and rules, as well as current trends and best practices.
10. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
11. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
12. Represent the system in a positive and professional manner.
13. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.

FEDERAL PROGRAMS COORDINATOR (Continued)

14. Prepare or oversee the preparation of all required reports and maintain all appropriate
15. Develop annual goals and objectives consistent with and in support of system goals and priorities.
16. Assist in implementing the system's goals and strategic commitment.
17. Set high standards and expectations and promote professional growth for self and others.
18. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
19. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
20. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
21. May be required to work beyond the 40-hour work week.
22. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Guidance Counselor
 Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Certification in Guidance and Counseling by the State of Alabama.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret and follow State Board rules, School Board policies and the appropriate state and federal statutes. Knowledge and understanding of child development and the unique needs and characteristics of students served. Knowledge and understanding of guidance and counseling principles, programs and services. Knowledge of tests and measurement theory and of community resources and services available for student assistance. Ability to counsel and assist students, parents and school personnel in the resolution of problems in student learning, behavior and mental health. Ability to administer and interpret student assessment and evaluation instruments. Ability to analyze and use data. Ability to consult with parents, school personnel and the public. Ability to maintain sensitivity to multicultural issues. Ability to maintain confidentiality. Ability to communicate effectively verbally and in writing using correct grammar, spelling and business English. Ability to audit forms and reports for accuracy and completeness. Ability to design and deliver classroom guidance. Skill in conducting individual, small group and large group counseling.

REPORTS TO:

Principal

JOB GOAL

To provide students with educational, personal and vocational counseling and to identify and coordinate all available resources to empower students to reach full potential.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Develop guidance programs based on developmental needs of students, needs assessments, and school and system priorities.
2. Establish short- and long-range plans based on student needs as well as school, system and state priorities.
3. Communicate goals and services of the counseling programs to school administration, staff, students and parents.
4. Establish priorities and an implementation schedule for counseling and student service programs.
5. Review, evaluate and select a variety of materials to support a well-balanced counseling program.
6. Implement, coordinate and monitor school-wide counseling services and activities.

GUIDANCE COUNSELOR (Continued)

7. Establish an environment for an effective counseling program.
8. Establish and follow procedures for appropriate intervention in accordance with school, system, and state laws, rules and policies.
9. Maintain student records according to established guidelines.
10. Participate in school-wide events, committees and supervisory responsibilities to assure student safety.
11. Use technology resources effectively.
12. Demonstrate knowledge of theories, techniques and instruments used for assessments.
13. Administer tests, interpret scores, and communicate results.
14. Explain nature and purpose of assessment in an understandable manner, including its uses and limitations, and provide feedback to appropriate individuals.
15. Exercise confidentiality in the sharing of test results.
16. Use relevant assessment data to make recommendations to students, parents, teachers and other professionals.
17. Evaluate counseling program objectives including using feedback from students, parents and staff.
18. Provide personal/social growth counseling (individual and group) concerning academic success, understanding of self and others, communication skills, decision-making, relationship skills, conflict resolution, goal setting, and effective coping skills necessary to refuse participation in substance abuse and physical violence.
19. Recognize, appreciate and serve the cultural differences and special needs of individuals and families.
20. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting action.
21. Provide crisis intervention services including follow-up services as appropriate.
22. Orient new students and their parents and assist students moving from grade to grade or school to school.
23. Provide intervention for at-risk students and those with special learning and behavioral needs.
24. Implement programs for career awareness and (at secondary level) comprehensive educational/career plans which target high school completion, post-secondary opportunities, scholarships and financial aid information.
25. Consult with students, parents, teachers and other school staff to assist in meeting needs of students.
26. Work effectively with parents.
27. Serve as advocate for students.
28. Establish an effective working relationship with outside services and make appropriate referrals for psychological, social work, health, and community services.

GUIDANCE COUNSELOR (Continued)

29. Participate in multidisciplinary conferences concerning individual cases of special need, including academic, social, cultural, emotional, and economic.
30. Provide information to and/or inservice for teachers, administrators and other school staff.
31. Keep abreast of current trends in counseling and guidance.
32. Participate in meetings, training sessions and other activities for improvement of professional knowledge and skills.
33. Model and maintain high professional and ethical standards.
34. Prepare all required reports and maintain all appropriate records.
35. Identify student/school issues and facilitate and follow established procedures.
36. Use positive interpersonal skills to encourage cooperative efforts between staff, students, families and the community.
37. Review student records and indicators: portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records and others as deemed appropriate by the system guidelines to evaluate student needs; plan program.
38. Monitor to ensure that student growth/achievement is continuous and appropriate for age group and subject program classification.
39. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Instructional Aide
Job Description

QUALIFICATIONS:

1. Two years of college or meet state/federal requirements.
2. Willingness to work with all children.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to perform clerical tasks. Ability to plan and organize. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Ability to be flexible. Ability to maintain confidentiality. Ability to perform specialized health procedures after required training. Ability to deal with the unexpected in a calm and professional manner.

REPORTS TO:

Principal

JOB GOAL

To assist the teacher and/or other school personnel by performing assigned tasks.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Assist the teacher(s) in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing and/or grouping materials to support instructional activities pre-planned by the teacher.
2. Examine short- and long-term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
3. Follow appropriate training and lead small group activities planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
4. Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.
5. Maintain a clean and orderly environment for students.
6. Assist with computer instruction in the classroom.
7. Provide student supervision as assigned.
8. Assist in maintaining the security of records, materials and equipment.
9. Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.

INSTRUCTIONAL AIDE (Continued)

10. Assist in assessing student progress as directed, including proctoring the administration of tests, grading papers and maintaining confidential records.
11. Provide instructional assistance as planned or coordinated by the teacher.
12. Perform assigned clerical and bookkeeping duties.
13. Communicate effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
14. Follow attendance, punctuality and proper dress rules.
15. Ensure adherence to good safety standards.
16. Maintain confidentiality regarding school/workplace matters.
17. Model and maintain high ethical standards.
18. Demonstrate initiative in the performance of assigned responsibilities.
19. Maintain expertise in assigned area to fulfill project goals and objectives.
20. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
21. Keep supervisor informed of potential problems or unusual events.
22. Respond to inquiries and concerns in a timely manner.
23. Serve on school/system committees as required or appropriate.
24. Exhibit interpersonal skills to work as an effective team member.
25. Demonstrate support for the school system and its goals and priorities.
26. Demonstrate initiative in identifying potential problems or opportunities for improvement.
27. Prepare all required reports and maintain all appropriate records.
28. Participate in cross-training activities as required which may include to perform health procedures (medication administration, tube feeding, clean intermittent bladder catheterization) as assigned after completing required training.
29. Perform other tasks consistent with the goals and objectives of this position.
30. Assist students with personal hygiene, health and safety issues or grooming if required.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System,

INSTRUCTIONAL AIDE (Continued)**EVALUATION:**

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

Henry County Schools

Interpreter

Job Description

QUALIFICATIONS:

1. Preferred- Bachelor's degree.
2. Interpreter license or permit required.
3. Ability to interpret/transliterate (expressive and voice) at a normal conversation rate. Possess skill in signing Exact English
4. Ability to work with and relate to students PK-12.
5. Certified by the Registry of Interpreters for the Deaf or equivalent.
6. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO:

Principal

JOB GOAL

To provide expressive and voice interpreting for hearing-impaired students in mainstreaming classes.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Provide expressive and voice interpreting (may include American Sign Language, a form of manually coded English, and/or oral interpreting) for hearing-impaired students in mainstreamed classes.
2. Provide tutoring and/or note taking services for hearing-impaired students when assigned and interpreting is not needed. Assist in providing orientation to deafness to hearing students and staff.
3. Participate in educational team meetings, including the development and review of progress on the Individual Education Plan (IEP), providing insight on the success of communications strategies.
4. Provide interpreting for extracurricular activities and parent meetings as assigned.
5. Perform other related duties as assigned.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System. Contingent on students' enrollment in Henry County School System.

EVALUATION:

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

Henry County Schools
Interventionist
Job Description

QUALIFICATIONS:

1. Minimum Bachelor's Degree with appropriate valid certification.
2. Minimum of five years' experience

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of current best teaching practices in the area of math and reading. Ability to provide small or individual intervention to students who are not proficient in the area of math and/or reading. Ability to read and understand data in the area of math and reading assessments.

PERFORMANCE RESPONSIBILITIES:

1. Support student achievement in the area of math and reading.
2. Provide high quality intervention instruction to small groups.
3. Maintain data-based documentation of continuous monitoring of student performance and progress.
4. Supports diagnostic assessments for students as needed.
5. Uses identified research-based interventions to focus specifically on individual student needs.
6. Perform other tasks consistent with the goals and objectives of the position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to twenty pounds of force on an occasional basis.

TERMS OF EMPLOYMENT:

Part time employment that will not exceed twenty hours weekly at a rate of \$25.00 per hour.

EVALUATION:

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

Henry County Schools
K-8 Instructional Specialist
 Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Minimum of five (5) years successful teaching and or leadership experience in the appropriate field.
3. Alabama certification in Educational Leadership and Supervision.

KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of research, current trends and best practices in instructional strategies for Reading and Math at the K-8 level. Knowledge of applicable laws, rules and policies. Exemplary written and verbal communication skills. Competency in subject areas of K-8. Demonstrated ability to interact and work well with people. Ability to plan, organize and prioritize activities.

REPORTS TO:

Superintendent, School Principals

JOB GOAL:

To suggest, improve and model classroom strategies for Reading and Math in grades K-8.

SUPERVISES:

Assigned personnel.

PERFORMANCE RESPONSIBILITIES:

1. Provide system-wide leadership in program development for K-8 based on an analysis of student and teacher needs.
2. Assist Principal in Professional Development Plan development for staff.
3. Supervises on a regular basis the implementation of the teacher PDP.
4. Assist Principal in developing School Improvement Plans.
5. Seek methods to improve instruction.
6. Provide assistance to teachers in areas of weakness addressed by the PDP.
7. Assist K-8 in using student performance data, including SAT results, ARMT, and NAEP to make decisions related to instruction.
8. Maintain communication with school administrators and teachers to ensure exchange of information and mutual concerns.
9. Assist schools in the effective use of technology to support teaching.
10. Respond to inquiries in a timely manner.
11. Keep Supervisor, Principal, and Superintendent informed of potential problems or unusual events.
12. Work closely with system and school staff to support improvement initiatives.
13. Keep informed and disseminate information about current research trends and best practices in areas of responsibility.
14. Represent the system in a positive and professional manner.

K-8 INSTRUCTIONAL SPECIALIST (Continued)

15. Attend training sessions, conferences and workshops designed to improve weaknesses shown by teacher's PDP.
16. Prepare all required reports and maintain appropriate records.
17. Use appropriate styles and methods. To motivate, gain commitment and facilitate task accomplishment.
18. May be required to work beyond the 40-hour week.
19. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as. Frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year shall be a 10-month contract (202 days).

EVALUATION:

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

Henry County Schools
Library Media Specialist
 Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Certification in Media by the State of Alabama.

KNOWLEDGE, SKILLS AND ABILITIES.

Ability to read, interpret and follow State Board rules, School Board policies, and appropriate state and federal statutes. Ability to demonstrate effective skills in listening, speaking and writing. Ability to use skills necessary in curriculum design and alignment; planning, organizing and analyzing data; supervision; problem solving, and public relations. Ability to select, organize, administer and utilize instructional media, equipment and technology. Ability to integrate the resources and services of the library media program with the ongoing instructional program. Ability to assist students and school personnel in the effective use of media. Ability to use group dynamic skills in the context of cultural diversity. Knowledge of subject content, teaching theories, methods and practice, current research and trends. Knowledge of the unique needs, growth patterns and characteristics of the students served. Knowledge of budgeting policies and procedures. Ability to maintain complete and accurate records.

REPORTS TO:

Principal

JOB GOAL

To help students learn subject matter and skills that will contribute to their development as mature, able, responsible members of society and to provide for student and teacher utilization of a comprehensive program of library media skills and services.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Identify, select or develop short- and long-range goals and objectives for the media program based on student, faculty, and curriculum needs.
2. Collaborate with teachers and instructional leaders for the integration of media/information skills into the school program.
3. Develop schedules and organize resources to allow easy access to information and services.
4. Review the School Improvement Plan and plan for the acquisition of materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.
5. Develop and implement policies and procedures necessary for the efficient and effective operation of the media center.

LIBRARY MEDIA SPECIALIST (Continued)

6. Administer the media center budget based on program goals and objectives.
7. Maintain complete and accurate records as required by law, system policy and administrative regulations.
8. Assign, instruct, and supervise support staff.
9. Provide for use of current technologies.
10. Coordinate the selection and acquisition process for media resources and equipment.
11. Facilitate the use, maintenance, repair, and inventory of all media center materials and equipment.
12. Solicit ongoing feedback from members of the school staff regarding the availability, use and impact of media materials.
13. Establish a system of records that will provide an appropriate database for evaluating the use and distribution of the media collection and supporting materials and equipment.
14. Assist with responsibilities for the school testing program.
15. Teach library media skills in collaboration with teachers to support classroom instruction.
16. Instruct staff and students in the use of resources, services, and equipment.
17. Provide reference assistance.
18. Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities.
19. Use appropriate materials, technology, and resources to help meet the learning needs of all students.
20. Apply principles of learning and effective teaching in instructional delivery.
21. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
22. Collaborate with teachers to support instructional goals and objectives.
23. Participate in overall school curriculum planning and development.
24. Implement an effective public relations program to promote media resources and programs.
25. Maintain contact with other libraries, education, and information agencies.
26. Establish, maintain, and promote a collection of current professional resources for administrators and teachers.
27. Train faculty in the use of media resources, equipment, and technology.
28. Update professional skills and knowledge and keep abreast of recent developments in education, technology and media.

LIBRARY MEDIA SPECIALIST (Continued)

29. Conduct a staff assessment periodically to determine professional growth needs.
30. Model and maintain high standards of professional conduct.
31. Complete all required reports and maintain all appropriate records.
32. Set high standards and expectations for self, others, and school.
33. Support and participate in school improvement initiatives, services, and programs.
34. Contribute to the overall mission of the school by supporting school committees, programs, and services.
35. Conduct a media services program in a manner that ensures student growth/achievement is continuous and appropriate for age group, subject area and/or student program classification.
36. Provide appropriate educational opportunities for students to meet their unique needs, talents, interests, and abilities.
37. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Maintenance Worker
 Job Description

QUALIFICATIONS:

1. High School Diploma or GED
2. Training and experience in a given trade such as heating/air conditioning, plumbing/boiler repair, electrical, carpentry, or painting.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of trades for assigned areas. Knowledge of and skill to use tools of the trades. Skill in reading, interpreting and applying information in technical manuals and other documents. Ability to perform routine duties guided by standard practices. Ability to take initiative to begin projects without supervision. Ability to work cooperatively with others. Ability to troubleshoot problems and implement corrective actions.

REPORTS TO:

Superintendent

JOB GOAL

To assist in efficiently maintaining facilities and equipment in the System in a safe and attractive condition.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Repair and maintain all types of plumbing, both water supply and drain and/or sewer systems.
2. Perform basic repairs to HVAC systems, coolers, freezer units, and ice machines.
3. Perform all types of repairs to kitchen equipment both mechanical and electrical.
4. Do carpentry jobs as needed including the building of new walls and doorways, repairing cabinets and desks or existing structures, and building new structures.
5. Change filters at all sites in the System.
6. Maintain and repair electrical wiring and lights at all sites in the System.
7. Maintain and repair door locks and door hardware at all sites in the System.
8. Repair minor roof leaks at all sites in the System.
9. Install automatic controls where needed.
10. Weld and build products as needed.
11. Assist in surplus pickup at all sites in the System.
12. Demonstrate initiative in the performance of assigned responsibilities.
13. Ensure adherence to good safety standards.
14. Model and maintain high ethical standards.

MAINTENANCE WORKER (Continued)

15. Follow attendance, punctuality and proper dress rules.
16. Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
17. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
18. Maintain proper care of tools and materials.
19. Communicate effectively with students, parents, staff and administrators.
20. Keep supervisor informed of potential problems or unusual events.
21. Respond to inquiries and concerns in a timely manner.
22. Prepare all required reports and maintain all appropriate records.
23. Follow federal and state laws, as well as School Board policies.
24. Exhibit interpersonal skills to work as an effective team member.
25. Demonstrate support for the School System and its goals and priorities.
26. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Maintenance Supervisor
 Job Description

QUALIFICATIONS:

1. High School diploma.
2. Training or licensed in one or more given trades such as heating/air conditioning, plumbing, electrical, carpentry.
3. Minimum of three years successful work experience in a related field.
4. Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of blueprints and electrical, HVAC, plumbing, carpentry, concrete, and painting trades. Working knowledge of operation of heavy equipment. Basic knowledge of computer hardware and software. Skill in reading, interpreting and applying information in technical manuals and other documents. Ability to delegate and monitor assignments. Ability to work cooperatively with others. Ability to troubleshoot problems and implement corrective actions.

Leadership skills necessary to direct the work of a maintenance team.

REPORTS TO:

Superintendent

JOB GOAL

To assure that all maintenance jobs are completed in a timely, safe and responsible manner.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1. Assign jobs to specific personnel and provide coordination among maintenance functions.
2. Ensure that safety practices are followed.
3. Assist in all work areas when and where needed.
4. Direct the work of assigned maintenance personnel.
5. Pick up surplus property and process for auction.
6. Provide advisory assistance in regard to equipment and facility needs and conditions.
7. Supervise and train the maintenance personnel for maximum productivity.
8. Inspect all schools on a regular basis to ensure a safe and desirable condition for learning.
9. Maintain all equipment manuals, equipment warranties, and tool inventories.
10. Establish and evaluate the preventive maintenance program.
11. Develop and update site plans showing utilities that serve the schools or are on School Board property.

MAINTENANCE SUPERVISOR (Continued)

12. Direct employees in the use of safety equipment and procedures.
13. Demonstrate initiative in the performance of assigned responsibilities.
14. Ensure adherence to good safety standards.
15. Model and maintain high ethical standards.
16. Follow attendance, punctuality and proper dress rules.
17. Maintain confidentiality regarding school/workplace matters.
18. Maintain professional standards when meeting and dealing with the general public, staff members, students, parents, administrators and other contact persons.
19. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
20. Seek to communicate effectively with students, parents, staff, and administrators.
21. Keep supervisor informed of potential problems or unusual events.
22. Respond to inquiries and concerns in a timely manner.
23. Supervise assigned personnel and make appropriate employment recommendations.
24. Prepare all required reports and maintain all appropriate records.
25. Follow State codes and School Board policies.
26. Exhibit interpersonal skills to work as an effective team member.
27. Demonstrate support for the school system and its goals and priorities.
28. Perform other tasks consistent with the goals and objectives of this position.
29. Provide input on facilities conditions for assessment and capital planning.

PHYSICAL REQUIREMENTS

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force as frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the system's approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

EVALUATION

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

Henry County Schools
Payroll Clerk
 Job Description

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Bachelor's degree in Accounting from an accredited educational institution preferred.
3. Successful work experience in Accounting preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of System accounting and payroll practices. Ability to perform routine duties guided by standard practices. Knowledge of School Board policies, state statutes and federal laws and regulations as they relate to wage and salary issues. Ability to exercise independent judgment in assigned duties. Ability to operate a computer and utilize software applications for word processing, spreadsheets and other functions. Ability to schedule time, prioritize and work efficiently. Ability to prepare and maintain accurate and complex financial records and reports. Ability to communicate effectively orally and in writing. Ability to plan, organize and direct the work of others.

REPORTS TO:

Superintendent

JOB GOAL

To ensure that payroll records, procedures and reports are completed in a timely and accurate manner in compliance with all applicable laws, rules and regulations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Perform payroll activities of the system in compliance with sound business practices, School Board policies, and federal and state laws.
2. Assist in the preparation and coordination of monthly, quarterly and annual financial statements and reports for the state and federal governments, the School Board and system management.
3. Prepare quarterly earnings statements for employees who are on disability leave.
4. Prepare journal entries and wire transfers for all Internal Revenue Service (IRS) payroll tax liabilities.
5. Approve and post payroll entries to the general ledger.
6. Prepare expense transfers to charge payroll transactions to the correct site or department budget.
7. Maintain and update a spreadsheet of all pay schedules.
8. Maintain the system control file maintenance payroll tables.
9. Prepare and maintain employee payroll files/accounts payable files.
10. Balance and print W-2 forms, annually.

PAYROLL CLERK (Continued)

11. Update system employee insurance premiums and benefits.
12. Maintain retiree insurance records.
13. Provide information and assistance for auditors as required.
14. Keep abreast of such requirements as labor contracts, accounting standards, audit funds, budget changes and federal and state reporting.
15. Serve as a resource to schools and departments for payroll matters.
16. Communicate effectively with the public, staff members, administrators and other contact persons using tact and good judgment.
17. Follow attendance, punctuality and proper dress rules.
18. Ensure adherence to good safety standards.
19. Maintain confidentiality regarding school/workplace matters.
20. Model and maintain high ethical standards.
21. Demonstrate initiative in the performance of assigned responsibilities.
22. Maintain expertise in assigned areas to fulfill project goals and objectives.
23. Keep supervisor informed of potential problems or unusual events.
24. Respond to inquiries and concerns in a timely manner.
25. Serve on school/system committees as required or appropriate.
26. Exhibit interpersonal skills to work as an effective team member.
27. Demonstrate support for the school system and its goals and priorities.
28. Demonstrate initiative in identifying potential problems or opportunities for improvement.
29. Prepare all required reports and maintain all appropriate records.
30. Participate in cross training activities as required.
31. May be required to work beyond the normal 40-hour week.
32. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Principal, Elementary School
 Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Minimum of five (5) years educational experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board Policies, and appropriate state and federal statutes. Ability to select, hire, evaluate and reappoint personnel. Demonstrated effective communication and interaction skills with the public. Ability to demonstrate the knowledge and practice of current educational trends, research and technology. Ability to understand the unique needs, growth problems and characteristics of elementary school students. Ability to use group dynamics within the context of cultural diversity.

REPORTS TO:

Superintendent

JOB GOAL

To serve as the professional leader of the school. To work with the central administration, school staff, students, parents, and community to ensure a high-quality educational program and to formulate and accomplish the school mission. To provide an environment of high expectations for staff and students.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1. Manage and administer the instructional program to ensure all students have the opportunity to learn.
2. Manage and administer the accreditation program for the assigned school.
3. Manage and administer the instructional program as set forth in System guidelines.
4. Manage and administer the development of long- and short-range instructional and facility needs.
5. Manage and administer the testing program for the school.
6. Approve school-sponsored activities and maintain a calendar of all school events.
7. Provide for the articulation of the school's instructional program among school personnel.
8. Interview and select qualified personnel to be recommended for employment.

PRINCIPAL, ELEMENTARY SCHOOL (Continued)

9. Manage and supervise the wise use of personnel.
10. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
11. Assign and supervise special tasks and assignments to all school personnel.
12. Administer and develop instructional and non-instructional duty rosters.
13. Coordinate plant safety and facility inspections at the assigned school.
14. Coordinate all maintenance functions at the assigned school.
15. Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
16. Adhere to state statutes and system policies relating to accounting to ensure judicious management of school funds.
17. Establish and manage student accounting and attendance procedures at the assigned school.
18. Coordinate the school food service program at the assigned school, including the free and reduced food service program requirements.
19. Maintain accountability of property inventory records and security of school property.
20. Provide a quick response to any emergency indoors/outdoors on the school site.
21. Maintain high visibility in all areas of the facility.
22. Manage the student conduct on buses, including provisions for suspension.
23. Supervise the orderly movement and safety of transportation services on school grounds.
24. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
25. Coordinate the supervision of all extracurricular programs at the assigned school.
26. Supervise the guidance program to ensure individual student educational and development needs.
27. Manage and administer personnel development through training, in-service and other developmental activities.
28. Orient newly assigned staff members and assist in their development.
29. Guide and assist new teachers through the System's Induction Program and in accordance with state guidelines.
30. Develop positive interpersonal communication skills for all non-instructional and instructional personnel.
31. Direct staff in developing a positive community relations program.

PRINCIPAL, ELEMENTARY SCHOOL (Continued)

32. Develop and maintain positive school/community relations and act as liaison between the two.
33. Direct and develop the recruitment of Business Partners to benefit the school and community.
34. Communicate, through staff meetings and written material, information that will keep staff informed of policies, procedures and instructional program changes and updates.
35. Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
36. Provide leadership in the school improvement process and the implementation of the school improvement plan.
37. Establish a vision and mission for the school in collaboration with key stakeholders.
38. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
39. Assume all duties provided in Alabama Statutes.
40. Ensure that all students receive appropriate placement and services.
41. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Principal, High School
 Job Description

QUALIFICATIONS:

1. Master's degree from an accredited institution.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board Policies, and appropriate state and federal statutes. Ability to use effective interview techniques, coaching procedures, and evaluation procedures. Ability to use effective public speaking skills, interaction skills, and problem-solving skills. Skills in personnel management and supervision techniques. Ability to communicate effectively orally and in writing. Ability to analyze and use data. Knowledge of current educational trends and research. Knowledge and understanding of the unique needs and characteristics of students. Ability to use group dynamics in the context of cultural diversity.

REPORTS TO:

Superintendent

JOB GOAL

To provide the leadership and vision necessary to develop and administer educational programs that optimize available human and material resources to provide successful high quality educational experiences for students in a safe and orderly environment.

SUPERVISES:

All Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1. Manage and administer the development, implementation, and assessment of the instructional program at the assigned school.
2. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
3. Promote high student achievement.
4. Coordinate program planning with system instructional staff.
5. Manage the selection of textbooks, materials, and equipment.
6. Manage and administer the testing program for the school.
7. Align school initiatives with system, state, and school goals.
8. Establish and coordinate procedures for student, teacher, parent, and community evaluation of curriculum.
9. Direct the development of the master schedule and assign teachers according to identified needs.

PRINCIPAL, HIGH SCHOOL (Continued)

10. Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
11. Interview and select qualified personnel to be recommended for employment.
12. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
13. Assign and supervise school personnel to special projects for the enhancement of the school.
14. Establish job assignments for school-site administrators, teachers, and support personnel.
15. Develop and administer duty rosters for certified and non-certified staff as required.
16. Supervise the operation and management of all activities and functions at the assigned school.
17. Develop positive school/community relations and act as liaison between the school and community.
18. Communicate effectively both orally and in writing with parents, students, teachers, and the community.
19. Access, analyze, interpret, and use data in decision making.
20. Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
21. Participate in developing the system strategic plan, system school calendar, system staffing plan, and manpower plans. Manage and administer school functions relating to these items.
22. Develop long- and short-range facility needs at the assigned school.
23. Coordinate facility and support service requirements.
24. Coordinate plant safety and facility inspections at the assigned school.
25. Coordinate all maintenance functions at the assigned school.
26. Coordinate and supervise transportation services at the assigned school.
27. Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
28. Establish and manage student accounting and attendance procedures at the assigned school.
29. Coordinate the school food service program at the assigned school, including the free and reduced food service program requirements.
30. Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
31. Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.

PRINCIPAL, HIGH SCHOOL (Continued)

32. Direct the establishment of adequate property inventory records and ensure the security of school property.
33. Implement school board policy, state statutes, and federal regulations as they pertain to the assigned school.
34. Supervise the preparation and maintenance of accurate and timely reports and records.
35. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
36. Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
37. Coordinate the supervision of all extracurricular programs at the assigned school.
38. Manage and supervise the school's athletic and student activity programs including the selection of club sponsors and coaches, approve all school-sponsored activities, and maintain a calendar of all school events.
39. Maintain visibility and accessibility on the school campus.
40. Attend school-related activities and events.
41. Manage and administer personnel development through training, inservice and other developmental activities.
42. Provide training opportunities and feedback to personnel at the assigned school.
43. Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
44. Maintain and model high standards of professional conduct.
45. Serve as a member of the Superintendent's system-wide management team.
46. Provide leadership in the school improvement process and the implementation of the school improvement plan.
47. Establish a vision and mission for the school in collaboration with key stakeholders.
48. Set high goals and standards for self, others, and organization.
49. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
50. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

PRINCIPAL, HIGH SCHOOL (Continued)**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Principal, Middle School
 Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Minimum of five (5) years successful secondary school experience, preferably including secondary school administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board Policies, and appropriate state and federal statutes. Ability to use effective interview techniques, coaching procedures, and evaluation procedures. Ability to use effective public speaking skills, interaction skills, and problem-solving skills. Skills in personnel management and supervision techniques. Ability to communicate effectively orally and in writing. Ability to analyze and use data. Knowledge of current educational trends and research. Knowledge and understanding of the unique needs and characteristics of students. Ability to use group dynamics in the context of cultural diversity.

REPORTS TO:

Superintendent

JOB GOAL

To provide the leadership and vision necessary to develop and administer educational programs that optimize available human and material resources to provide successful high quality educational experiences for students in a safe and orderly environment.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1. Manage and administer the development, implementation, and assessment of the instructional program at the assigned school.
2. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
3. Promote high student achievement.
4. Coordinate program planning with system instructional staff.
5. Manage the selection of textbooks, materials, and equipment.
6. Manage and administer the testing program for the school.
7. Align school initiatives with system, state, and school goals.
8. Establish and coordinate procedures for student, teacher, parent, and community evaluation of curriculum.

PRINCIPAL, MIDDLE SCHOOL (Continued)

9. Direct the development of the master schedule and assign teachers according to identified needs.
10. Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
11. Interview and select qualified personnel to be recommended for employment.
12. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
13. Assign and supervise school personnel to special projects for the enhancement of the school.
14. Establish job assignments for school-site administrators, teachers, and support personnel.
15. Develop and administer duty rosters for certified and non-certified staff as required.
16. Supervise the operation and management of all activities and functions at the assigned school.
17. Develop positive school/community relations and act as liaison between the school and community.
18. Communicate effectively both orally and in writing with parents, students, teachers, and the community.
19. Access, analyze, interpret, and use data in decision making.
20. Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
21. Participate in developing the system strategic plan, system school calendar, system-staffing plan, and manpower plans.
22. Manage and administer school functions relating to these items.
23. Develop long- and short-range facility needs at the assigned school.
24. Coordinate facility and support service requirements.
25. Coordinate plant safety and facility inspections at the assigned school.
26. Coordinate all maintenance functions at the assigned school.
27. Coordinate and supervise transportation services at the assigned school.
28. Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
29. Establish and manage student accounting and attendance procedures at the assigned school.
30. Coordinate the school food service program at the assigned school, including the free and reduced food service program requirements.
31. Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.

PRINCIPAL, MIDDLE SCHOOL (Continued)

32. Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
33. Direct the establishment of adequate property inventory records and ensure the security of school property.
34. Implement school board policy, state statutes, and federal regulations as they pertain to the assigned school.
35. Supervise the preparation and maintenance of accurate and timely reports and records.
36. Establish guidelines consistent with Board policies for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
37. Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
38. Coordinate the supervision of all extracurricular programs at the assigned school.
39. Manage and supervise the school's athletic and student activity programs including the selection of club sponsors and coaches, approve all school-sponsored activities, and maintain a calendar of all school events.
40. Maintain visibility and accessibility on the school campus.
41. Attend school-related activities and events.
42. Manage and administer personnel development through training, in-service and other developmental activities.
43. Provide training opportunities and feedback to personnel at the assigned school.
44. Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
45. Maintain and model high standards of professional conduct.
46. Serve as a member of the Superintendent's system-wide management team.
47. Provide leadership in the school improvement process and the implementation of the school improvement plan.
48. Establish a vision and mission for the school in collaboration with key stakeholders.
49. Set high goals and standards for self, others, and organization.
50. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
51. Perform other tasks consistent with the goals and objectives of this position.

PRINCIPAL, MIDDLE SCHOOL (Continued)**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
School Improvement Specialist
 Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Minimum of five (5) years successful teaching and/or leadership experience in the appropriate field.
3. Alabama certification in Educational Leadership and Supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of research, current trends and best practices in instructional strategies for Reading and Math. Knowledge of applicable laws, rules and policies. Exemplary written and verbal communication skills. Competency in all subject areas of K-12. Demonstrated ability to interact and work well with people. Ability to plan, organize and prioritize activities.

REPORTS TO:

Superintendent, School Principals

JOB GOAL

To suggest and model classroom instructional improvement strategies for Reading and Math in grades K-12.

SUPERVISES:

Assigned personnel.

PERFORMANCE RESPONSIBILITIES:

1. Provide system-wide leadership in program development for K-12 based on an analysis of student and teacher needs.
2. Assist Principal in Professional Development Plan development for staff.
3. Supervises on a regular basis the implementation of the teacher PDP.
4. Assist Principal in developing Continuous Improvement Plans.
5. Seek methods to improve instruction.
6. Provide assistance to teachers in areas of weakness addressed by the PDP.
7. Assist schools in using student performance data including Aspire, ACT+
8. Writing, Workkeys, and other assessments to make decisions related to instruction.
9. Maintain communication with school administrators and teachers to ensure exchange of information and mutual concerns.
10. Assist schools in the effective use of technology to support teaching.
11. Respond to inquiries in a timely manner.
12. Keep Supervisor, Principal and Superintendent informed of potential problems or unusual events.
13. Work closely with system and school staff to support improvement initiatives.

SCHOOL IMPROVEMENT SPECIALIST (Continued)

14. Keep informed and disseminate information about current research trends and best practices in areas of responsibility.
15. Represent the system in a positive and professional manner.
16. Attend training sessions, conferences and workshops designed to improve weaknesses shown by teacher's PDP
17. Prepare all required reports and maintain appropriate records.
18. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
19. May be required to work beyond the 40-hour week.
20. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of work year shall be a minimum of 10-month contract (202 days).

EVALUATION:

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

Henry County Schools
School Nurse
 Job Description

QUALIFICATIONS:

1. Current Alabama RN (Registered Nurse) license.
2. Associate's degree or Bachelor's degree from an accredited nursing school.
3. Minimum of three (3) years successful experience in pediatric, public health, or school! Nursing preferred
4. Current First Aid and CPR certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public health nursing as it applies to the public school system. Ability to observe students for development and health patterns in making a nursing judgment and diagnosis. Ability to implement plans for students with chronic health problems and coordinate the administration of medication within state law and Board policies. Ability to demonstrate effective skills of listening, speaking and writing. Ability to work with school personnel, parents, children and agencies.

REPORTS TO:

Superintendent

JOB GOAL

To provide health services at the assigned school sites.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Prepare the school clinic area for use, assuring safety, cleanliness and adequate stocking of supplies.
2. Assist health professionals to assure smooth traffic flow during scheduled school health clinics.
3. Assist health professionals to perform and document required screenings.
4. Maintain a clinic log of clinic visits by students with appropriate descriptive information.
5. Contact parent/guardian as needed.
6. Provide pediculosis screenings.
7. Provide routine first aid and health procedures, including proper referral of serious illnesses or injury.
8. Administer CPR if indicated in emergency situations.
9. Assist students with required medications documenting according to established guidelines.
10. Support and participate in health screening activities, special clinics and staff meetings as directed.
11. Administer medications following school and county policies.
12. Review health records and immunization for compliance.

SCHOOL NURSE (Continued)

13. Establish safe clinic procedures.
14. Counsel students and parents concerning health problems.
15. Maintain a current list of students with acute and/or chronic conditions.
16. Provide nursing assessment and health appraisals of students to identify existing potential health problems, communicable disease or other conditions affecting school performance.
17. Serve as a health liaison between home and school.
18. Provide referral and follow-up of identified health problems when appropriate and report communicable diseases to appropriate agencies.
19. Assist school personnel with completion of incident/accident reports.
20. Maintain a cooperative working relationship with appropriate governmental agencies.
21. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
22. Follow attendance, punctuality and proper dress rules.
23. Ensure adherence to good safety standards.
24. Maintain confidentiality regarding school/workplace matters.
25. Model and maintain high ethical standards.
26. Demonstrate initiative in the performance of assigned responsibilities.
27. Maintain expertise in assigned areas to fulfill project goals and objectives.
28. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
29. Keep Superintendent and Principals informed of potential problems or unusual events.
30. Respond to inquiries and concerns in a timely manner.
31. Serve on school/system committees as required or appropriate.
32. Exhibit interpersonal skills to work as an effective team member.
33. Demonstrate support for the school system and its goals and priorities.
34. Demonstrate initiative in identifying potential problems or opportunities for improvement.
35. Prepare all required reports and maintain all appropriate records.
36. Participate in cross-training activities as required.
37. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds as needed to move objects.

SCHOOL NURSE (Continued)**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
School Psychometrist
 Job Description

QUALIFICATIONS:

1. Master's degree in Psychometry.
2. Bachelor's degree in Education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development; tests and measurement theory and foundations; and of community resources and services available for student assistance. Ability to conduct comprehensive psychoeducational evaluations of students; to verbally communicate and consult effectively with parents, school personnel, and the public; to communicate results of evaluation findings in written reports and correspondence; to assist students, parents, and school personnel in the resolution of problems in student learning, behavior and mental health; and ability to interact successfully with parents, school personnel, and administrators. Skills in communicating effectively, both in written and oral contexts. Skill and ability to apply and interpret federal, state, and local laws and policies governing the provision of educational services to students with disabilities. Knowledge of laws and rules relating to education and other services for persons with disabilities.

REPORTS TO:

Special Education Coordinator

JOB GOAL

To improve the academic achievement, behavioral/social skills, and emotional well-being of all students through either direct contact with students or through testing and consultations with other professionals.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Select, administer, score and interpret tests of intelligence, academic achievement, and personality and attitudes to referred students.
2. Analyze evaluation data and formulate hypotheses and conclusions relating to learning and behavioral issues.
3. Develop appropriate interventions and strategies to assist individual students in academic growth and school adjustment.
4. Conduct informal and formal observations of students as part of the evaluation process.
5. Participate as a member of school educational planning teams and staffing teams to develop assistance plans for at-risk students.
6. Review student records and analyze information pertinent to student learning and school adjustment needs.
7. Determine test score eligibility or non-eligibility of individuals for programs and services for disabled students.

SCHOOL PSYCHOMETRIST (Continued)

8. Communicate evaluation findings to parents, teachers and others through written reports and oral presentations.
9. Present evaluation findings in exceptional student education staffings to determine eligibility and placement.
10. Participate in the periodic re-evaluation of students with disabilities who are served in exceptional student education programs.
11. Utilize knowledge of behavioral principles to develop and assist in the implementation of specific behavioral management plans for individual students, classrooms and schools.
12. Provide training and assistance in intervention techniques and strategies designed to improve student success in the school setting.
13. Serve as expert witness in due process hearings related to students with disabilities.
14. Interpret state and federal rules, laws and policies as they relate to identification, placement and service provisions for students with disabilities or gifted ability and maintain current knowledge of the same.
15. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
School Registrar
Job Description

QUALIFICATIONS:

1. Minimum High School Diploma/GED
2. Minimum two years of successful clerical or data entry experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent computer skills. Ability to handle confidential information. Excellent communication skills both written and verbal. Knowledge of basic office procedures. Preferred knowledge of PowerSchools Data Platform.

PERFORMANCE RESPONSIBILITIES:

1. Assist with student enrollment, transfers, and withdrawals
2. Data collection and maintenance of student records
3. Assist parents and students with records
4. Assist with filing paperwork and records
5. Perform other tasks consistent with the goals and objectives of the position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to twenty pounds of force on an occasional basis.

EVALUATION:

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

Henry County Schools
School Social Worker
Job Description

QUALIFICATIONS:

Requires a minimum of a baccalaureate degree in social work and an internship in school social work; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

REPORTS TO:

Superintendent, Building Level Administrator and Special Education Coordinator

JOB GOAL

The School Social Worker assists students in overcoming barriers to the student learning process. School social workers work with students, parents, teachers and administrators to identify and address emotional/mental, social and concrete needs that interfere with a student's ability to achieve academic success.

PERFORMANCE RESPONSIBILITIES:

1. Collaborating with school personnel
2. Making home visits
3. Developing a district wide mental health evaluation and plan
4. Performing social and environmental assessments
5. Assisting in the identification of at-risk students
6. Documenting all client contacts and interventions
7. Collaborating with referrals to community agencies
8. Assisting with crisis prevention and intervention
9. Direct and indirect services to address immediate concerns of at-risk students.
10. Developing and supporting a healthy districtwide positive educational culture infrastructure for students and families
11. Guidance counselors, school nurses or administrators generally refer students to school social workers. Referrals may be for mental health issues, behavioral issues, financial difficulties, medical concerns or family-child conflict. School social workers may serve as the liaison between home, school, and community services for direct and indirect services listed on the SSWAA service document.

Henry County Schools
Secondary Instructional Coach
Job Description

QUALIFICATIONS:

Certified

REPORTS TO:

Building Principal

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of curriculum and instruction at multiple grade levels (preferred). Evidence of professional learning and implementation of best practice strategies and or programs. Commitment to and willingness to continue learning in the areas of curriculum, assessment, instructional strategies, and learning strategies. Excellent written and oral skills. Proficient in problem solving. Demonstrable initiative working independent and with groups. Strong interpersonal skills. Willingness to perform a variety of tasks.

JOB GOAL

The instructional coach will hold a Masters level certificate and have at least three successful years teaching experience. The coach will be knowledgeable about curriculum and instruction and is able to increase student learning by fostering instructional excellence throughout the building. The coach will engage in the delivery of professional development, coaching and modeling instructional and assessment strategies, and provide feedback that ensures effective instruction and student learning.

PERFORMANCE RESPONSIBILITIES:

1. Conducts observations and provides appropriate coaching, modeling, and feedback on the implementation of instruction with an emphasis on literacy and math instruction.
2. Assists in professional development.
3. Assists with gathering, examination, and analysis of formative and summative assessments.
4. Assists building administration in monitoring and documenting instruction and assessment status of the progress of novice teachers.
5. Keeps current on researched based instructional strategies and best practices with an emphasis on student learning and decreasing the loss of student learning.
6. Completes other duties as assigned.

Henry County Schools
Secretary/Bookkeeper
 Job Description

QUALIFICATIONS:

1. High school diploma or equivalent preferred, supplemented by business courses and at least two (2) years of successful diversified office experience, of which at least one (1) year shall have been in connection with school operations; or equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the operation and program of the school system. Considerable knowledge of office practices and procedures, grammar, spelling, and business correspondence. Knowledge of elementary accounting and bookkeeping procedures. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, school personnel, and the general public. Computer skills required.

REPORTS TO:

Principal

JOB GOAL

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Serve as secretary and administrative assistant to the principal, arranging appointments, taking calls, answering inquiries, composing and typing routine correspondence and memoranda.
2. Prepare reports required from the principal.
3. Receive, deposit, and disburse school monies.
4. Maintain internal accounts and prepare financial reports.
5. Maintain attendance records and prepare related reports.
6. Prepare other reports required from the school principal.
7. Keep time records and prepare payrolls.
8. Maintain inventory and textbook records.
9. Prepare requisitions for supplies and equipment, field trips, and work orders.
10. Type a wide variety of records, reports, memoranda, and teaching materials and operate duplicating equipment.
11. Maintain property records.
12. Prepare transcripts of student records.
13. Help prepare schedules.
14. Furnish information and assistance to students, parents, teachers, and other interested parties.
15. May secure substitute teachers.

SECRETARY/BOOKKEEPER (Continued)

16. May supervise clerical assistants in the performance of similar or related work.
17. Process student transfers and withdrawals and maintain records.
18. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
19. Follow attendance, punctuality and proper dress rules.
20. Ensure adherence to good safety standards.
21. Maintain confidentiality regarding school/workplace matters.
22. Model and maintain high ethical standards.
23. Demonstrate initiative in the performance of assigned responsibilities.
24. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
25. Keep supervisor informed of potential problems or unusual events.
26. Respond to inquiries and concerns in a timely manner.
27. Exhibit interpersonal skills as an effective team member.
28. Demonstrate support for the school system and its goals and priorities.
29. Demonstrate initiative in identifying potential problems or opportunities for improvement.
30. Prepare all required reports and maintain all appropriate records.
31. Participate in cross-training activities as required.
32. May be required to work beyond the 40-hour week.
33. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Secretary, School
 Job Description

QUALIFICATIONS:

1. High school diploma or equivalent, supplemented by business courses and at least two (2) years of successful diversified office experience, of which at least one (1) year shall have been in connection with school operations; or equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the operation and program of the school system. Considerable knowledge of office practices and procedures, grammar, spelling, and business correspondence. Knowledge of elementary accounting and bookkeeping procedures. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, school personnel, and the general public. Ability to type and take and transcribe dictation at a prescribed rate of speed. Computer skills required.

REPORTS TO:

Principal

JOB GOAL

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Serve as secretary and administrative assistant to the principal, arranging appointments, taking calls, answering inquiries, composing and typing routine correspondence and memoranda.
2. Prepare reports required from the principal.
3. Receive, deposit, and disburse school monies.
4. Maintain internal accounts and prepare financial reports.
5. Maintain attendance records and prepare related reports.
6. Prepare other reports required from the school principal.
7. Keep time records and prepare payrolls.
8. Prepare requisitions for supplies and equipment, field trips, and work orders.
9. Type a wide variety of records, reports, memoranda, and teaching materials and operate duplicating equipment.
10. Maintain property records.
11. Furnish information and assistance to students, parents, teachers, and other interested parties.
12. May secure substitute teachers.
13. May supervise clerical assistants in the performance of similar or related work.

SECRETARY, SCHOOL (Continued)

14. Process student transfers and withdrawals and maintain records.
15. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
16. Follow attendance, punctuality and proper dress rules.
17. Ensure adherence to good safety standards.
18. Maintain confidentiality regarding school/workplace matters.
19. Model and maintain high ethical standards.
20. Demonstrate initiative in the performance of assigned responsibilities.
21. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
22. Keep supervisor informed of potential problems or unusual events.
23. Respond to inquiries and concerns in a timely manner.
24. Exhibit interpersonal skills as an effective team member.
25. Demonstrate support for the school system and its goals and priorities.
26. Demonstrate initiative in identifying potential problems or opportunities for improvement.
27. Prepare all required reports and maintain all appropriate records.
28. May be required to work beyond the 40-hour week.
29. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Shop Assistant
Job Description

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Valid Alabama Class “B” Commercial Driver’s License (CDL) with passenger endorsement and verification of an acceptable driving record through the Department of Motor Vehicles (DMV).
3. Must pass and is subject to drug tests as required by federal and state law.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of school bus rules, regulations and school bus safety procedures. Knowledge of a variety of methods and practices used to help mechanics repair buses. Knowledge of techniques and procedures used in working with handicapped children. Skills in reading, interpreting and applying information in technical manuals and other documents. Ability to operate light and /or heavy-duty buses in a safe and economical way. Ability to relate and communicate effectively with parents, students and school personnel.

REPORTS TO:

Transportation Supervisor

JOB GOAL

To effectively work with all aspects of the school bus transportation department to ensure the safety of all students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Assist mechanics in overhaul, rebuilding and major assemblies and components.
2. Lubricate buses and other automotive equipment to include chassis lube, oil and filter changes, gearbox fill or drain flush, wheel bearing pack and all other lubricating and air cleaner service procedures, as required.
3. Verify operational safety of equipment and devices, such as brakes, clutch, lamps, mirrors, glass, fire extinguishers, first aid kits, highway warning kits, horn, warning lamps and buzzers, emergency exits, wipers, signs, tires, etc.
4. Change and repair tires, perform complete battery service and brake adjustments.
5. Install antifreeze; service cooling system; inspect and replace hoses, caps, valves, etc.
6. Make minor repairs by replacing lamps, plugs, ignition parts, patches and switches, as required.

SHOP ASSISTANT (Continued)

7. Operate lubrication equipment, hoist, compressor, battery charger, diagnostic equipment, air wrenches and other tools and equipment, as required in the performance of assigned duties.
8. Drive service truck for roadside service, as required.
9. Assist in cleaning and organizing the shop, parts room and other maintenance facilities.
10. Drive school bus routes when necessary.
11. Any other duties assigned by the Transportation Supervisor.

PHYSICAL REQUIREMENTS:

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Shop Assistant / Grounds Maintenance Worker
 Job Description

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Valid Alabama Class “B” Commercial Driver’s License (CDL) with passenger endorsement and verification of an acceptable driving record through the Department of Motor Vehicles (DMV).
3. Must pass and is subject to drug tests as required by federal and state law.
4. Must pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of school bus rules, regulations and school bus safety procedures. Knowledge of a variety of methods and practices used to help mechanics repair buses. Knowledge of techniques and procedures used in working with handicapped children. Skills in reading, interpreting and applying information in technical manuals and other documents. Ability to operate hand tools, electric and gas tools, lawnmowers, tractors, other machines, light and /or heavy-duty buses in a safe and economical way. Ability to relate and communicate effectively with parents, students and school personnel. Knowledge and ability to maintain grounds.

REPORTS TO:

Transportation Supervisor

JOB GOAL

To effectively work with all aspects of the school bus transportation department to ensure the safety of all students. To maintain facilities and grounds owned or operated by the district in a condition of operating excellence.

PERFORMANCE RESPONSIBILITIES:

1. Assist mechanics in overhaul, rebuilding assemblies and components, various duties.
2. Drive school bus routes when necessary.
3. Any other duties assigned by the Transportation Supervisor.
4. Grounds at locations to be cut and trimmed.
5. Stumps, low limbs, unwanted or damaged plant growth should be cut and removed from the site in a timely fashion.
6. Some spraying will occasionally be necessary.

PHYSICAL REQUIREMENTS:

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

Shop Assistant / Grounds Maintenance Worker (Continued)**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the Henry County Salary Schedule plan. Length of the work year and hours of employment shall be those established by the System.

SHOP ASSISTANT/GROUNDS MAINTENANCE WORKER (Continued)**EVALUATION:**

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

Henry County Schools
Special Education Aide
 Job Description

QUALIFICATIONS:

1. Two years of college or meet state/federal requirements.
2. Training or experience in working with handicapped children.
3. Completion of required training on selected health procedures used with handicapped or exceptional students.
4. School Bus Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in working with handicapped or exceptional children. Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Ability to perform specialized health procedures after required training. Ability to deal with the unexpected in a calm and professional manner. Ability to handle sensitive information confidentially.

REPORTS TO:

Special Education Teacher

JOB GOAL

To assist the teacher of exceptional students or students with handicaps in performing assigned tasks in support of a quality educational program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Assist the teachers) in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing and/or grouping materials supporting instructional activities pre-planned by the teacher.
2. Schedule space for specialized instructional programs and coordinate the arrangement of equipment, desk, table, chairs, activity area and the like.
3. Examine short- and long-term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
4. Follow appropriate training and lead small group activities planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
5. Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.

SPECIAL EDUCATION AIDE (Continued)

6. Maintain a clean and orderly environment for students.
7. Assist in the implementation of appropriate student behavior management techniques.
8. Manage time efficiently.
9. Provide student supervision as assigned.
10. Assist in maintaining the security of records, materials and equipment.
11. Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
12. Assist in assessing student progress as directed, including proctoring the administration of tests, the marking of papers and the maintaining of confidential records.
13. Assist in evaluating program effectiveness and seek and suggest ways of continuous improvement.
14. Assist as assigned in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher.
15. Assist the teacher in completing requirements for grade reporting, scheduling conferences and recording results.
16. Provide instructional assistance as planned or coordinated by the teacher or administrator.
17. Assist students with personal hygiene, health and safety issues or grooming if required.
18. Use classroom management techniques conducive to an effective classroom environment.
19. Perform assigned clerical and bookkeeping duties.
20. Perform health procedures (medication administration, tube feeding, clean intermittent bladder catheterization) as assigned after completing required training.
21. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
22. Follow attendance, punctuality and proper dress rules.
23. Ensure adherence to good safety standards.
24. Maintain confidentiality regarding school/workplace matters.
25. Model and maintain high ethical standards.
26. Demonstrate initiative in the performance of assigned responsibilities.
27. Maintain expertise in assigned areas to fulfill project goals and objectives.
28. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
29. Keep supervisor informed of potential problems or unusual events.

SPECIAL EDUCATION AIDE (Continued)

30. Respond to inquiries and concerns in a timely manner.
31. Serve on school/system committees as required or appropriate.
32. Exhibit interpersonal skills to work as an effective team member.
33. Demonstrate support for the school system and its goals and priorities.
34. Demonstrate initiative in identifying potential problems or opportunities for improvement.
35. Prepare all required reports and maintain all appropriate records.
36. Participate in cross-training activities as required.
37. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Special Education Coordinator
 Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution
2. Certification in Special Education, Educational Leadership, or Administration and Supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of research, trends, and best practices in Special Student Education. Knowledge of state laws, regulations, federal laws, rules and regulations applicable to special education students. Skill in drafting procedures to provide special education services. Skill in administration and supervision of the Special Education program, staff, budgeting, and facilities. Ability to maintain a positive working relationship with county staff, school center personnel and community. Ability to communicate effectively orally and in writing.

REPORTS TO:

Superintendent

JOB GOAL

To supervise and coordinate Special Education services as an advocate for students with disabilities.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1. Initiate new programs
2. Plan and direct services for all system level Special Education personnel.
3. Work closely with school personnel.
4. Provide leadership in program evaluations and follow-up procedures.
5. Write/develop federal projects, state projects, state facility and equipment projects.
6. Coordinate integration of special education into the total school program.
7. Provide leadership in curriculum development.
8. Work to maintain good public and community relations.
9. Chair interview committee to select candidates for Special Education areas.
10. Procure and distribute new, specialized materials and equipment.
11. Supervise record keeping of students in the program.
12. Coordinate staff conferences and orientation meetings.
13. Interact with parents, outside agencies, business and community to enhance the understanding of system initiatives and priorities and to elicit support and assistance.
14. Keep Superintendent informed of potential problems or unusual events.

SPECIAL EDUCATION COORDINATOR (Continued)

15. Serve on system, state or community councils or committees as assigned or appropriate.
16. Assist in the interpretation of programs, philosophy and policies of the system to staff, students, parents and the community.
17. Work closely with system and school staff to support school improvement initiatives and processes.
18. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
19. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
20. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
21. Represent the system in a positive and professional manner.
22. Supervise assigned personnel, assist with annual performance appraisals and make recommendations for appropriate employment actions.
23. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
24. Assist in implementing the system's goals and strategic commitment.
25. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
26. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
27. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
28. May be required to work beyond the 40-hour work week.
29. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools

Special Education Secretary (Administrative Secretary)

Job Description

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Successful secretarial and/or clerical experience.
3. Comparable amount of training and experience may be substituted for minimum experience qualifications.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the organization, operation, programs and goals of the department. Knowledge of the School Board policies and government regulations that relate to the department. Skill in the application of office practices and procedures and in the use of standard up-to-date office equipment. Skill in the use of computer hardware, software and data networks to perform job functions. Ability to work independently and to make decisions with minimum supervision. Ability to maintain confidentiality. Ability to work effectively and cooperate with others. Ability to perform work duties assigned with minimal supervision. Knowledge of basic bookkeeping, accounting and personnel procedures. Ability to compose effective and accurate correspondence and to deal with non-routine matters with minimum instruction. Ability to keep records and reference files, to assemble and organize data, and to prepare composite reports from such data. Ability to promote a harmonious atmosphere and smooth flow of business into and out of the supervisor's office. Ability to communicate effectively orally and in writing using correct grammar, spelling and business English. Ability to answer the phone and greet visitors cordially and helpfully.

REPORTS TO:

Special Education Coordinator

JOB GOAL

To provide skilled secretarial and sub-administrative support to ensure the smooth and efficient operation of the office and relieve administrative personnel of routine office procedures.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Act as liaison between department administrators, other departments, teachers, staff, other systems, outside agencies and others, by screening calls, setting up appointments, arranging meetings and disseminating information.
2. Follow instructions to perform advanced secretarial/clerical work.
3. Maintain and update records and process paperwork in accordance with established guidelines and regulations.
4. Assist in developing and preparing accounts for complex budgets.

SPECIAL EDUCATION SECRETARY (ADMINISTRATIVE SECRETARY)
(Continued)

5. Prepare records, reports, schedules.
6. Manage personnel records.
7. Receive incoming mail, review correspondence and sensitive or confidential information and respond to routine matters where appropriate.
8. Examine, check and verify reports, records and other paperwork for completeness and accuracy of computations, determine conformity to established requirements and personally follow up on discrepancies.
9. Maintain updated and accurate files.
10. Answer telephone, screen callers and refer to the appropriate person.
11. Operate standard office equipment such as any generation of typewriter, calculator, copier, fax machines, and others, as well as equipment developed or advanced from future technology.
12. Use a wide variety of computer software applications.
13. Serve as liaison between department and technical support team to solve data problems, suggest improvements and design programs to meet system needs.
14. Manage data, data collection, report retrieval and transmittal relating to job assignment.
15. Answer questions and address concerns.
16. Keep abreast of governmental statutes, regulations and rules relating to job assignment.
17. Communicate effectively with the public, staff members, parents, administrators and other contact persons using tact and good judgment.
18. Follow attendance, punctuality and proper dress rules.
19. Ensure adherence to good safety standards.
20. Maintain confidentiality regarding school/workplace matters.
21. Model and maintain high ethical standards.
22. Demonstrate initiative in the performance of assigned responsibilities.
23. Maintain expertise in assigned areas to fulfill project goals and objectives.
24. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
25. Keep supervisor informed of potential problems or unusual events.
26. Respond to inquiries and concerns in a timely manner.
27. Serve on school/system committees as required or appropriate.
28. Exhibit interpersonal skills as an effective team member.
29. Demonstrate support for the school system and its goals and priorities.
30. Demonstrate initiative in identifying potential problems or opportunities for improvement.

**SPECIAL EDUCATION SECRETARY (ADMINISTRATIVE
SECRETARY) (Continued)**

31. Prepare all required reports and maintain all appropriate records.
32. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Special Education Teacher
 Job Description

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Certified by the State of Alabama in the appropriate area.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to develop and implement an Individual Education Plan (IP). Knowledge of child development and especially of characteristics of mentally handicapped children in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research relating to the instruction of mentally handicapped students. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others. Knowledge of laws, policies and procedures relating to the education of handicapped students and of the operation of adaptive equipment required by students.

REPORTS TO:

Principal/Special Education Coordinator

JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation in accordance with System philosophy, goals and objectives.

SUPERVISES:

Aide (if assigned)

PERFORMANCE RESPONSIBILITIES:

1. Create or select long-range plans and write a student's annual IEP based on a review of system and state curriculum priorities, instructional priorities and student's handicapping condition.
2. Define goals and objectives for unit and daily plans.
3. Sequence content and activities appropriately.
4. Identify specific intended learning outcomes which are challenging, meaningful and measurable.
5. Revise plans based on student needs.
6. Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs and socio-economic background.

SPECIAL EDUCATION TEACHER (Continued)

7. Develop or select instructional activities which foster active involvement of students in the learning process.
8. Plan and prepare lessons and instructional strategies which support the school improvement plan and the system mission.
9. Select, develop, modify and/or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds, and handicapping conditions.
10. Establish and maintain a positive and safe learning environment in which students are encouraged to be actively engaged in the learning process.
11. Maintain a clean, attractive and organized learning environment.
12. Maintain academic focus by using a variety of motivational techniques.
13. Establish and use behavior management techniques which are appropriate and effective.
14. Establish routines and procedures and work with students on consistently following them.
15. Create a learning climate that is challenging, yet non-threatening.
16. Maintain instructional momentum with smooth and efficient transitions from one activity to another.
17. Establish an appropriate testing environment and ensure test security.
18. Establish and maintain effective and efficient record keeping procedures.
19. Manage time effectively.
20. Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
21. Manage materials and equipment effectively.
22. Organize materials for efficient distribution and collection.
23. Instruct and supervise the work of volunteers and aides when assigned.
24. Assist in enforcement of school rules, administrative regulations and Board policy.
25. Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
26. Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
27. Use ongoing assessment to monitor student progress, verify that learning is occurring and adjust curriculum and instruction.
28. Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
29. Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents and professional colleagues who need access to the information.

SPECIAL EDUCATION TEACHER (Continued)

30. Encourage self-assessment by students and assist them in developing plans for improving their performance.
31. Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials.
32. Evaluate the effectiveness of instructional units and teaching strategies.
33. Demonstrate knowledge and understanding of curriculum content.
34. Communicate high learning expectations for all students.
35. Apply principles of learning and effective teaching in instructional delivery.
36. Monitor learning activities, providing feedback and reinforcement to students.
37. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
38. Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
39. Use appropriate materials, technology and resources to help meet the learning needs of all students.
40. Assist students in assessing, interpreting and evaluating information from multiple sources.
41. Provide appropriate instruction and modifications for students with special needs, including limited proficiency in English.
42. Provide quality work for students which is focused on meaningful, relevant and engaging learning experiences.
43. Provide instruction on safety procedures and proper handling of materials and equipment.
44. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others, by role modeling and learning activities.
45. Communicate effectively, orally and in writing, with other professionals, students, parents and community.
46. Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
47. Provide leadership for staffing and IP meetings.
48. Facilitate mainstreaming and inclusion opportunities.
Provide accurate and timely information to parents and students about academic and behavioral performance of students.
49. Work with other teachers in curriculum development, special activities, and sharing ideas and resources.
50. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting actions.
51. Engage in continuing improvement of professional knowledge and skills.

SPECIAL EDUCATION TEACHER (Continued)

52. Assist others in acquiring knowledge and understanding of a particular area of responsibility.
53. Keep abreast of developments in instructional methodology, learning theory, curriculum trends and content.
54. Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignments.
55. Develop and implement a Professional Development Plan annually in accordance with state and system requirements.
56. Act in a professional and ethical manner and adhere to professional standards at all times.
57. Perform assigned duties.
58. Demonstrate attention to punctuality, attendance, records and reports.
59. Maintain confidentiality of student and other professional information.
60. Comply with policies, procedures and programs.
61. Exercise appropriate professional judgment.
62. Support school improvement initiatives by active participation in school activities, services and programs.
63. Ensure that student growth/achievement is continuous and appropriate for age group, subject area and/or student program classification.
64. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Speech Language Pathologist
 Job Description

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Licensed by the State of Alabama in Speech Language Pathology.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to develop and implement treatment plans. Comprehensive knowledge of assessment and remediation of speech/language impairments. Knowledge of federal and state laws, System rules, and guidelines relating to program implementation. Ability to function as a team member and to interact effectively with students, teachers, and parents. Ability to maintain accurate records and manage time efficiently. Ability to maintain confidentiality.

REPORTS TO:

Principal/Special Education Coordinator

JOB GOAL

To provide a comprehensive program of speech/language services to [appropriately identified students and assist them in becoming effective communicators.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Develop and write an Individual Education Plan (IEP) for every student enrolled in the speech and language program.
2. Select or prepare materials and supplies for program implementation, including therapy, classroom, and home activities.
3. Sequence activities appropriately.
4. Plan educationally relevant therapy.
5. Establish schedules for delivery of services.
6. Prepare reports and interpret state standards for program eligibility.
7. Prepare and maintain audit files on students in the speech/language program.
8. Establish and maintain a positive, organized and safe learning environment.
9. Establish and use behavior management techniques which are appropriate and effective.
10. Manage materials and equipment effectively.
11. Assist in the enforcement of school rules, administrative regulations, and School Board policies.
12. Use technology resources effectively.
13. Identify students who have speech and/or language impairments through screening and/or diagnostic assessments.
14. Determine eligibility for the speech/language program.

SPEECH LANGUAGE PATHOLOGIST (Continued)

15. Reevaluate students enrolled in the speech and language program every three (3) years.
16. Assess student progress and communicate that information knowledgeably and responsibly to students, parents, and professional staff.
17. Conduct educationally relevant therapy for eligible students.
18. Implement the Individual Education Plan (IEP).
19. Provide teachers with strategies for classroom modifications.
20. Monitor and share results of progress toward goals with parents and teachers.
21. Provide appropriate instruction and modification to students with special needs.
22. Foster student responsibility, appropriate social behavior, valuing of cultural diversity, and respect for self and others.
23. Use appropriate materials, technology and resources to help meet the learning needs of all students.
24. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.
25. Participate in the Building Based Student Support Team (BBSST), when applicable, to assist in suggesting interventions and selecting students for evaluation.
26. Use input from parents, teachers, and others involved with the students to develop the IEPs.
27. Consult with and serve as a resource to teachers about speech and language disorders.
28. Attend staff meetings and other meetings as required.
29. Provide consultation and follow-up services as needed.
30. Participate in appropriate activities for the continuing improvement of professional knowledge and skills.
31. Keep abreast of relevant laws, rules and policies.
32. Provide training and/or information for parents, teachers, and administrators.
33. Model professional and ethical conduct at all times.
34. Perform all professional responsibilities.
35. Prepare required reports and maintain all appropriate records.
36. Maintain confidentiality of student and other professional information.
37. Comply with policies, procedures, and programs.
38. Support school and System goals and priorities.
39. Ensure that student growth/achievement is continuous and appropriate for age group and student program classification.
40. Establish and maintain a positive, collaborative relationship with students' families to increase student achievement.

SPEECH LANGUAGE PATHOLOGIST (Continued)

41. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Teacher, Elementary School
 Job Description

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Certified by the State of Alabama in the appropriate area.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and especially of characteristics of students in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

REPORTS TO:

School Administrator

JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation in accordance with System philosophy, goals and objectives.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Create or select long-range plans based on a review of system and state curriculum priorities, student profiles and instructional priorities.
2. Define goals and objectives for unit and daily plans.
3. Sequence content and activities appropriately.
4. Identify specific intended learning outcomes which are challenging, meaningful and measurable.
5. Revise plans based on student needs.
6. Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs and socio-economic background.
7. Develop or select instructional activities which foster active involvement of students in the learning process.
8. Plan and prepare lessons and instructional strategies which support the school improvement plan and the system mission.

TEACHER, ELEMENTARY SCHOOL (Continued)

9. Select, develop, modify and/or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds and special needs.
10. Establish and maintain a positive and safe learning environment in which students are encouraged to be actively engaged in the learning process.
11. Maintain a clean, attractive and organized learning environment.
12. Maintain academic focus by using a variety of motivational techniques.
13. Establish and use behavior management techniques which are appropriate and effective.
14. Establish routines and procedures and work with students on consistently following them.
15. Create a learning climate that is challenging, yet non-threatening.
16. Maintain instructional momentum with smooth and efficient transitions from one activity to another.
17. Establish an appropriate testing environment and ensure test security.
18. Establish and maintain efficient record keeping procedures.
19. Manage time effectively.
20. Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
21. Manage materials and equipment effectively.
22. Organize materials for efficient distribution and collection.
23. Instruct and supervise the work of volunteers and aides when assigned.
24. Assist in enforcement of school rules, administrative regulations and Board policy.
25. Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
26. Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
27. Use ongoing assessment to monitor student progress, verify that learning is occurring and adjust curriculum and instruction.
28. Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
29. Communicate, in understandable terms, individual students progress knowledgeably and responsibly to the student, parents and professional colleagues who need access to the information.
30. Encourage self-assessment by students and assist them in developing plans for improving their performance.
31. Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials.

TEACHER, ELEMENTARY SCHOOL (Continued)

32. Evaluate the effectiveness of instructional units and teaching strategies.
33. Demonstrate knowledge and understanding of curriculum content.
34. Communicate high learning expectations for all students.
35. Apply principles of learning and effective teaching in instructional delivery.
36. Monitor learning activities, providing feedback and reinforcement to students.
37. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
38. Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
39. Use appropriate material, technology and resources to help meet the learning needs of all students.
40. Assist students in assessing, interpreting and evaluating information from multiple sources.
41. Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
42. Provide quality work for students which is focused on meaningful, relevant and engaging learning experiences.
43. Provide instruction on safety procedures and proper handling of materials and equipment.
44. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
45. Communicate effectively, orally and in writing, with other professionals, students, parents and community.
46. Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
47. Provide accurate and timely information to parents and students about academic and behavioral performance of students.
48. Work with other teachers in curriculum development, special activities, and sharing ideas and resources.
49. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
50. Engage in continuing improvement of professional knowledge and skills.
51. Assist others in acquiring knowledge and understanding of a particular area of responsibility.
52. Keep abreast of developments in instructional methodology, learning theory, curriculum trends and content.

TEACHER, ELEMENTARY SCHOOL (Continued)

53. Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignments.
54. Develop and implement a Professional Development Plan annually in accordance with state and system requirements.
55. Act in a professional and ethical manner and adhere to professional standards at all times.
56. Perform assigned duties.
57. Demonstrate attention to punctuality, attendance, records and reports.
58. Maintain confidentiality of student and other professional information.
59. Comply with policies, procedures and programs.
60. Exercise appropriate professional judgment.
61. Support school improvement initiatives by active participation in school activities, services and programs.
62. Cooperate with Student Health Service personnel in regard to prescribed medications for students.
63. Ensure that student growth/achievement is continuous and appropriate for age group, subject area and/or student program classification.
64. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Teacher, Middle School
 Job Description

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Certified by the State of Alabama in the appropriate area.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and especially of characteristics of students in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

REPORTS TO:

Principal

JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation in accordance with System philosophy, goals and objectives.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Create or select long-range plans based on a review of system and state curriculum priorities, student profiles and instructional priorities.
2. Define goals and objectives for unit and daily plans.
3. Sequence content and activities appropriately.
4. Identify specific intended learning outcomes which are challenging, meaningful and measurable.
5. Revise plans based on student needs.
6. Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs and socio-economic background.
7. Develop or select instructional activities which foster active involvement of students in the learning process.
8. Plan and prepare lessons and instructional strategies which support the school improvement plan and the system mission.

TEACHER, MIDDLE SCHOOL (Continued)

9. Select, develop, modify and/or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds and special needs.
10. Establish and maintain a positive and safe learning environment in which students are encouraged to be actively engaged in the learning process.
11. Maintain a clean, attractive and organized learning environment.
12. Maintain academic focus by using a variety of motivational techniques.
13. Establish and use behavior management techniques which are appropriate and effective.
14. Establish routines and procedures and work with students on consistently following them.
15. Create a learning climate that is challenging, yet non-threatening.
16. Maintain instructional momentum with smooth and efficient transitions from one activity to another.
17. Establish an appropriate testing environment and ensure test security.
18. Establish and maintain efficient record keeping procedures.
19. Manage time effectively.
20. Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
21. Manage materials and equipment effectively.
22. Organize materials for efficient distribution and collection.
23. Instruct and supervise the work of volunteers and aides when assigned.
24. Assist in enforcement of school rules, administrative regulations and Board policy.
25. Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
26. Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
27. Use ongoing assessment to monitor student progress, verify that learning is occurring and adjust curriculum and instruction.
28. Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
29. Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents and professional colleagues who need access to the information.
30. Encourage self-assessment by students and assist them in developing plans for improving their performance.
31. Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials.

TEACHER, MIDDLE SCHOOL (Continued)

32. Evaluate the effectiveness of instructional units and teaching strategies.
33. Demonstrate knowledge and understanding of curriculum content.
34. Communicate high learning expectations for all students.
35. Apply principles of learning and effective teaching in instructional delivery.
36. Monitor learning activities, providing feedback and reinforcement to students.
37. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
38. Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
39. Use appropriate material, technology and resources to help meet the learning needs of all students.
40. Assist students in assessing, interpreting and evaluating information from multiple Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
41. Provide quality work for students which is focused on meaningful, relevant and engaging learning experiences.
42. Provide instruction on safety procedures and proper handling of materials and equipment.
43. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
44. Communicate effectively, orally and in writing, with other professionals, students, parents and community.
45. Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
46. Provide accurate and timely information to parents and students about academic and behavioral performance of students.
47. Work with other teachers in curriculum development, special activities, and sharing ideas and resources.
48. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
49. Engage in continuing improvement of professional knowledge and skills.
50. Assist others in acquiring knowledge and understanding of a particular area of responsibility.
51. Keep abreast of developments in instructional methodology, learning theory, curriculum trends and content.

TEACHER, MIDDLE SCHOOL (Continued)

52. Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignments.
53. Develop and implement a Professional Development Plan annually in accordance with state and system requirements.
54. Act in a professional and ethical manner and adhere to professional standards at all times.
55. Perform assigned duties.
56. Demonstrate attention to punctuality, attendance, records and reports.
57. Maintain confidentiality of student and other professional information.
58. Comply with policies, procedures and programs.
59. Exercise appropriate professional judgment.
60. Support school improvement initiatives by active participation in school activities, services and programs.
61. Ensure that student growth/achievement is continuous and appropriate for age group, subject area and/or student program classification.
62. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Teacher, Secondary
 Job Description

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Certified by the State of Alabama in the appropriate area.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and especially of characteristics of students in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

REPORTS TO:

Principal

JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation in accordance with System philosophy, goals and objectives.

SUPERVISES:

Teacher Aide if assigned

PERFORMANCE RESPONSIBILITIES:

1. Create or select long-range plans based on a review of system and state curriculum priorities, student profiles and instructional priorities.
2. Define goals and objectives for unit and daily plans.
3. Sequence content and activities appropriately.
4. Identify specific intended learning outcomes which are challenging, meaningful and measurable.
5. Revise plans based on student needs.
6. Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs and socio-economic background.
7. Develop or select instructional activities which foster active involvement of students in the learning process.
8. Plan and prepare lessons and instructional strategies which support the school improvement plan and the system mission.

TEACHER, SECONDARY (Continued)

9. Select, develop, modify and/or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds and special needs.
10. Establish and maintain a positive and safe learning environment in which students are encouraged to be actively engaged in the learning process.
11. Maintain a clean, attractive and organized learning environment.
12. Maintain academic focus by using a variety of motivational techniques.
13. Establish and use behavior management techniques which are appropriate and effective.
14. Establish routines and procedures and work with students on consistently following them.
15. Create a learning climate that is challenging, yet non-threatening.
16. Maintain instructional momentum with smooth and efficient transitions from one activity to another.
17. Establish an appropriate testing environment and ensure test security.
18. Establish and maintain efficient record keeping procedures.
19. Manage time effectively.
20. Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
21. Manage materials and equipment effectively.
22. Organize materials for efficient distribution and collection.
23. Instruct and supervise the work of volunteers and aides when assigned.
24. Assist in enforcement of school rules, administrative regulations and Board policy.
25. Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
26. Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
27. Use ongoing assessment to monitor student progress, verify that learning is occurring and adjust curriculum and instruction.
28. Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
29. Communicate, in understandable terms, individual students progress knowledgeably and responsibly to the student, parents and professional colleagues who need access to the information.
30. Encourage self-assessment by students and assist them in developing plans for improving their performance.
31. Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials.

TEACHER, SECONDARY (Continued)

32. Evaluate the effectiveness of instructional units and teaching strategies.
33. Demonstrate knowledge and understanding of curriculum content.
34. Communicate high learning expectations for all students.
35. Apply principles of learning and effective teaching in instructional delivery.
36. Monitor learning activities, providing feedback and reinforcement to students.
37. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
38. Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
39. Use appropriate material, technology and resources to help meet the learning needs of all students.
40. Assist students in assessing, interpreting and evaluating information from multiple sources.
41. Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
42. Provide quality work for students which is focused on meaningful, relevant and engaging learning experiences.
43. Provide instruction on safety procedures and proper handling of materials and equipment.
44. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
45. Communicate effectively, orally and in writing, with other professionals, students, parents and community.
46. Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
47. Provide accurate and timely information to parents and students about academic and behavioral performance of students.
48. Work with other teachers in curriculum development, special activities, and sharing ideas and resources.
49. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
50. Engage in continuing improvement of professional knowledge and skills.
51. Assist others in acquiring knowledge and understanding of a particular area of responsibility.
52. Keep abreast of developments in instructional methodology, learning theory, curriculum trends and content.

TEACHER, SECONDARY (Continued)

53. Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignments.
54. Develop and implement a Professional Development Plan annually in accordance with state and system requirements.
55. Act in a professional and ethical manner and adhere to professional standards at all times.
56. Perform assigned duties.
57. Demonstrate attention to punctuality, attendance, records and reports.
58. Maintain confidentiality of student and other professional information.
59. Comply with policies, procedures and programs.
60. Exercise appropriate professional judgment.
61. Support school improvement initiatives by active participation in school activities, services and programs.
62. Ensure that student growth/achievement is continuous and appropriate for age group, subject area and/or student program classification.
63. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Technology Coordinator
 Job Description

QUALIFICATIONS:

1. A broad general education and dedication to lifelong learning. Overall intelligence and perseverance; a strong work ethic; high ethical standards; self-confidence; good time-management skills; budgeting and other fiscal skills.
2. Interpersonal relations skills, especially in being a good listener, skills in written and oral communications; administrative skills. Good telephone and electronic mail communication skills.
3. It is recommended that this person hold at least a Bachelor's degree in educational technology or a technology field from an accredited institution, and have at least three years of experience in working with educational technology.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of and support for the district's educational system; appropriate skills in teaching educators and other adults. Knowledge of curriculum, curriculum development, and school reform. Knowledge of testing and assessment.
2. Technical knowledge in the fields of computer science, computer education, and the broad range of technologies used in hypermedia environments. Knowledge of the theory and practice of instructional technology. Suggested experience in working with students and/or educators in the instructional technology field

REPORTS TO:

Superintendent

JOB GOAL

To act as a primary contact to the State Department of Education for collecting information systems data, maintaining connectivity from the school system to the State Department, and ensuring data accuracy.

SUPERVISES:

Technology Specialist

PERFORMANCE RESPONSIBILITIES:

1. **Leadership.** Take a leadership role in developing and implementing the district plan for instructional use of computers; the implementation should include provisions for evaluation and periodic updating. Tasks include:
 - Work with principals, department heads, teachers, and others who will help implement the district technology plan.
 - Develop a cadre of school level technology leaders who will help implement the plan.

TECHNOLOGY COORDINATOR (Continued)

- Establish evaluation guidelines so that data from different schools can be compared and can be used as part of the evaluation of district progress.
2. **Finances.** Understand the district budget, budgeting process, and spending process, and work within this system to secure adequate resources for instructional computing. Help to ensure that school-level budgets and the district budget adequately support the district's instructional technology plan. Be especially aware of equity issues when budgeting and distributing resources. Work with administration and faculty to write grants for implementation of technology related educational programs.
 3. **Resource Center.** Develop a district technology resource center to be used by school level technology leaders, teachers, and students. The resource center may contain hardware, software, courseware, and instructional support materials such as books, periodicals and journals, films, and video tapes. This center can also be a repository for specialty equipment which cannot be afforded for each teacher, classroom, or building. This center can also be the central service area for a district or building a wide network.
 4. **Resource People.** Develop and maintain a list of resource people, which may include district staff, with information about the computer background, interests, and involvement of each person. Identify technology leaders at each school and technology-oriented leaders in each academic discipline, who can assist the coordinator in decision-making processes and assist faculty in simple technical or curricular concerns related to technology. Encourage each school to develop a list of parents who might volunteer their services as computer aides, technical assistants, or fundraisers. Develop contacts with vendors who are willing to provide loans of hardware and software, or assist in training educators. Develop contacts with other educational institutions to encourage dissemination of effective policies and ideas for use of technology in the educational process.
 5. **Inservice Plan.** Develop, implement, and periodically evaluate a district technology oriented inservice plan. One goal of this inservice plan should be to identify and/or help develop resource people in every discipline and at every grade level who can provide leadership in working to accomplish the district instructional technology plan. A second goal should be to help all teachers and school administrators become functionally computer-literate and learn their roles in accomplishing the district technology plan. A district inservice plan needs to take into consideration workshops and courses available from a variety of sources, including those available within the district (in-house in-services), from local colleges and community education programs, and those available from private consulting firms.

TECHNOLOGY COORDINATOR (Continued)

6. **Hardware and Software Acquisition.** Help the district to develop and implement plans for the acquisition and maintenance of hardware and software. Acquisition will likely involve going out for bids for necessary equipment at least once per year. The acquisition plan should accommodate the needs of each of the schools in the district, and should take into consideration current use and availability of equipment at each of the schools to determine if relocation of equipment will provide a more efficient use of technologies. Maintenance will include routine preventive maintenance as well as more general repair and replacement. It might prove desirable to have one teacher in every school trained to do a minimal level of maintenance. In high school, one might want to have some students trained to provide this service. A district may want to maintain a supply of spare parts and develop a maintenance contract with an individual or organization which can repair the types of equipment the district is acquiring. The district software policy should also address the issue of whether the districts will support, encourage, or discourage software development. It should contain a clear statement against software piracy. District in-service programs should address the software piracy issue; the goal is to have the district policy understood and supported by all school personnel.
7. **Hardware and Software Inventory.** Maintain an accurate Inventory of computer hardware and software that belongs to the district and to individual schools in the district, Help set policy on the possible creation of a district-owned pool of hardware and/or software that resides in a particular school building and be moved from school to school as needed, Help establish procedures for schools to borrow software from each other. Work to establish an "effective life" for hardware and software, so that hardware and software that is no longer appropriate to use can be removed from service.
8. **Research and Evaluation.** Help develop and implement a district procedure for the evaluation of software, hardware, and courseware, and for the sharing of the results of such evaluation. Be Involved in district research projects to evaluate instructional use of computers. Tie in with other school districts and with national or state organizations that are doing software evaluation, acquire books and periodicals that evaluate software, Design and encourage pilot projects. For each new "innovation," eventually the district must decide whether to adopt and implement its use. Pilot studies can help answer such questions.
9. **Information Dissemination.** Disseminate technology-related information throughout the district via news bulletins, electronic mail, presentations at district and building level staff meetings, etc. Establish a liaison committee of key people in the community and meet periodically with this committee. Help to create and/or work

TECHNOLOGY COORDINATOR (Continued)

- with a local computer-using educators group. Be an active participant in local and regional education conferences, including those not directly related to technology use (perhaps presenting at such conferences),
10. **Community Relations.** Work on community relations by speaking to parent and professional groups, publicizing the district technology plan and progress, encourage schools to have technology oriented open houses for parents, with students and teachers demonstrating various uses of technologies in the classroom. Work with community education programs to assist community members and parents in use of computers and other technologies.
 11. **Hiring Policy.** Encourage the development and implementation of a district hiring policy that takes into consideration the computer knowledge and experience of applicants, and gives preference to computer literate applicants.
 12. **Fund Raising.** Help the district to obtain outside funding by participating in grant planning and proposal writing. Try to find funds to support individual teachers in developing pilot studies on various instructional applications of technologies. Help individual teachers obtain funding to go to educational technology conferences and participate in staff development.
 13. **Improve Education.** Work to improve the overall quality of education received by students in the district. Be sensitive to equity issues and work to resolve inequities. Be an educational change agent. Participate in the development of curricular standards and benchmarks to encourage appropriate use of technology. Work with educators to develop lesson plans and activities involving use of technology to further attainment of educational goals. Inform teachers of new technologies or software which may assist in developing concepts of content specific materials. Be aware of technology trends and possible futures of the field of computers in education.
 14. **Technical Competence.** Remain technically competent. Continue to grow as a professional technology educator and as an educational leader. Be professionally active at regional or higher-level meetings. Subscribe to technology-oriented educational publications and schedule regular time to read them. Keep apprised of changes in the technologies available and directions of future technology development. Assist faculty and staff in dealing with minor technical issues in order to maintain a positive attitude among educators about use of technologies and avoid frustrations and fear of technologies by those teachers unfamiliar with them. Perform simple maintenance and trouble-shooting procedures on equipment for efficient use of maintenance funds.

Henry County Schools
Technology Specialist
 Job Description

QUALIFICATIONS:

1. Post-secondary training in electronics, networking and technology.
2. Experience in some or all of the above.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computing hardware and software. Knowledge of operating systems and networks. Ability to troubleshoot hardware and software. Ability to communicate effectively orally and in writing. Ability to conduct workshops and training. Ability to build, repair and service a variety of technology equipment.

REPORTS TO:

Technology Coordinator

JOB GOAL

To provide installation, repair, and upkeep of the computer and communications networks throughout the Henry County School System.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Design and implement a program of technological support, presentation of inservice workshops on the operation and instructional uses of computers; peripheral equipment and specific applications software; provision of information and hardware/software troubleshooting on an on-call basis, and installation, upgrading, and repair of hardware at school sites.
2. Troubleshoot hardware/software of distributed computer systems and associated network facilities.
3. Install, configure and upgrade computer hardware, software, and attached peripherals, network and desktop operating systems, applications, and associated cabling.
4. Provide consulting services for new hardware and software.
5. Provide hardware and software training of school staff.
6. Counsel and communicate issues/problems for school staff.
7. Maintain work orders and job-related documentation.
8. Communicate effectively with the teachers, staff members, administrators and other contact persons using tact and good judgment.
9. Ensure adherence to good safety standards.
10. Model and maintain high ethical standards.
11. Demonstrate initiative in the performance of assigned responsibilities.
12. Maintain expertise in assigned areas to fulfill project goals and objectives.
13. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

TECHNOLOGY SPECIALIST (Continued)

14. Keep supervisor informed of potential problems or unusual events.
15. Respond to inquiries and concerns in a timely manner.
16. Exhibit interpersonal skills to work as an effective team member.
17. Demonstrate support for the school system and its goals and priorities.
18. Demonstrate initiative in identifying potential problems or opportunities for improvement.
19. Prepare all required reports and maintain all appropriate records.
20. May be required to work beyond the 40-hour week.
21. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Henry County Schools
Utility Worker
Job Description

QUALIFICATIONS:

1. Must be a High School graduate from a regionally accredited school or have a GED equivalent.
2. Must have a valid Alabama Driver's License.
3. Must have an Alabama Commercial Drivers License and Alabama School Bus
4. Driver's Certificate or obtained within six months of assuming position.
5. Must be willing to pick up and deliver school children on school bus routes when assigned.
6. Must pass insurability investigation into private and business driving records within any consecutive three-year time frame.

PERFORMANCE RESPONSIBILITIES:

1. Drives regular school bus routes when the assigned driver is unable to drive.
2. Delivers relief buses to schools for regular route bus and returns regular buses after repairs are accomplished.
3. Services buses by checking/adding oil, fuel, and tire pressure, cleaning seats and interior, and washing outside of bus.
4. Ensures required equipment and forms are on relief buses.
5. Schedules buses between Transportation main shop and repair shops/dealers.
6. Picks up and delivers parts between local suppliers and Transportation's main shop, or road mechanics.
7. Assists mechanics with repairs in main shop or in the field as assigned by the Maintenance Supervisor or Shop
8. Foreman.
9. Assists with the up-keep and maintenance of the building including sweeping, mopping, dusting, cleaning restrooms, cutting grass, and any other related task as directed by Maintenance Supervisor or Transportation Coordinator.
10. Accomplishes any other non-technical task assigned.