

# **Jackson County School System**

## **JOB DESCRIPTIONS**

**9 Month = 187 days**

**10 Month = 202 days**

**11 Month = 220 days**

**12 Month = 240 days**

## **Assistant Superintendent**

Minimum Qualifications:	Master's Degree in School Administration with proper State of Alabama certification
Experience:	5 years experience in Administration/Supervision
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Superintendent

### **Essential Functions:**

1. Serve in the absence of the Superintendent as chief administrative officer of the district.
2. Coordinate, monitor and evaluate performance of all supervisors and administrators.
3. Consult with teachers and principals on professional and school related matters.
4. Communicate to the Superintendent the requirements and needs of the school system.
5. Attend board meetings and prepare reports for the Board as the Superintendent may request.
6. Attend and preside over other meetings as assigned by the Superintendent.
7. Prepare drafts of needed Board policies administrative rules, and status reports for the Superintendent's review and action.
8. Consult with architectural firms to coordinate all renovation and new projects.
9. Keep informed of and interpret all laws, regulations, statutes, rules, and policies affecting the school system.
10. Complete and submit reports and other documents as required by U.S. government.
11. Any and other essential functions assigned by the Superintendent of his/her designee.

## **Attendance Supervisor**

Minimum Qualifications:	Master's Degree in School Administration with proper State of Alabama certification
Experience:	5 years experience in Administration/Supervision
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Superintendent

### **Essential Functions:**

1. Administer compulsory School Attendance Law by serving as County Attendance Officer.
2. Responsible for preparing and submitting all required reports to U.S. State, and local Department of Education.
3. Disseminate materials to school principal concerning attendance reports.
4. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Chief School Finance Officer**

### **Minimum Qualifications:**

Have a minimum of three years experience in public agency accounting, obtain certification as a Chief School Finance Officer from the Alabama State Department of Education within three (3) years of employment, maintain certification through continuing education requirements, and meet one or more of the following professional requirements:

- Hold a baccalaureate degree from an accredited four-year college or university with a concentration in a business-related curriculum (accounting, finance, business administration, etc.) including at least 9 semester hours in accounting.
- Hold an MBA or other graduate degree in a business-related field from a regionally accredited institution.
- Preferred Certified Public Accountant.
- Hold a baccalaureate degree in a concentration other than a business-related curriculum but have at least 24 semester hours of business-related courses, with at least 18 hours in the following courses (or course equivalent):
  - Principles of Accounting I (3 semester hours)
  - Principles of Accounting II (3 semester hours)
  - Intermediate Accounting (3 semester hours)
  - Cost Accounting (3 semester hours)
  - Governmental Accounting (3 semester hours)
  - Financial Management (3 semester hours)
  - General Management (3 semester hours)
  - Business (or Organizational) Communications (3 semester hours)

**REPORTS TO:** Superintendent/Board of Education

### **JOB GOAL:**

To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available and be responsible for a financial management system that reflects the financial condition of the local board of education on a timely and accurate basis.

### **DUTIES AND RESPONSIBILITIES:**

Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.

Maintain a school payroll accounting system in accordance with applicable laws and regulations.

Prepare financial reports annually and at other times as requested by the local school superintendent, the local board of education, and other agencies.

Prepare monthly financial reports to the board of education as required by law.

Prepare reports as required by other agencies.

Maintain an adequate system of internal controls including property and inventory accounting.

Maintain a sound system of cash management.

Maintain a sound accounting system in the individual local schools.

Maintain a system of contracting and purchasing procedures.

Coordinate the preparation of the annual budget and any amendments.

Maintain the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.

Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.

Responsible for investment of funds upon local superintendent's approval.

Must be bondable and have a valid Alabama Drivers License.

Perform other duties as may be assigned to the position by law, by the local school superintendent and local board of education, and by rules and regulations of the State Board of Education and the local government.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledgeable of accounting standards, laws, policies, rules, and regulations.

Knowledgeable of tax laws and applicable regulations that impact upon employee's benefits, tax forms, and related employee concerns.

Knowledgeable in group business techniques and computers at a level required to implement and maintain an automated financial system.

Ability to supervise and evaluate personnel assigned to the areas of business and finance.

Ability to communicate effectively in written and verbal form.

Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensity work environment.

Possess ability to work effectively with local superintendent and local board of education to assist and facilitate accomplishment of school system goals and objectives.

Contract Term: 12 months

Salary: As per the Jackson County Board of Education Salary Schedule.

### **Elementary Curriculum Supervisor**

Minimum Qualifications: Master's Degree in School Administration with proper State of Alabama certification/Supervision or Master's Degree in Elementary Education with Administrative endorsement

Experience: 5 years Elementary teaching experience

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: 12 months

Immediate Supervisor: Superintendent

Essential Functions:

1. Assist in the orientation of new and beginning teachers to acquaint them with the system policies, curriculum materials, reporting pupil progress, special programs, etc.
2. Observe teaching techniques of elementary teachers for the purpose of improvement of classroom skills or to observe promising practices as requested.
3. Compile system wide professional growth plan for elementary teachers.
4. Plan and coordinate system wide in service activities and secure consultants to conduct workshops.
5. Assist principals and teachers with establishing measurable and attainable goals, to be achieved through faculty study, by identifying strengths and weaknesses in the curriculum as measured by standardized test data.
6. Organize and plan with groups of teachers in the development of curriculum materials, units of work, activity booklets, etc.
7. Any and other essential functions assigned by the Superintendent or his/her designee.

## Secondary Curriculum Supervisor

Minimum Qualifications:	Master's Degree in School Administration with proper State of Alabama certification/Supervision or Master's Degree in Secondary Education with Administrative endorsement
Experience:	5 years secondary teaching experience
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Superintendent

### Essential Functions:

1. Assist in the orientation of new and beginning teachers (9-12) to acquaint them with the system policies, curriculum materials, reporting pupil progress, special programs, etc.
2. Assist local school staffs with identifying strengths and weaknesses of student (9-12) as measured by standardized test data and develop strategies to provide remediation.
3. Assist principals and teachers in planning and implementing secondary programs and determining needed changes in system wide curriculum.
4. Observe teaching techniques of secondary teachers for the purpose of improvement of classroom skills or to observe promising practices.
5. Coordinate school activities related to accreditation by the Southern Association of Colleges and Schools.
6. Work with Central Office and local school faculties on self study reports during interim and ten year reviews.
7. Coordinate college and career day activities and assist with developing and implementing all system wide career awareness programs for grades 9-12.
8. Coordinate system wide scholastic activities.
9. Compile system wide professional growth plan for secondary teachers.
10. Plan and coordinate system wide in service activities and secure consultant to conduct workshops.
11. Any and other essential functions assigned by the Superintendent or his/her designee.

## Testing Supervisor

Minimum Qualifications: Master's Degree in School Administration with proper State of Alabama certification/Supervision or Master's Degree with Administrative endorsement

Experience: 5 years teaching experience

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: 12 months

Immediate Supervisor: Superintendent

### Essential Functions:

1. Responsible for supervision of administration of all state mandated tests.
2. Responsible for security of all testing materials.
3. Disseminate test results to appropriate personnel.
4. Conduct monthly meetings with local test coordinators.
5. Complete and submit all required reports to U.S., State, and local departments of education.
6. Complete programmatic applications, budgets, and amendments.
7. Responsible for administration and implementation of Crisis Management and School Safety Program: Title IV, Part A – Safe and Drug Free Schools and D.A.R.E. Programs.
8. Any and other essential functions assigned by the Superintendent or his/her designee.



## **Accounts Payable Clerk**

Minimum Qualifications:	High School Diploma with Secretarial/Bookkeeping/Computer training
Experience:	3 years Secretarial/Bookkeeping/Computer training preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Superintendent

### **Essential Functions:**

1. Issue system wide and school level purchase orders.
2. Process purchase orders
3. Reconcile invoices with completed purchase orders for payment.
4. Process payment to vendors for all departments.
5. Maintain vendor files.
6. Prepare and submit required reports.
7. Maintain records and balances for teacher money and legislative funds.
8. Maintain records and process travel claims for principals and counselors.
9. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Insurance Clerk**

Minimum Qualifications:	High School Diploma with Secretarial/Bookkeeping/Computer training
Experience:	3 years Secretarial/Bookkeeping/Computer training preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Superintendent

### **Essential Functions:**

1. Process insurance enrollment for all employees.
2. Provide employees with necessary claim forms.
3. Maintain accurate records and provide necessary information to Accounts Payable Clerk to process insurance payments.
4. Serve as liaison between employees and Board approved insurance companies.
5. Reconcile local school accounting reports.
6. Prepare and process all reports.
7. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Fixed Asset/LSA Clerk**

Minimum Qualifications:	High School Diploma with Secretarial/Bookkeeping/Computer training
Experience:	3 Years Secretarial/Bookkeeping/Computer experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 Months
Immediate Supervisor:	Superintendent

### **Essential Functions:**

1. Maintain inventory control including annual physical inventories of fixed assets
2. Reconcile capital outlay expenditures to general ledger inventory control accounts
3. Maintain inventory records and tag inventory items when received
4. Maintain supplemental inventory for items not classified as fixed assets
5. Record depreciation and submit report for GASB
6. Import and balance Local School Financial data into General Ledger
7. Troubleshoot problems with local school bookkeepers
8. Balance Local school transfer ins and outs and Local School Financial data with General Ledger
9. Import and balance Local School Budget into General Ledger
10. Perform internal audits when requested by the Superintendent
11. Any and other essential functions assigned by the Superintendent or his/her designee

## **Payroll Clerk**

Minimum Qualifications:	B.S. Degree in business related field or High School diploma with 5 years business related experience.
Experience:	Computer/Bookkeeping experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Superintendent

### **Essential Functions:**

1. Print and distribute payrolls, substitute lists and leave reports to all schools.
2. Receive and compute all payrolls making appropriate deductions.
3. Maintain leave records for all employees.
4. Update computer file of approved substitutes.
5. Maintain personnel files on all employees.
6. Answer employee inquiries relative to insurance and payroll as requested.
7. Prepare and submit all required reports.
8. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Utility Clerical Assistant**

Minimum Qualifications:	High School Diploma with Secretarial/Bookkeeping/Computer training
Experience:	5 Years LSA Secretarial/Bookkeeping/Computer experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Superintendent

### **Essential Functions:**

1. Assist payroll clerk in processing monthly payroll
2. Assist in maintaining personnel files
3. Assist local schools with issues and problems regarding local school bookkeeping
4. Assist fixed Asset/Inventory Clerk in maintaining fixed assets
5. Assist reconciling and processing purchase orders for payment
6. Assist in reconciling invoices with completed purchase orders for payment
7. Assist Chief Financial Officer in clerical duties
8. Any other essential functions assigned by the Superintendent or his/her designee

## **Receptionist**

Minimum Qualifications:	High School Diploma with Secretarial/Bookkeeping/Computer training
Experience:	Secretarial/Computer/Bookkeeping experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Superintendent

### **Essential Functions:**

1. Greet all visitors courteously, determine their needs and refer to appropriate area.
2. Cordially answer office telephone and respond appropriately to requests for information.
3. Maintain reception area to accommodate visitors.
4. Process in-coming and out-going mail.
5. Process and maintain applications for substitute teacher certificates.
6. Process verification of age information and requests for school records.
7. Process and complete applications for fingerprinting/background clearance for all new employees.
8. Assist with all school forms and related reports.
9. Any and other essential functions assigned by the Superintendent or his/her designee.

**Secretary**  
**Superintendent/Assistant Superintendent**

Minimum Qualifications:	High School Diploma with Secretarial/Bookkeeping/Computer training
Experience:	3 years Secretarial/Bookkeeping/Computer experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	Twelve months
Immediate Supervisor:	Superintendent

**Essential Functions:**

1. Secure pertinent information from staff members and Superintendent and edit for submission to Board.
2. Prepare agenda and information folders for all meetings of Board of Education.
3. Prepare correspondence for Superintendent and Assistant Superintendent.
4. Prepare Board of Education Minutes and disseminate to all pertinent employees.
5. Gather information, research Board minutes, and other requests from Board members as it relates to the duties of the Board of Education.
6. Contact news media and distribute information relating to Board meetings.
7. Respond to action taken at Board meetings as may be needed; prepare necessary correspondence, forms, etc., following each meeting.
8. Assist, as may be necessary, in maintaining calendar for Superintendent.
9. Responsible for completing and submitting LEAPS and SLEAPS.
10. Process applications for substitute teacher certificates and maintain current file on regular teachers.
11. Develop and maintain personnel records system.
12. Receive and deliver requests for transfer to Superintendent.
13. Verify credentials, licenses, letters of recommendation, and prior employment.
14. Maintain personnel files on all employees.
15. Respond to requests from employees concerning personnel files.
16. Complete and submit all required reports to Federal and State Departments of Education.
17. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Child Nutrition Supervisor**

Minimum Qualifications: Meet certification standards of State Department of Education  
Experience: 5 years Teaching experience or  
5 years Supervisory experience in Food Service industry

Salary: As per the Jackson County Board of Education Salary Schedule  
Contract Term: 12 months

Immediate Supervisor: Superintendent

### **Essential Functions:**

1. Coordinate and supervise the school food service program.
2. Insure proper distribution and maximum usage of commodities.
3. Assist in determining staffing needs and is involved in hiring process.
4. Complete programmatic applications, budgets and amendments.
5. Plan and supervise training for all CNP personnel.
6. Monitor maintenance on all food service equipment.
7. Prepare bids for all food and equipment purchases and notify proper vendor of Board action.
8. Conduct annual review of each school cafeteria to insure all Federal and State regulations are being followed.
9. Monitor financial records for CNP program.
10. Prepare or insure preparation of all paperwork as required by the Alabama State Department of Education.
11. Plan and prepare all breakfast and lunch menus.
12. Maintain confidentiality of all CNP records.
13. Any and other essential functions assigned by the Superintendent or his/her designee.



## **Child Nutrition Bookkeeper**

Minimum Qualifications:	High School Diploma with Secretarial /Bookkeeping/Computer training
Experience:	3 years Secretarial/Bookkeeping/Computer experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Child Nutrition Supervisor
Secondary Supervisor:	Superintendent

### **Essential Functions:**

1. Reconcile all bank deposits.
2. Maintain and file all USDA reimbursement claims.
3. Maintain and prepare accurate financial statements.
4. Reconcile all invoices to purchase orders and prepare them for payment.
5. Receive and handle maintenance calls in cooperation with the CNP Supervisor.
6. Type CNP correspondence as requested by the CNP Supervisor.
7. Receive and relay messages.
8. Demonstrate a supportive attitude toward the CNP Program.
9. Maintain confidentiality of all CNP records.
10. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Child Nutrition Secretary**

Minimum Qualifications:	High School Diploma with Secretarial/Bookkeeping/Computer training
Experience:	3 years Secretarial/Bookkeeping/Computer experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Child Nutrition Supervisor
Secondary Supervisor:	Superintendent

### **Essential Functions:**

1. Separate and file all weekly paperwork received from school.
2. Prepare and issue all checks to vendors.
3. Type CNP correspondence as requested.
4. Process weekly purchase orders to food service distributors.
5. Solicit weekly produce bids and determine low bidder.
6. Order all office supplies as needed by CNP program.
7. Maintain accurate records of all commodities received.
8. Receive and relay messages.
9. Prepare and distribute individual copies of menus to schools.
10. Assist CNP Supervisor in proper file maintenance.
11. Demonstrate a supportive attitude toward the CNP Program.
12. Maintain confidentiality of all CNP records.
13. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Child Nutrition Cafeteria Manager**

Minimum Qualifications:	High School Diploma or GED with Computer training
Experience:	3 years food service experience
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	9 Months
Immediate Supervisor:	School principal
Secondary Supervisor:	CNP Supervisor

### **Essential Functions:**

1. Supervise receiving and storage of all CNP products.
2. Insure that all Federal and State health regulations are followed.
3. Insure that a quality menu is prepared and served on time.
4. Prepare or insure preparation of all paperwork required by CNP.
5. Monitor the operation and maintenance of all equipment.
6. Maintain current and accurate records of all Free/Reduced applications and food production records.
7. Responsible for the cleanliness and appearance of cafeteria.
8. Attend all manager meetings and workshops as required.
9. Insure that all employees are properly trained.
10. Work with principal and/or CNP Supervisor to correct any problems that arise.
11. Exhibit good hygiene and dress appropriately.
12. Relate well with co-workers, students, and staff.
13. Demonstrate a supportive attitude toward the CNP Program.
14. Maintain confidentiality of all CNP records.
15. Any and other essential functions assigned by the Superintendent or his/her designee.
16. Maintain confidentiality of all CNP records
17. Any other essential functions assigned by the Superintendent or his/her designee

## **Child Nutrition Program Worker**

Minimum Qualifications:	18 years of age – physically capable to perform required tasks High School Diploma or GED
Experience:	One-year food service experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	9 Months
Immediate Supervisor:	Cafeteria Manager
Secondary Supervisor:	School Principal

### **Essential Functions:**

1. Follow all Federal and State health regulations.
2. Attend all workshops as requested.
3. Assist in receiving, handling, storing, and preparing all purchased food and commodities.
4. Perform duties necessary to maintain cafeteria cleanliness.
5. Report any problems to Cafeteria Manager.
6. Assist manager in preparation of daily, weekly, and monthly paperwork as requested.
7. Observe proper safety precautions.
8. Exhibit good hygiene and dress appropriately.
9. Relate well with co-workers, students, and staff.
10. Demonstrate a supportive attitude toward the CNP Program.
11. Maintain confidentiality of all CNP records.
12. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Federal Programs Supervisor**

Minimum Qualifications: Master's Degree in School Administration or  
Master's Degree in Education with Administrative Endorsement

Experience: Five Years Teaching experience

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: Twelve Months

Immediate Supervisor: Superintendent

Essential Functions:

1. Supervise Title I; Title I, Part C (Migrant); Title I, Part D (Neglected or Delinquent); Title II, Title III, Title VI, Title VII (Indian Education), and ESL and Homeless Programs.
2. Complete programmatic applications, budgets, amendments, and evaluations.
3. Supervise Federal Programs Staff.
4. Monitor system and school use of Federal Funds.
5. Responsible for all plans and reports required by the U.S., state, and local Departments of Education.
6. Assist the administration in fulfilling legal mandates and complying with Federal Guidelines.
7. Provide technical assistance for schools implementing the above listed programs.
8. Any and other essential functions assigned by the Superintendent or his/her designee.

**Revised 10/15/15**

## **Federal Programs Secretary/Bookkeeper**

Minimum Qualifications: High School Diploma with Secretarial/Bookkeeping/Computer training

Experience: 3 years Secretarial/Bookkeeping/Computer experience preferred

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: Twelve Months

Immediate Supervisor: Federal Programs Supervisor

### **Essential Functions:**

1. Bookkeeper for all Federal Programs.
2. Issue Federal purchase orders.
3. Responsible for receipts and expenditures for all Federal Programs.
4. Reconcile purchase orders and invoices and submit to Accounts Payable clerk for payment.
5. Responsible for requesting all Federal Funds.
6. Prepare and submit reports to the U.S., State and local Departments of Education.
7. Perform general secretarial responsibilities.
8. Maintain a complete and systematic set of all financial transaction records of all Federal Programs.
9. Assist supervisor with correspondence.
10. Any and other essential functions assigned by the Superintendent or his/her designee.

Revised 10/15/15

## **Academic Coach**

Minimum Qualifications: Bachelor's Degree and Valid Alabama Teacher Certification

Experience: A minimum of five years of classroom experience

Salary: \$18,000 for the contract term

Contract Term: Half-time position based on the teacher calendar

Beginning January 1 of current year, and ending September 30, of current school year

Immediate Supervisor: Site Principal

### **Essential Functions:**

1. Exhibit positive human-relations skills.
2. Demonstrate proficiency in written and oral communications.
3. Maintain and submit required records and reports.
4. Adhere to school system rules, administrative procedures, local board policy, and federal, state, and local rules and regulations.
5. Plan regularly with school and LEA leadership for implementing school-wide literacy and intervention efforts by:
  - Demonstrating a high level of skill in coaching and teaching,
  - Using age-appropriate instructional strategies to improve students' literacy skills,
  - Working collaboratively with teachers to monitor, analyze, and use data to make decisions for improved teaching and learning for all students across the curriculum,
  - Providing school-wide professional development, and
  - Leading grade-level/departmental meetings related to literacy and academic improvement.

## **School Improvement Specialist – 10 Month**

### **Qualifications:**

Valid Alabama Teaching Certificate with a Master's Degree;

1. Five or more years teaching experience;
2. Must be able to demonstrate strong motivational and organizational skills;
3. Must have thorough understanding of No Child Left Behind and AYP ;
4. Must be willing to travel.

**Contract :** 10 months

**Salary:** As based on the board approved teacher salary schedule based on highest degree and years of teaching experience

**Immediate Supervisor:** Federal Programs Supervisor

### **Essential Function:**

1. Act as a liaison between the schools, central office, assigned "outside expert", assigned state department contract personnel, and state department accountability team.
2. Provide on-going coaching and support to classroom teachers and schools.
3. Visit school improvement schools on a regular basis.
4. Know and follow federal requirements for school improvement schools.
5. Ensure school improvement schools use only research based models, strategies, and materials.
6. Provide resource materials to teachers.
7. Set up and monitor required teacher mentor programs.
8. Participate in all SDE training sessions regarding effective practices for schools in improvement.
9. Provide professional development for teachers at all schools in effective practices for improving the implementation of instructional strategies.
10. Coordinate with other central office personnel to:
  - a. assess educational needs at both the school level and the LEA level
  - b. lead school faculties in analyzing results of "high stakes" state assessments
  - c. assist schools/LEA in formulating and implementing school improvement plans
11. Any and other essential functions assigned by the Superintendent or his/her designee.



## **Graduation Coach Specialist**

### **Qualifications:**

1. Master's Level Valid Alabama Teaching Certificate (secondary level preferred);
2. Five years successful teaching experience on the secondary level is preferred;
3. Must be able to demonstrate successful experience in helping students overcome obstacles to high school graduation;
4. Must possess effective communication skills with students, teachers and parents;
5. Must have skills in data analysis and have experience working with students preparing for the Alabama High School Graduation Exam.

**Contract:** 10 months

**Salary:** Salary based on the board approved teacher salary schedule based on highest degree and years of teaching experience.

**Immediate Supervisor:** Federal Programs Supervisor or his/her designee

### **Essential Functions:**

1. Create a database of students who are at-risk and in danger of dropping out of school due to course failure and/or failure to pass all portions of the current state test, and collaborate with the PST to establish plans for intervention services;
2. Analyze, develop, implement, and track intervention plans and strategies;
3. Monitor and meet regularly with identified at-risk students, and notifying parents of progress toward graduation;
4. Arrange and assign mentors to at-risk students in accordance with the Jackson County Schools Mentoring Program;
5. Assist counselors with registering students for ACCESS Distance Learning, summer school, tutoring, and other credit recovery classes;
6. Track all students' progress toward successfully passing all portions of the AHSGE as well as completing required course credits.
7. Assist curriculum coordinators/ professional development coordinators in supporting standards-based instruction and content mastery through vertical training and instructional planning;
8. Assist curriculum coordinators/professional development coordinators with professional development on differentiation and best practices for helping struggling students increase academic achievement;
9. Participate in extensive professional development;
10. Motivate students to face and overcome challenges to graduation and provide recognition for student accomplishments.
11. Collaborate with the School Improvement Specialist and provide support and guidance to graduation coaches and principals to improve graduation rates.
12. Submit monthly Graduation Coach Review Form to Principal and Federal Programs Supervisor
13. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Graduation Coach**

### **Qualifications:**

- a. Valid Alabama Teaching Certificate (secondary level preferred);
- b. Three years successful teaching experience on the secondary level is preferred;
- c. Must be able to demonstrate successful experience in helping students overcome obstacles to high school graduation;
- d. Must possess effective communication skills with students, teachers and parents;
- e. Must have skills in data analysis and have experience working with students on the Alabama High School Graduation Exam.

**Contract:** 9 months

**Salary:** Salary based on the board approved teacher salary schedule based on highest degree and years of teaching experience.

**Immediate Supervisor:** Principal and Secondary Curriculum Coordinator

### **Essential Functions:**

1. Create a database of students who are at-risk and in danger of dropping out of school due to course failure and/or failure to pass all portions of the current state test, and collaborate with the BBSST to establish plans for intervention services;
2. Analyze, develop, implement, and track intervention plans and strategies;
3. Monitor and meet regularly with identified at-risk students, and notifying parents of progress toward graduation;
4. Arrange and assign mentors to at-risk students in accordance with the Jackson County Schools Mentoring Program;
5. Assist counselors with registering students for ACCESS Distance Learning, summer school, tutoring, and other credit recovery classes;
6. Track all students' progress toward successfully passing all portions of the AHSGE as well as completing required course credits.
7. Assist curriculum coordinators/ professional development coordinators in supporting standards-based instruction and content mastery through vertical training and instructional planning;
8. Assist curriculum coordinators/professional development coordinators with professional development on differentiation and best practices for helping struggling students increase academic achievement;
9. Participate in extensive professional development; and
10. Motivate students to face and overcome challenges to graduation and provide recognition for student accomplishments.
11. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Federal Programs Consulting Teacher**

Minimum Qualifications:	Masters Degree with proper State of Alabama Certification and/or endorsement. Minimum of five years successful teaching experience
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract:	12 Months
Immediate Supervisor:	Federal Programs Supervisor

### **Essential Functions:**

1. Complete all annual needs assessments and evaluations of programs supported with federal funds.
2. Assist school personnel with planning, writing, and implementing plans as may be required to insure NCLB compliance.
3. Assist with documentation and evaluation of instructional and technological professional development activities.
4. Assist with compilation, preparation and documentation of instructional and technological reports and data bases.
5. Observe and exchange instructional techniques and materials to improve academic achievement.
6. Assist with the full implementation of scientifically based research programs to insure NCLB compliance.
7. Maintain and operate distance learning equipment in the Central Office.
8. Maintain and operate the Parental Involvement Center as well as conducting a minimum of two parent training sessions per year at each school.
9. Prepare and disseminate information to parents concerning the academic and behavioral growth of their children, including monthly newsletters to all students and information packets to enrolling kindergarten students.
10. Attend meetings, conference and/or training sessions as appropriate to positively impact job performance and to stay abreast of federal laws and regulatory guidelines.
11. Maintain the Federal Programs section of the Jackson County Schools website.
12. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Countywide Alabama Reading Initiative (ARI) Coach**

Minimum Qualifications: Minimum of three year's teaching experience. Exhibit strong interpersonal skills and commit to continued professional growth.

Experience: Minimum 3 years teaching experience

Salary: As per Jackson County Board of Education Salary Schedule

Contract: 9 Months

Immediate Supervisor: Curriculum Supervisor

Secondary Supervisor: Principal

### **Essential Functions:**

1. Participating actively in all ARI reading coach trainings and support visits
2. Demonstrating a high level of skill in scientifically-based reading research (SBRR) programs instruction
3. Create a schedule with time devoted to:
  - Coaching (at least 50% of time)
  - Working with struggling readers (with responsibility for at least one group)
4. Adhere consistently to an approved schedule
5. Plan with teachers for reading/literacy instruction
6. Plan with principals for K-3 literacy efforts
7. Monitor and analyze assessment data
8. Facilitate professional development at the school
9. Any and other duties assigned by the Superintendent or his/her designee.

REVISED 5/3/18

## **Indian Education Instructional Aide**

Minimum Qualifications	Associate Degree or two years study at an institution of higher learning
Experience:	Substitute teacher or other instructional experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract:	9 months
Immediate Supervisor:	Principal
Secondary Supervisor:	Federal Programs Supervisor

### **Essential Functions:**

1. Attend inservice training programs for providing academic assistance.
2. Work closely with school administrators and regular education teachers in scheduling classes and providing remedial and advanced student assistance.
3. Prepare supplementary materials for regular education instructional units.
4. Maintain enrollment and attendance records.
5. Furnish Federal Programs Supervisor with teacher schedule and class rolls which include pre/post test results.
6. Assist with Program Needs Assessment.
7. Receive and utilize all program equipment and instructional materials.
8. Complete end of year evaluation and furnish document to Federal Programs Supervisor.
9. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Transportation Supervisor**

Minimum Qualifications:	Master's Degree in School Administration/Supervision with proper state certification.
Experience:	Five years administrative experience with CDL or will obtain a CDL within the first year.
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	Twelve months
Immediate Supervisor:	Superintendent
Secondary Supervisor:	Administrative Assistant
Essential Functions:	

### **Transportation**

1. Develop and administer a transportation program to meet the needs of regular program and extracurricular activities.
2. Prepare bus routes for all schools and update schedules.
3. Make recommendation to Superintendent of changes in existing routes.
4. Develop plans for preventive maintenance for county owned equipment.
5. Act as liaison between parents, community members and the Board of Education.
6. Along with the principal, recommend the hiring of new drivers.
7. Maintain safety standards as required by the State Department of Education.
8. Insure alcohol and drug testing takes place as is required by the D.O. T.
9. Insure new prospective drivers receive proper training.
10. Check problem areas on bus routes.
11. Any and other essential functions assigned by the Superintendent or his/her designee.

**Revised 10/15/15**

## **Maintenance /Transportation Secretary**

Minimum Qualifications:	High School Diploma with Secretarial/Computer Training
Experience:	3 years of Secretarial/Computer Training preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Maintenance/Transportation Supervisor
Secondary Supervisor:	Superintendent

### **Essential Functions:**

1. Serve as receptionist.
2. Complete maintenance work orders from phone and fax communication.
3. Match purchase orders and invoices and submit to Central Office for payment.
4. Process purchase orders for heating and cooling and request maintenance as necessary.
5. Complete purchase orders if needed.
6. Maintain daily attendance for payroll purposes; vacation and sick leave, overtime, time cards, and time deducted.
7. Receive bus problem calls from drivers and contact mechanic.
8. Complete and submit all reports required by State and local Departments of Education and D. O. T.
9. Maintain all contracts, record books and information for bus drivers.
10. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Maintenance/Transportation Purchasing Agent**

Minimum Qualifications:	High School Diploma/Computer Training
Experience:	Preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Maintenance/Transportation Supervisor
Secondary Supervisor:	Superintendent

### **Essential Functions:**

1. Complete and submit maintenance/transportation purchase orders to Central Office for approval.
2. Order all approved materials and supplies
3. Pick up materials and supplies from vendors as necessary.
4. Receive and code materials and supplies designated for warehouse.
5. Organize and maintain warehouse for proper storage and retrieval of materials and supplies.
6. Complete and submit all required written reports
7. Maintain inventory.
8. Load and deliver materials and supplies
9. Responsible for all janitorial duties in warehouse.
10. Any and other essential functions assigned by the Superintendent or his/her designee.



## **Transportation Shop Assistant**

Minimum Qualification:	<ol style="list-style-type: none"><li>1. High School graduate.</li><li>2. Valid Alabama Driver License, CDL, and Alabama School Bus Certificate.</li><li>3. Participate in pre-service and in-service bus driver training program.</li><li>4. Must meet and maintain standards required by county vehicle insurance policy.</li><li>5. Maintain current certification in CPR.</li><li>6. Good physical and emotional health, including ability to lift and restrain students of various age levels and size.</li><li>7. Good public relation skills.</li><li>8. Self-motivation.</li><li>9. Such alternative to the above, including health requirements, as the Board may find appropriate.</li></ol>
Contract:	12 Months
Immediate Supervisor:	Transportation/Maintenance Supervisor

### **Performance Responsibilities:**

- A. Bus Driver/Aide Duties
  1. Obey all traffic laws.
  2. Observe all mandatory safety regulations for school buses.
  3. Maintain discipline while students are on the bus.
  4. Report undisciplined student to the proper authority.
  5. Perform pre-trip and post-trip inspections.
  6. Notify the proper authority in case of mechanical failure or tardiness.
  7. Discharge students only at authorized stops.
  8. Operate two-way radios as per appropriate procedures.
  9. Transport only authorized students.
  10. Report all accidents and complete required reports.
  11. Enforce regulations against smoking and eating on the bus.
  12. Complete required training programs satisfactorily.
  13. Knowledge operation of wheel chair lift and locking equipment.
- B. Custodian Duties:
  1. Perform grounds keeping duties to maintain grounds in a safe and attractive condition including but not limited to the following: tree trimming, rubbish collecting, grass cutting using a tractor/bush hog, weed eater and lawn mower.
  2. Scrub, hose down, disinfect toilet floor areas as needed, and clean all sanitary fixtures and drinking fountains as needed. Replenish toiletries as needed.
  3. Empty all office/shop waste and trash cans as needed.
  4. Sweep, mop, or vacuum offices as needed.
  5. Keep floors in clean, attractive condition and good state of preservation.
- C. General Office:
  1. Data entry, filing, and answering telephones.
  2. Light office duties as required on an as need basis.

### **OTHER RESPONSIBILITIES**

1. Run the county garbage truck daily route.
2. Assume responsibility for acting as a representative of the Jackson County Board of Education in the solution of problems.
3. Assume responsibility to perform any work which is assigned by the Superintendent of Schools and/or his representative, including the immediate supervisor.

## **Maintenance Crew Foreman**

Minimum Qualifications:	High School Diploma or GED, Three Years Experience in General Maintenance/Construction
Experience:	School-related Maintenance and/or Construction Experience Preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract:	12 Months
Immediate Supervisor:	Maintenance/Transportation Supervisor

### **Essential Functions:**

1. Collect work orders submitted from assigned schools.
2. Decide priority of work and make assignments to crew personnel.
3. Calculate and order materials needed for work assignments.
4. Keep check-in/out sheets for crew personnel and turn into office as required.
5. Keep gas records for maintenance vehicles.
6. Keep up with materials used on each job and charge them to the appropriate purchase order.
7. Maintain all required records.
8. Answer phone calls and respond in a timely manner to all emergency situations.
9. Maintain equipment inventory.
10. Inspect work completed by crewmembers and notify maintenance supervisor of any problems.
11. Work cooperatively with the administrators of each school to see that maintenance needs are completed with professional workmanship and in a timely manner.
12. Consult with Maintenance Supervisor on all requests for projects that do not fall under general maintenance.
13. Refer all problems with crew personnel to the Maintenance Supervisor.
14. Perform other duties as assigned by Maintenance Supervisor.

## Maintenance Assistant / Helper

Qualifications: 18 years of age – physically capable of performing assigned duties  
High School Diploma or GED

Valid Driver's License  
Willing to acquire CDL and Bus license

Experience: Related work experience preferred

Salary: As per Jackson County Board of Education salary schedule

Contract Term: Twelve months

Immediate Supervisor: Transportation and /or Maintenance Supervisor

### Essential Functions:

1. Possess the knowledge and skills to complete maintenance projects as assigned.
2. Work with maintenance crews to complete projects as assigned.
3. Follow directions as assigned by crew foreman / supervisor.
4. Responsible for scheduled mail route as established by supervisor.
5. Responsible for unloading / stocking / distributing textbooks and materials.
6. Responsible for pick up / delivery / return of HASP / AMSTI modules as required.
7. Serve as a substitute bus driver for county.
8. Serve as substitute garbage truck driver.
9. Transport buses to and from the schools as assigned by supervisor.
10. Perform all duties in a conscientious manner in order to provide high quality work.
11. Observe all basic requirements and standards of safety.
12. Cooperate with school staffs in a manner to promote good working relationships.
13. Any and other essential functions assigned by the superintendent or his/her designee.

**Board Approved 9/25/12**

## **Bus Shop Foreman**

- Minimum Qualifications: High School Diploma or GED
1. One of the following requirements for certification as a school bus mechanic must be met:
    - (a) Completion of a certified auto mechanic's apprenticeship; OR
    - (b) Written proof of at least eight year's experience as an auto or truck mechanic; OR
    - (c) Written proof of six year's experience as a mechanic's helper in a school bus shop maintaining buses for pupil transportation
  2. Any individual meeting the qualifications above and hired for the position must within six months pass the school bus safety test administered by State transportation personnel and each year thereafter must demonstrate to the State Inspector that he/she still maintains the skill, as well as the mental and physical capabilities, to perform all the tasks necessary to assure the safe maintenance of school buses.

Experience: Above requirements must be met.

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: 12 months

Immediate Supervisor: Maintenance/Transportation Supervisor

Secondary Supervisor: Superintendent

### **Essential Functions:**

1. Supervise maintenance of school buses and other vehicles.
2. Assign job schedule to mechanics.
3. Schedule summer maintenance for all buses.
1. Ensure that all buses receive monthly inspections.
2. Record and maintain all records pertaining to vehicle maintenance.
3. Assist mechanics with bus problems.
4. Supervise the shop area for safety and cleanliness.
5. Supervise on the job training and orientation of new mechanics.
6. Supervise the overall bus shop operation.
7. Responsible for substitute buses for extra activities.
8. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Lead Mechanic**

Qualifications:	Valid Alabama driver's license and CDL license State certification as a school bus mechanic Expertise in all aspects of vehicle maintenance, particularly School buses Good public relation skills Such alternatives to the above, including health requirements as The board may find appropriate
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	Twelve Months
Immediate Supervisor:	Transportation Supervisor

Essential Functions:

1. Supervise, advise, assist, and assign work for all technical employees
2. Inspect and approve work of all shop employees
3. Coordinate, verify, and report work schedules for all technical employees
4. Maintain records and make reports as appropriate
5. Practice and promote high standards of safety, cleanliness, and efficiency in all work areas.
6. Communicate with immediate supervisor on a daily basis regarding work schedule, safety issues, repairs, etc.
7. Assist in the recruitment, screening, training, and evaluation of technical employees
8. Coordinate the annual school bus safety inspection program with State Department personnel
9. Communicate effectively with school administrators, bus drivers, and other community representatives regarding transportation issues, when appropriate
10. Maintain a positive, cooperative attitude in the work environment
11. Assume responsibility to perform any work which is assigned by the Superintendent of Schools and/or his representative Transportation Supervisor.

## **Bus Mechanic**

**Minimum Qualifications:** High School Diploma or GED

1. One of the following requirements for certification as a school bus mechanic must be met:
  - (a) Completion of a certified auto mechanic's apprenticeship; OR
  - (b) Written proof of at least eight year's experience as an auto or truck mechanic; OR
  - (c) Written proof of six year's experience as a mechanic's helper in a school bus shop maintaining buses for pupil transportation
2. Any individual meeting the qualifications above and hired for the position must within six months pass the school bus safety test administered by State transportation personnel and each year thereafter must demonstrate to the State Inspector that he/she still maintains the skill, as well as the mental and physical capabilities, to perform all the tasks necessary to assure the safe maintenance of school buses.

**Experience:** Above requirements must be met

**Salary:** As per the Jackson County Board of Education Salary Schedule  
**Contract Term:** 12 months

**Immediate Supervisor:** Shop Foreman/Lead Mechanic

**Secondary Supervisor:** Maintenance/Transportation Supervisor

**Essential Functions:**

1. Repair and service vehicles owned by county schools as directed by shop foreman.
2. Be on call – day, night, and weekends as needed for repairs.
3. Notify shop foreman of defects discovered in repair work during monthly inspection.
4. Attend any and all workshops and meetings as required by the Superintendent and/or State Department.
5. Assist in keeping Bus Shop area clean.
6. Any and other essential functions assigned by the Superintendent or his/her designee.

## **School Bus Driver**

Minimum Qualifications:	High School Diploma or GED Commercial Driver's License with Alabama State Department of Education School Bus Driver's Certification Pass state required physical
Experience:	Physically capable of performing assigned duties Preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	9 months
Immediate Supervisor:	School Principal
Secondary Supervisor:	Maintenance/Transportation Supervisor

### **Essential Functions:**

1. Perform a pre-trip inspection of bus each morning and afternoon to ensure bus is in good mechanical condition.
2. Meet all safety standards as required by the Alabama State Department of Education.
3. Attend a re-certification class annually to be updated on changes.
4. Submit to random drug testing.
5. Bring bus in for inspection each month as assigned.
6. Attend professional development workshop for two days each year.
7. Be responsible for contacting bus garage if there is a problem with the bus.
8. Responsible for the cleanliness of the bus.
9. Complete and submit School Bus Disciplinary Report to principal as necessary.
10. Responsible for maintaining and submitting a monthly driver's report.
11. Perform two emergency evacuation drills each year.
12. Any and other essential functions assigned by the Superintendent or his/her designee.

**Revised 10/15/15**

## **Maintenance Foreman**

Minimum Qualifications:	High School Diploma Three years experience in construction
Experience:	School-related maintenance and/or construction experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	Twelve Months
Immediate Supervisor:	Maintenance/Transportation Supervisor
Secondary Supervisor:	Superintendent

### **Essential Functions:**

1. Evaluate work sites and submit materials list.
2. Complete and submit work orders.
3. Assist with emergency maintenance needs.
4. Maintain equipment inventory.
5. Complete and submit all required written reports.
6. Inspect work completed in the field by crewmembers at the request of the Supervisor.
7. Any and other essential functions assigned by the Superintendent or his/her designee.



## **Maintenance Worker**

Qualifications:	18 years of age - High School Diploma or GED Valid driver's license – CDL where applicable Physically capable of performing assigned duties
Experience:	Preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Maintenance/Transportation Supervisor
Secondary Supervisor:	Superintendent

### **Essential Functions:**

1. Respond to assigned school maintenance repairs and construction as designated by Maintenance/Transportation Supervisor.
2. Responsible for maintenance and repairs of county school facilities and grounds which are not covered by individual custodial employees.
3. Attend any workshops and meetings as required by the Superintendent and/or State Department of Education.
4. Perform duties in a conscientious manner, giving primary consideration to doing high quality work as effectively and efficiently as possible.
5. Observe all basic requirements and standards of safety.
6. Cooperate with co-workers and principals in a manner that promotes good working relationships.
7. Communicate needs for maintenance as observed to the Maintenance/Transportation Supervisor.
8. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Refrigeration/CNP Equipment Technician**

Qualification:	High School Diploma with vocational training in HVAC/refrigeration or certification from the State or an accredited Vocational Technical College
Experience:	Minimum of five years experience in HVAC/Refrigeration and restaurant equipment. Must be able to read schematics, troubleshoot and repair various building equipment
Contract Term:	Twelve months
Salary:	As per the Jackson County Board of Education Salary Matrix
Immediate Supervisor:	HVAC Foreman
Secondary Supervisor:	Maintenance/Transportation Supervisor

### **Essential Functions:**

1. Evaluating, service and repairs on kitchen equipment
2. Troubleshoot and repair HVAC equipment
3. Administer a preventive maintenance program
4. Be on call and respond to emergency situations when necessary
5. Minor plumbing, electrical and other maintenance duties as needed
6. Any and other essential functions as assigned by the Superintendent or his/her designee

## **Technology Coordinator**

Minimum Qualifications:	Master's Degree in School Administration/Supervision with proper State of Alabama certification
Experience:	5 years administration experience
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Superintendent

### **Essential Functions:**

1. Technology funds;
2. Technology professional development;
3. Technology planning and reporting;
4. Coordination of technology across all program areas;
5. A safe, secure, and fully operable network;
6. Technology procurement and inventory;
7. Technology support for data management;
8. Technology support for distance learning; and
9. Directing a program to ensure that all state standards involving technology for teachers, administrators, and students are met and technology is integrated throughout the curriculum.

## **Assistant Technology Coordinator**

Minimum Qualifications:	Master's Degree in School Administration/Supervision with proper State of Alabama certification
Experience:	5 years teaching experience, documented use of technology in the classroom to improve student learning
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	9 Months
Immediate Supervisor:	Technology Coordinator

### **Essential Functions:**

Assist the district Technology Coordinator with the supervising the Jackson County School System's technology program by ensuring proper accountability for the following:

1. Technology funds;
2. Technology professional development;
3. Technology planning and reporting;
4. Coordination of technology across all program areas;
5. A safe, secure, and fully operable network;
6. Technology procurement and inventory;
7. Technology support for data management;
8. Technology support for distance learning; and
9. Directing a program to ensure that all state standards involving technology for teachers, administrators, and students are met and technology is integrated throughout the curriculum.

## **Network Administrator**

Minimum Qualifications:	High School diploma, A+, MCSE, and MCSA certifications
Experience:	Minimum of 10 years experience in Network Management
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Technology Coordinator

### **Essential Functions:**

1. Maintain the functionality of the district WAN
2. Configure and maintain local area computer networks
3. Troubleshoot and maintain electronics necessary to sustain a wide area network and local school networks
4. Troubleshoot and correct problems with operating systems
5. Troubleshoot problems and repair computers
6. Maintain records of computer repairs specific to each computer identified by serial number
7. Maintain inventory control over parts recording their use
8. Travel to 18 school sites
9. Install both fiber and copper network cabling and electronics when required
10. Maintain the county-wide wireless access through wireless access points
11. Maintain Internet access for all computers in the system
12. Assist school personnel in determining hardware and software needs
13. Assist in writing technical bid specifications when needed
14. Requisition electronics for repairs and replacement
15. Any other duties assigned by the Superintendent or his/her designee.

**Revised December 14, 2015**

## **Assistant Network Administrator**

Minimum Qualifications:	High School diploma, A+, MCSE, and MCSA certifications
Experience:	Minimum of 5 years experience in IT support
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Technology Coordinator

### **Essential Functions:**

1. Maintain the functionality of the district WAN
2. Configure and maintain local area computer networks
3. Troubleshoot and maintain electronics necessary to sustain a wide area network and local school networks
4. Troubleshoot and correct problems with operating systems
5. Troubleshoot problems and repair computers
6. Maintain records of computer repairs specific to each computer identified by serial number
7. Maintain inventory control over parts recording their use
8. Travel to 18 school sites
9. Install both fiber and copper network cabling and electronics when required
10. Maintain the county-wide wireless access through wireless access points
11. Maintain Internet access for all computers in the system
12. Assist school personnel in determining hardware and software needs
13. Assist in writing technical bid specifications when needed
14. Requisition electronics for repairs and replacement
15. Any other duties assigned by the Superintendent or his/her designee.

## **Computer Technician**

Minimum Qualifications:	GED or High School Diploma, A+ and MCDST certification
Experience:	3 years of experience in IT support preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 Months
Immediate Supervisor:	Technology Coordinator

### **Essential Functions:**

1. Troubleshooting problems and repair computers
2. Maintain records of computer repairs specific to each computer as identified by serial number
3. Maintain inventory control over parts recording their use
4. Install and replace network cabling and electronics under the supervision of the network administrator
5. Travel to 18 school sites
6. Load and configure software programs
7. Assist in writing technical bid specifications when needed
8. Requisition hardware components for repairs
9. Any other duties assigned by the Superintendent or his/her designee

## **Textbook Coordinator**

Minimum Qualifications: Master's Degree in School Administration/P-12 Principal

Experience: 5 Years Experience

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: 11 Months

Immediate Supervisor: Superintendent

### **Essential Functions:**

1. Administer State Textbook Program in County
2. Coordinate textbook presentation by vendors and review selection of textbook committees
3. Coordinate purchasing and dissemination of textbooks and workbooks
4. Maintain accurate inventory throughout the system
5. Follow state curriculum guidelines
6. Any and other essential functions assigned by the Superintendent or his/her designee.



## **Textbook Supervisor**

Minimum Qualifications: Master's Degree in School Administration/Supervision or  
Master's Degree in Education with Administrative endorsement

Experience: 5 years Teaching experience

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: Twelve months

Immediate Supervisor: Superintendent

Secondary Supervisor: Administrative Assistant

### **Essential Functions:**

1. Administer State Textbook Program in county.
2. Coordinate textbook presentations by vendors and review and selection of textbook committees.
3. Supervise purchasing and dissemination of textbooks and workbooks.
4. Maintain an accurate inventory.
5. Follow State Curriculum guidelines.
6. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Van Driver**

Minimum Qualifications: 18 years of age - physically capable of performing assigned duties  
High School Diploma or GED

Experience: Valid driver's license  
Related work experience preferred

Salary: As per the Jackson County Board of Education Salary Schedule  
Contract Term: Twelve months

Immediate Supervisor: Textbook Supervisor

### **Essential Functions:**

1. Load books and materials onto van
2. Unload books and materials delivered from publisher
3. Distribute books and materials to all schools.
4. Process and shelve materials.
5. Repair textbooks as needed.
6. Transport computer equipment needing repair to and from Ernest Pruet Center of Technology.
7. Pick-up at UAH, deliver to schools and return to UAH, all HASP and AMSTI modules as scheduled.
8. Pick-up and deliver Child Nutrition Program supplies to individual schools each week as scheduled.
9. Prepare, maintain, and follow a weekly pick-up and delivery schedule to all schools and communicate any changes to appropriate personnel.
9. Any and other essential functions assigned by the Superintendent or his/her designee.

**Revised 10/15/15**

## **Special Education Coordinator**

Minimum Qualifications:	Master's Degree in Special Education or Master's Degree in Education with Administrative Endorsement
Experience:	Five years experience in Special Education Preferred
Salary:	As per Jackson County Board of Education Salary Schedule
Contract Term:	Twelve Months
Immediate Supervisor:	Superintendent

### **Essential Functions:**

1. Coordinate and monitor all special education staff and related programs.
2. Be responsible for all plans and reports required by the U.S. and State Departments of Education.
3. Complete programmatic applications, budgets and amendments.
4. Recruit and recommend certified persons to the Superintendent to fill positions in Special Education.
5. Contract services with outside agencies for related services.
6. Assist the administration in fulfilling legal mandates and complying with the Special Education State and Federal Guidelines.
7. Monitor all Special Education Funds.
8. Assign additional duties to the Special Education staff when necessary to comply with State and Federal Guidelines or to make the program more cost efficient.
9. Any and other essential functions assigned by the Superintendent.

## **Special Education Supervisor**

Minimum Qualifications:	Master's Degree in Special Education or Master's Degree in Education with Administrative Endorsement
Experience:	Five years classroom experience in Special Education
Salary:	As per Jackson County Board of Education Salary Schedule
Contract Term:	Twelve Months
Immediate Supervisor:	Superintendent

### **Essential Functions:**

1. Supervise all Special Education staff and related programs
2. Responsible for all plans and reports required by the U.S. and State Departments of Education
3. Complete programmatic applications, budgets and amendments
4. Recruit and recommend certified persons to the Superintendent to fill positions in Special Education
5. Contract services with outside agencies for related services
6. Assist the administration in fulfilling legal mandates and complying with the Special Education State and Federal guidelines
7. Monitor all Special Education funds
8. Assign additional duties to Special Education staff when necessary to comply with State and Federal guidelines or to make the program more cost efficient
9. Any and other essential functions assigned by the Superintendent or his/her designee.
- 10.

## **Special Education Services Secretary**

Minimum Qualifications:	High School diploma with Secretarial/Bookkeeping/Computer training
Experience:	3 years Secretarial/Bookkeeping/Computer experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Special Education Supervisor

### **Essential Functions:**

1. Be responsible for all plans and reports required by the U.S., State, and Local Departments of Education.
2. Keep record of absences of itinerant teachers and support personnel.
3. Process purchase orders and maintain a purchase order journal.
4. Duplicate special education forms, records, and in-service material.
5. Obtain beginning of year class rolls from Special Education teachers by end of the 2<sup>nd</sup> week of school.
6. Request student records from previous school.
7. Enter and maintain all individual student data on computer.
8. Take calls for supervisor in his/her absence.
9. Ensure needed documentation is kept in students' files.
10. Maintain confidentiality of all special education records.
11. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Special Education Program Specialist**

Experience: Five Years experience in Special Education

Salary: As per the Jackson County Board of Education

Contract: Twelve Months

Supervisor: Special Education Supervisor

### **Essential Functions:**

1. Collect, process and monitor all preschool forms necessary for documentation from referral to placement.
2. Attend scheduled EI Transition, Referral, MEDC, and IEP meetings as they relate to preschool.
3. Be knowledgeable concerning the ELPP process.
4. Collect, process and monitor all transfer student information which includes contacting student's previous school to request records.
5. Monitor IEP's to ensure they are in compliance with State and Federal regulations.
6. Be competent in the SETS program to assist teachers and staff when problems occur.
7. Be competent in State and Federal guidelines, Local Board Policy and Procedures, and other documents as they relate to Special Education.
8. Attend IEP meetings as instructed by the Special Education Supervisor.
9. Submit a weekly report to the Special Education Supervisor.
10. Submit at tentative schedule of the upcoming week to the Special Education Supervisor at the end of each week.
11. Be competent to advise teachers in writing specific goals and benchmarks.
12. Collaborate with BBSST, OT, PT, School nurses, etc. when necessary.
13. Assist in the administration in fulfilling legal mandates and complying with the Special Education State and Federal guidelines.
14. Maintain confidentiality of all special education records.
15. Administer achievement and diagnostic assessments to selected students as directed by the Special Education Supervisor.
16. Attend workshops as approved by the Special Education Supervisor.
17. Assist in the orientation of new and beginning teachers to acquaint them with the system policies, curriculum materials, reporting pupil progress, special programs, etc.
18. Observe special education teachers in the classroom and submit a report to the Special Education Supervisor for the purpose of improvement of teaching skills and student performance.
19. Assist the schools in developing inclusive services for students eligible for special education services.
20. Take calls for Special Education Supervisor in his/her absence.
21. Assist in providing professional development opportunities for selected personnel.
22. Any and other essential function assigned by the Superintendent or his/her designee.

## **IEP Specialist**

Minimum Qualifications:	Master's Degree with certification in Special Education
Experience:	Three years classroom experience in Special Education
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	9 Months
Immediate Supervisor:	Special Education Supervisor

### **Essential Functions:**

1. Process all forms necessary for documentation from referral to placement.
2. Attend scheduled MET meetings.
  - a. If referral is not accepted for further evaluation, send parent "Notification of Intent Not to Evaluate"
  - b. If referral is accepted for further evaluation, distribute appropriate forms to all schools.
  - c. Keep a log of all referrals and notify School Nurse when permission for evaluation has been obtained by the schools
3. Collect all forms required for MEDC.
4. Write the MEDC reports.
5. Attend the scheduled MEDC eligibility meetings at the schools.
  - a. If student is eligible for special education services, distribute appropriate forms to the school.
  - b. If student is not eligible for special education services, send parent and 504 coordinator "Notice of Ineligibility For Special Education Services" form.
6. Attend all initial IEP meetings.
7. Attend other IEP meetings as needed.
8. Obtain official copies of finalized IEP plans for office file.
9. Monitor IEP files to insure all documentation is completed and deliver to the Special Education Secretary.
10. Be competent in the State and Federal Guidelines, Local Board Policy and procedures, and other official documents as they relate to special education.
11. Submit a weekly report to the Special Education Supervisor at the end of each week.
12. Submit a tentative schedule of the upcoming week to the Special Education Supervisor at the end of each week.
13. Attend workshops as approved by the Special Education Supervisor.
14. Be competent to advise teachers in writing specific goals and objectives.
15. Maintain confidentiality of all special education records.
16. Perform other essential functions and responsibilities as assigned by the Superintendent or his/her designee.

## **Special Education Services Transition Specialist**

Minimum Qualifications: Bachelor's Degree with proper State of Alabama certification  
Experience: Teaching experience in High School Special Education Services or School-to-work programs

Salary: As per the Jackson County Board of Education Salary Schedule  
Contract Term: Twelve Months

Immediate Supervisor: Special Education Supervisor

### **Essential Functions:**

1. Develop and implement cooperative work agreements with businesses and industries for students with disabilities
2. Provide functional instruction and training to students with disabilities
3. Develop transition plans for students with disabilities who attend the Jackson County School System
4. Attend and participate in IEP meetings to develop transition goals and objectives for students with disabilities
5. Implement school-to-work transition program for students with disabilities
6. Coordinate services with cooperating agencies and service providers
7. Train/orientate transition job coach
8. Member of the System Transition Team
9. Perform duties of Job Coach as necessary
10. Maintain confidentiality of all special education records
11. Any and other essential functions assigned by the Superintendent or his/her designee.



## **English Language Learners (ELL) Program Specialist**

Minimum Qualifications:	Master's Degree with State of Alabama Certification
Experience:	Minimum of five years experience with ELL Program Procedures, preferred.
Salary:	As per the Jackson County Board of Education Teacher Salary Schedule based on years experience and degree.
Contract Term:	Nine (9) months - .5    One (1) month – full time
Immediate Supervisor:	Superintendent

### **Essential Functions:**

1. Directs development and implementation of ELL Plan.
2. Collaborates with counselors for testing and placement of all ELL students
3. Directs teacher training relating to ELL students.
4. Collaborates with all ELL personnel to improve instructional practices for ELL students.
5. Provides consultation for regular classroom teachers concerning Best Practices for instruction of ELL students.
6. Works collaboratively with district Parental Involvement coordinator to ensure that parents of ELL students are given the opportunity to fully participate in children's education.
7. Facilitate assistance to parents of ELL students with school registration, parent conferences, and other school related activities.
8. Completes an annual ELL Comprehensive Program Evaluation.
9. Facilitates the translation of written materials into Spanish.
10. Provides leadership, continuity, and compliance with all federal and state laws relating to ELL students.
11. Maintains official program records.
12. Responsible for all reports required by U.S., state, and local departments of Education concerning ELL students.
13. Attends local, state, and federal conferences and/or workshops as assigned by the Administrative Assistant.
14. Any and other essential functions as assigned by the Superintendent or his/her designee.

## **Occupational Therapist**

Minimum Qualifications:	Current license by Alabama Board of Occupational Therapy
Experience:	Two years in a school system preferred
Salary:	As per Jackson County Board of Education Salary Schedule
Contract Term:	Nine months plus one (flexible over summer)
Immediate Supervisor:	Special Education Coordinator

Essential Functions:

1. Evaluate students referred for OT services to determine educational needs for services and type of interventions.
2. Develop OT intervention plans (including goals, objectives and activities to meet goals) based on students educational needs and evaluation results.
3. Attend IEP/504 meetings to correlate OT goals into the educational plan and communicate with and train other team members (i.e. family members, caregivers, teachers, and other school personnel involved with the student's education program).
4. Ensure the treatment program supports performance within the student's classroom/school environment.
5. Implement treatment plan in collaboration with other school personnel.
6. Monitor and reassess the effects of OT interventions and need to continue, modify or discontinue services.
7. Maintain daily progress notes, goal check lists, communication logs, monthly reports, treatment plans and discharge plans.
8. Provide family members/caregivers with training necessary to carry out therapeutic activities within the home environment as they related to the student's educational needs.
9. Schedule and prioritize workload (according to efficiency, drive time, mileage, etc.).
10. Follow policies and procedures as outlined by the Jackson County Board of Education and the Alabama Board of Occupational Therapy.
11. Maintain professional licensure requirements.
12. Establish and maintain Medicaid requirements to provide billable services for the district in a timely manner.
13. Provide in-service education to team members and community.
14. Any other essential function as directed by the Superintendent and/or his/her designee.

## **Interpreter for Student with Deaf/Hearing Impairment**

Qualifications:	Licensed/Certification in American Sign Language Experienced or training in Sign Language
Experience:	Experienced or training in Sign Language
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract:	9 Months
Immediate Supervisor:	Principal
Secondary Supervisor:	Special Education Supervisor

### **Essential Functions:**

1. Adhere to school system rules, administrative procedures, local board policy, and federal, state and local rules and regulations.
2. Interpret for students with hearing impairments in the classroom and all school sponsored activities if requested
3. Maintain and submit required records and reports and assist with data collection related to the student's 504/IEP
4. Teach sign language to hearing impaired students.
5. Monitor students who receive inclusive services and collaborate with general education teachers in making appropriate accommodations.
6. Collaborate with occupational therapist, physical therapist, speech therapist, etc. when necessary.
7. Attend professional development activities as requested by the special education supervisor.
8. Administer and interpret appropriate audiological assessments and reports.
9. Maintain confidentiality of all special education records.
10. Any and other essential functions as assigned by the superintendent or his/her designee.

## **Psychometrist**

Minimum Qualifications: Master's Degree with certification in School Psychometry  
Experience: Experience in school Psychometry preferred

Salary: As per the Jackson County Board of Education Salary Schedule  
Contract Term: 9 Months

Immediate Supervisor: Special Education Supervisor

### **Essential Functions:**

1. Schedule, administer, and interpret individual intelligence tests for the various special education exceptionalities and all students who are to be re-evaluated.
2. Administer and interpret other tests as determined by the MET teams.
3. Organize and prepare written reports of test results.
4. Attend MET and MEDC meetings as needed.
5. Comprise MEDC reports as needed.
6. Comprise and deliver a weekly report to the Special Education Supervisor at the end of each week.
7. Submit a tentative schedule of the upcoming week to the Special Education Supervisor at the end of the prior week.
8. Maintain confidentiality of all special education records.
9. Attend workshops as approved by the Special Education Supervisor.
10. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Special Education Services**

### **Job Coach**

Minimum qualifications:	High School diploma or GED
Experience:	Job Coaching Preferred
Salary:	As per Jackson County Board of Education Salary Schedule
Contract Term:	Contingent on funding amount
Immediate Supervisor:	Special Education Supervisor

#### **Essential Functions:**

1. Consult with Transition Coordinator as needed.
2. Provide on-site coaching of the student during performance of the job to the extent of guaranteeing the employer that the job will get done during the training phase of the program. The work specialist may actually perform some work tasks of the job when necessary until the student learns how to perform to the employer's expectation.  
Specific required core tasks include:
  - a. Orient worker to the job site.
  - b. Train worker on job safety.
  - c. Train worker for specific job skills and on appropriate behavior needed for specific job success.
  - d. Problem solve worker-related job difficulties at the site.
3. Record worker's performance and productivity.
4. Model appropriate behavior on job.
5. Train worker on any new skills and job requirements introduced after initial job training as needed.
6. Plan and establish procedures for matching students with the appropriate job and placements
7. Develop an analysis of the different work tasks involved in performing the job. This job analysis, initialed by the employer, will be the Training Agreement.
8. Maintain confidentiality of all special education records.
9. Any and other essential functions as assigned by the Superintendent or his/her designee.

## **Special Education Services Nurse**

Minimum Qualifications:	Registered Nurse certification
Experience:	Two years nursing preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	As per state requirement
Immediate Supervisor:	Principal
Secondary Supervisor:	Special Education Supervisor

### Essential Functions:

1. Work closely with special education students in meeting their medical needs (i.e. tube feeding, suctioning, etc.).
2. Notify the school and the Special Education Supervisor at least 24 hours in advance of anticipated personal leave.
3. Notify the school as soon as possible of needed sick leave.
4. Keep an up-to-date journal of the daily tasks with the students.
5. Consult with the county school nurses as needed.
6. Conduct vision/hearing screenings on special education referrals and re-evaluations if needed.
7. Make recommendations to the Special Education Supervisor for equipment or materials necessary to meet the needs of the students while at school.
8. Maintain confidentiality of all special education records.
9. Any and other essential functions as assigned by the Superintendent or his/her designee.

## **School Nurse**

### **(Lead Nurse)**

Minimum Qualifications:	Bachelor's Degree in Nursing
Experience:	Two years nursing required
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	As per state requirement
Immediate Supervisor:	Special Education Supervisor

#### **Essential Functions:**

##### **Special Education**

1. Conduct and document vision and hearing screenings for all special education referrals and re-evaluations.
2. Inform parent if a student fails screening.  
Complete a vision/hearing form with appropriate information and deliver to the IEP Coordinator.
3. Collect medical statements from the sources which support the need for any related service for a student.
4. Attend MEDC and IEP meetings if needed.
5. Attend workshops as approved by the Special Education Supervisor.
6. Be a point-of-contact for Special Education Services Nurses.
7. Submit a weekly report to the Special Education Supervisor at the end of each week.  
Submit a tentative schedule of the upcoming week to the Special Education Supervisor at the end of each week.
8. Maintain confidentiality of all special education records.

##### **General Education**

11. Be responsible for all screenings and keep appropriate documentation as required by the State and Local Departments of Education.
12. Work with the local schools concerning the general health and welfare of the students.
13. Attend 504 eligibility and planning meetings as needed.
14. Perform other duties and responsibilities as assigned by the Special Education Supervisor.
15. Any and other essential functions assigned by the Superintendent or his/her designee.

## Special Services Aide/Nurse

Minimum Qualifications:	LPN Licensure
Experience:	Two years nursing preferred
Salary:	As set by the Jackson County Board of Education
Contract Term:	As per state requirement
Immediate Educational Supervisor:	Principal
Secondary Educational Supervisor:	Special Education Supervisor

### Essential Functions:

1. Follow teachers' instruction to perform specific tasks such as: collecting and correlating instructional materials, monitoring practice exercises in a specific skill, supervision of independent study, clarification of instruction for individual students, listening and recording oral reading, assisting students with their personal needs (hygiene, mobility, bathroom needs which may include changing diapers/clothes, etc.)
2. Assist with field trips and other similar experiences.
3. Assist in overall supervision, control and management of students in the classroom, lunchroom, halls, gym or other school-related functions.
4. Notify school at least 24 hours in advance of anticipated personal leave.
5. Notify school as soon as possible of needed sick leave.
6. Responsible for getting a substitute when absent unless other arrangements have been made with the principal.
7. Work closely with students in meeting their needs (i.e. tube feeding, suctioning, injections, etc.)
8. Collect medical statements from the sources, which support the need for any related service for a student.
9. Attend MEDC, IEP, and/or 504 meetings if needed.
10. Keep an up-to-date journal of the daily tasks performed with students.
11. Submit a monthly report to the special education supervisor at the end of each month.
12. Refer to the county school nurses as needed for medical concerns.
13. Conduct vision/hearing screenings on special education referrals and re-evaluations, if needed, and complete appropriate forms.
14. Notify principal for equipment or materials necessary to meet the needs of the students while at school.
15. Aide/nurse will be supervised as specified according to the policies and procedures of the Jackson County Board of Education and the Alabama Board of Nursing.
16. Maintain confidentiality of all student records.
17. Any and other essential functions assigned by the Superintendent or his/her designee.



## **Special Services Clinical Counselor/Therapist**

Minimum Qualifications:	Master's Degree in Community Counseling
Experience:	Five years clinical counseling with children preferred
Contract Term:	9 months @ 21 hours per week
Immediate Supervisor:	Special Education Supervisor

### **Essential Functions:**

1. Provide individual and group counseling to students placed at the Alternative School.
2. Develop behavior management plans for implementation in classroom for students with behavioral issues.
3. Attend and participate in IEP meetings to develop behavioral goals and objectives for students with disabilities.
4. Consult with parents/guardians on in-home behavior management plans that are congruent with school plans.
5. Conduct a needs assessment at the beginning of the year at each school.
6. Perform classroom evaluations on students with behavioral issues.
7. Perform training/orientation to school personnel on behavioral disorders and treatment.
8. Utilize community resources to meet the needs of the students with behavioral issues.
9. Provide information and community services for students with behavioral issues to parents/guardians and faculty.
10. Assist students in building self-esteem and developing decision-making, problem-solving, anger management, and positive human relations skills.
11. Provide drug abuse counseling to students with a history of illegal drug use.
12. Provide parenting classes to assist in parenting students with behavioral issues.
13. Maintain confidentiality of all special education records.
14. Any and other essential functions assigned by the Superintendent or his/her designee.

## Special Education Services Aide

Minimum Qualifications:	Associate Degree or two years study at an institution of higher learning Must meet ALSDE Highly Qualified requirements
Experience:	Working with students with disabilities preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	9 Months
Immediate Supervisor:	Principal
Secondary Supervisor:	Special Education Supervisor

### Essential Functions:

1. Work with teacher to perform specific tasks such as: collecting and correlating instructional materials, monitoring practice exercises in a specific skill, supervision of independent study, clarification of instruction for individual students, listening and recording oral reading, assisting students with their personal needs (hygiene, feeding, mobility, catheterization, etc.).
2. Assist with field trips and other similar experiences.
3. Assist in overall supervision, control, and management of students in the classroom, lunchroom, halls, gym, or other school-related functions.
4. Notify school at least 24 hours in advance of anticipated personal leave.
5. Notify school as soon as possible of needed sick leave.
6. Responsible for getting a substitute when absent unless other arrangements have been made with the principal.
7. Attend IEP meetings as necessary.
8. Maintain confidentiality of all special education records.
9. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Special Education Services**

### **Bus Aide**

Minimum qualifications:	High School Diploma or GED
Experience:	Working with children with disabilities preferred
Salary:	As per Jackson County Board of Education Salary Schedule
Contract Term:	9 Months
Immediate Supervisor:	Principal
Secondary Supervisor:	Special Education Supervisor

#### **Essential Functions:**

1. Responsible for riding bus with special education students and attending to their personal care and safety.
2. Maintain confidentiality of all special education records.
3. Any and other essential functions as assigned the Superintendent or his/her designee.

## **Special Service Aide/Bus Driver**

### **Part-Time**

**QUALIFICATIONS:** High School Diploma or Equivalency and experience preferred.  
Commercial Driver's License with Alabama State Department of Education School Bus Driver Certification.

**SALARY:** As per the Jackson County Board of Education Salary schedule

#### **Special Service Aide**

##### **Essential Functions**

1. Work with teacher to perform specific tasks such as: collecting and correlating instructional materials, monitoring practice exercises in a specific skill, supervision of independent study, clarification of instruction for individual students, listening and recording oral reading, assisting students with their personal needs (hygiene, feeding, mobility, etc.).
2. Assist with field trips and other similar experiences.
3. Assist in overall supervision, control, and management of students in the classroom, lunchroom, halls, gym, or other school-related functions.
4. Notify school at least 24 hours in advance of anticipated personal leave.
5. Notify school as soon as possible of needed sick leave.
6. Responsible for getting a substitute when absent unless other arrangements have been made with the principal.
7. Attend IEP meetings as necessary.
8. Maintain confidentiality of all special education records.
9. Ride school bus with student as required.
10. Any and other duties assigned by the Superintendent or his/her designee.

#### **Bus Driver**

##### **Essential Functions**

1. Pass physical by licensed physician as required by Alabama State Dept. of Education.
2. Perform a pre-trip inspection of bus each morning and afternoon to ensure bus is in good mechanical condition.
3. Meet all safety standards as required by the Alabama State Department of Education.
4. Attend a re-certification class annually to be updated on changes.
5. Submit random drug testing.
6. Bring bus in for inspection each month as assigned.
7. Attend professional development workshop for two days each year.
8. Be responsible for contacting bus garage if there is a problem with the bus.
9. Responsible for the cleanliness of the bus.
10. Complete and submit School Bus Disciplinary Report to principal as necessary.
11. Responsible for maintaining and submitting a monthly driver's report.
12. Perform two emergency evacuation drills each year.
13. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Special Education Services**

### **Teacher**

Minimum Qualifications: Bachelor's Degree with Special Education Certification

Experience: Preferred but not required

Salary: As per Jackson County Board of Education Salary Schedule

Contract Term: 9 months

Immediate Supervisor: Principal

Secondary Supervisor: Special Education Supervisor

#### **Essential Functions:**

1. Complete first of year enrollment forms and class schedules and submit copies to the Special Education Services Secretary by designated date.
2. Review each student's IEP to insure all forms are complete and become familiar with goals and objectives to develop daily lesson plans.
3. Keep fair sample of student's work in folders.
4. Turn in weekly lesson plans to the principal. Send copies to the Special Education Supervisor upon request.
5. Attend MEDC meetings to determine eligibility on students.
6. Complete end of year evaluations on special education students and develop an IEP for the upcoming year.
7. Conduct end of year IEP meetings on special education students and invite the parents to attend for additional input. Use the "Request to Attend IEP Meeting" form and attach to the IEP. Make sure a LEA representative is present for all IEP meetings. If one is not present, it is not an IEP meeting.
8. Deliver a copy of the IEP and request form to the central office by designated date.
9. Review and update IEP's throughout the year.
10. Maintain an attendance record of special education students and those who receive inclusive services.
11. Monitor students who receive inclusive services and work with regular teachers in making appropriate modifications.
12. Teach the students on their level. Special Education is not everyone in the same book on the same page. That is why the students had problems in the regular class.
13. Design skills or tasks that include pre-vocational and/or vocational training.
14. Collaborate with regular teachers, Occupational Therapists, Physical Therapist, etc. when necessary.
15. Attend system-wide in-service training programs and Special Education meetings.
16. Deliver the school's special education file on all students who transfer or drop out of school to the Special Education Services Secretary.
17. Maintain confidentiality of all special education records
18. Any and other essential functions as assigned by the Superintendent or his/her designee.

## **VOCATIONAL DIRECTOR**

**POSITION:** Vocational Director

**LOCATION:** Earnest Pruett Center of Technology

**QUALIFICATIONS:** Masters Degree in Vocational Education.

Ten years teaching/supervision in vocational education

**SALARY:** As set by the Jackson County Board of Education.

**Essential Functions:**

1. Receiving and disseminating information relative to vocational education
2. Preparing vocational reports
3. Recruiting, interviewing, and recommending qualified personnel for vocational positions
4. Planning and implementing inservice for vocational personnel.
5. Directing the recruitment and orientation of students for vocational offerings
6. Overseeing the general operations and maintenance of the Technical School
7. Performing other duties assigned by superintendent or assistant superintendent.

## **Principal**

Minimum Qualifications:	Certification as Educational Administrator
Experience:	Teaching experience preferred, other requirements as determined by the Board of Education.
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Superintendent

### **Essential Functions:**

1. Provide effective leadership in planning, developing, implementing, and evaluating the instructional program.
2. Interpret and enforce federal, state, and local board policies.
3. Assist in the recruiting, screening, selecting, and assigning of the school's certified and support staff.
4. Assist in securing, maintaining, and managing material resources.
5. Prepare and administer the school budget, school finances, and complete and submit all required federal, state, and local reports to the Superintendent's office.
6. Assume responsibility for scheduling.
7. Ensure students receive appropriate placement and services.
8. Plan and accomplish personal professional growth and demonstrate professional ethics.
9. Demonstrate proficiency in written and oral communication.
10. Provide professional opportunities for staff.
11. Communicate and clarify the school's mission to students, staff, and community.
12. Provide a safe, orderly environment that facilitates teaching and learning.
13. Provide a climate of high expectations for staff and students.
14. Supervise, observe, and evaluate teachers and staff.
15. Confer and cooperate with central office personnel in the total operation of the school program.
16. Responsible for supervision of all school-related activities.
17. Exhibit positive human-relations skills.
18. Any and other essential functions assigned by the Superintendent or his/her designee.

**Revised 10/15/15**

## **Assistant Principal**

Minimum Qualifications: Master's Degree in School Administration and

Experience: 3 years teaching experience

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: 10 months

Immediate Supervisor: Principal

### **Essential Functions:**

1. Assist in providing effective leadership in planning, developing, implementing, and evaluating the instructional program.
2. Assist in interpreting and enforcing federal, state, and local board policies.
3. Assist the principal with personnel matters when requested.
4. Assist the principal in securing, maintaining, and managing material resources.
5. Assist in preparing and administering the school budget and supervising school finances when requested.
6. Assist the principal in assuming responsibility for scheduling.
7. Assist in ensuring that students receive appropriate placement and services.
8. Plan and accomplish personal professional growth and demonstrate professional ethics.
9. Demonstrate proficiency in written and oral communication.
10. Assist in providing professional growth opportunities for staff.
11. Assist in communicating and clarifying the school's mission to students, staff, and community.
12. Assist in providing a safe, orderly environment that facilitates teaching and learning.
13. Assist in providing a climate of high expectations for staff and students.
14. Assist with supervision of all school-related activities.
15. Exhibit positive human-relations skills.
16. Any and other essential functions assigned by the Superintendent or his/her designee.



## **School Secretary**

Minimum Qualifications:	High School Diploma with Secretarial/Bookkeeping/Computer training
Experience:	3 years of Secretarial/Bookkeeping/Computer experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	11 Months
Immediate Supervisor:	Principal
Secondary Supervisor:	Assistant Principal (where applicable)

### **Essential Functions:**

1. Prepare correspondence, letters, memoranda, reports, statements, requisitions and other necessary material.
2. Prepare material for beginning and ending of school year.
3. Keep pertinent records and requisitions.
4. Serve as receptionist.
5. Maintain office supplies and materials.
6. Maintain daily attendance records of employees.
7. Maintain and submit all reports as required by the local Board of Education.
8. Maintain files and other material to facilitate prompt access and replies.
9. Exhibit positive human-relations skills.
10. Any and other essential functions assigned by the Superintendent or his/her designee.

## **School Secretary**

Minimum Qualifications:	High School Diploma with Secretarial/Bookkeeping/Computer training
Experience:	3 years of Secretarial/Bookkeeping/Computer experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	10 months
Immediate Supervisor:	Principal
Secondary Supervisor:	Assistant Principal (where applicable)

### **Essential Functions:**

1. Prepare correspondence, letters, memoranda, reports, statements, requisitions and other necessary material.
2. Prepare material for beginning and ending of school year.
11. Keep pertinent records and requisitions.
12. Serve as receptionist.
13. Maintain office supplies and materials.
14. Maintain daily attendance records of employees.
15. Maintain and submit all reports as required by the local Board of Education.
16. Maintain files and other material to facilitate prompt access and replies.
17. Exhibit positive human-relations skills.
18. Any and other essential functions assigned by the Superintendent or his/her designee.

## **School Counselor**

Minimum Qualifications:	Master's Degree with proper State of Alabama certification and/or endorsement 3 years teaching experience
Experience:	Counseling experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	10 Months
Immediate Supervisor:	Principal and/or designated Supervisor
Secondary Supervisor:	Assistant Principal (where applicable)

### **Essential Functions:**

1. Develop, implement, and evaluate an annual local school guidance and counseling plan in accordance with standards set forth by the State Plan and commensurate with the local system plan.
2. Provide individual and group counseling and guidance.
3. Provide orientation for new students and parents/guardians.
4. Consult with parents/guardians, teachers, and staff concerning the special needs of students and make appropriate referrals.
5. Coordinate student admissions, orientation, and class scheduling.
6. Coordinate, analyze, and interpret test results to provide information about educational, vocational, and personal/social needs.
7. Assist with placement and follow-up services for students.
8. Assist students in selecting programs of study to enhance career planning.
9. Provide information and resource services for students, parents/guardians, and faculty.
10. Assist students in building self-esteem and developing decision-making, problem-solving, and positive human relations skills.
11. Plan with teachers, principal, parents/guardians, and students steps for modifying student behavior.
12. Utilize community resources in addressing the needs of students.
13. Provide data concerning student needs to determine curricula development.
14. Coordinate state mandated student tests.
15. Maintain comprehensive records and reports.
16. Exhibit positive human-relations skills.
17. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Career Technical Counselor**

Minimum Qualifications: Meet certification standards of State Department of Education  
Experience: Counseling experience preferred

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: 10 Months

Immediate Supervisor: Vocational Director/Principal

### **Essential Functions:**

1. Disseminate information regarding Career Technical education and career opportunities.
2. Attend all IEP meetings for upcoming 9<sup>th</sup> grade students to provide information and orientation for Career Technical education.
3. Work with all high school counselors in the orientation of all high school students concerning availability of Career Technical education.
4. Conduct Career Technical Center visitation prior to student registration.
5. Meet with representatives of post-secondary vocational schools and the military services to discuss program requirements and to arrange meetings with students.
6. Remain up to date on changing job entry skill requirements and changing technology in business and industry.
7. Cooperate with business and industry on job references of former students.
8. Maintain a file of catalogs, school profiles, and scholarship aid information related to schools, colleges, and institutions offering post-secondary vocational training and education.
9. Provide a placement program for students completing vocational programs and maintain a file of their placement.
10. Assist students wishing to make application to post-secondary vocational schools.
11. Assist in the individual vocational counseling of students.
12. Maintain adequate computerized cumulative records on students in vocational classes.
13. Exhibit positive human-relations skills.
14. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Librarian/Media Specialist**

Minimum Qualifications: Master's Degree with proper State of Alabama certification and/or endorsement

Experience: 3 years teaching experience preferred

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: 9 Months

Immediate Supervisor: Principal

Secondary Supervisor: Assistant Principal (where applicable)

Essential Functions:

1. Promote and encourage reading.
2. Establish objectives and plan learning experiences based on individual and class needs.
3. Develop and implement policies and procedures for library media management.
4. Implement activities using a variety of techniques that utilize instructional time to meet objectives.
5. Organize media and equipment to provide accessibility for users.
6. Establish and maintain standards of student behavior to achieve a functional learning atmosphere.
7. Exhibit positive human relations skills.
8. Evaluate the Accelerated Reader Program and/or student progress where applicable.
9. Communicate with parents/guardians, colleagues, and community groups.
10. Demonstrate proficiency in written and oral communication.
11. Maintain and submit required records and reports.
12. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
13. Plan and accomplish personal professional growth and demonstrate professional ethics.
14. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Teacher**

Minimum Qualifications:	B. S. degree with proper State of Alabama Certification and/or endorsement
Experience:	Preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	9 Months
Immediate Supervisor:	Principal
Secondary Supervisor:	Assistant Principal (where applicable)

### **Essential Functions:**

1. Establish objectives and plan learning experiences based on individual and class needs.
2. Implement activities using a variety of techniques that utilize instructional time to meet objectives.
3. Establish and maintain standards of student behavior to achieve an atmosphere conducive to learning.
4. Exhibit positive human-relations skills.
5. Evaluate the educational program and/or student progress.
6. Communicate with parents/guardians, colleagues, and community groups.
7. Demonstrate proficiency in written and oral communication.
8. Maintain and submit required records and reports.
9. Adhere to school system rules, administrative procedures, local board policy, and federal, state, and local rules and regulations.
10. Plan and accomplish personal professional growth and demonstrate professional ethics and leadership.
11. All teachers will model the student dress code by example.
12. Grades/Attendance/ Lesson plans updated in a timely manner.
11. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Career Tech Instructor**

Minimum Qualifications: As set by the ALSDE Career Tech Division to meet certification requirements  
Experience: Preferred  
Salary: As per the Jackson County Board of Education Salary Schedule  
Contract Term: 9 Or 10 Months

Immediate Supervisor: Career Tech Administrator

### **Essential Functions:**

1. Direct learning activities of the students assigned to the specific career tech program.
2. Must attend new teacher academy for CTE.
3. Conduct a follow-up on each completer and early leaver of the program one year and three years after completing/leaving.
4. Maintain an updated list of prospective employers and educational opportunities for students exiting the program.
5. Organize and utilize an advisory council for gathering up-to-date information in the area which may indicate need for changes in course content, equipment or methods.
6. Devote professional capabilities, necessary time, and any talents possessed to provide a program of meaningful learning opportunities to each student assigned to class.
7. Instruct, keeping in mind objectives of the school.
8. Establish performance based instruction.
9. Maintain necessary records to support all instructional activities.
10. Develop course syllabus from the course of study to insure the students are exposed to job entry-level skills to include basic tools and safety of the trade. Detailed lesson plans should be developed to deliver the course of study content standards.
11. Work to ensure that job placement and follow up will be an ongoing activity.
12. Must be knowledgeable of and comply with the Board of Education's Policies.
13. Establish and maintain an active professional student organization as related to their program of study.
14. Ensure the program complies with local, state, and federal safety and environmental regulations. It may be a requirement to follow credentialing guidelines from professional organizations.
15. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Special Services Aide for Pre-K Classroom**

**Minimum Qualifications:** Must possess High School Diploma or Equivalency, must possess a Child Development Associate Credential (CDA) or at least 9 semester hours of college coursework in the field of Early Childhood Education or Child Development, and must meet the requirements of Alabama Highly Qualified criteria.

**Salary:** As per the Jackson County Board of Education Salary Schedule  
**Contract:** 9 Months

**Immediate Supervisor:** Principal

### **Essential Functions:**

1. Work with teacher to perform specific tasks such as: collecting and correlating instructional materials, monitoring practice exercises in a specific skill, supervision of independent study, clarification of instruction for individual students, listening and recording oral reading, assisting students with their personal needs (hygiene, feeding, mobility, etc.).
2. Assist with field trips and other similar experiences.
3. Assist in overall supervision, control, and management of students in the classroom, lunchroom, halls, gym, or other school-related functions.
4. Notify school at least 24 hours in advance of anticipated personal leave.
5. Notify school as soon as possible of needed sick leave.
6. Responsible for getting a substitute when absent unless other arrangements have been made with the principal.
7. Any and other duties assigned by the Superintendent or his/her designee.



## **Instructional Aide**

Minimum Qualifications:	Associate Degree or two years study at an institution of higher learning
Experience:	School related experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	9 Months
Immediate Supervisor:	Principal or designated supervisor
Secondary Supervisor:	Assistant Principal (where applicable)

### **Essential Functions:**

1. Assist in preparation of classroom materials and develop activities.
2. Be knowledgeable of daily and long-range plans.
3. Conduct activities with individuals and small groups when requested.
4. Assist in preparing class displays and bulletin boards.
5. Assist in caring for and securing classroom equipment and supplies.
6. Assist in duties related to assigned areas.
7. Assist with classroom management.
8. Assist with clerical work, projects and programs, special events, and field trips.
9. Inform the teacher of special needs of individual students.
10. Exhibit positive human-relations skills.
11. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Interactive Video Conferencing Facilitator**

Qualifications:	High School Diploma or Equivalency and experience preferred.
	Must meet ALSDE Highly Qualified requirements
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract:	As needed per semester
Immediate Supervisor:	Principal
Secondary Supervisor:	Technology Coordinator

### **Essential Functions:**

1. Facilitate classes provided via Interactive Video Conferencing by assisting teachers at the send-site by working with students at the receive-site.
2. Work with teacher to perform specific tasks such as: collecting and correlating instructional materials, monitoring practice exercises in a specific skill, supervision of independent study, clarification of instruction for individual students, listening and recording oral reading, assisting students with their personal needs (hygiene, feeding, mobility, etc.).
3. Maintain attendance records.
4. Assist in overall supervision, control, and management of students in the classroom, lunchroom, halls, gym, or other school-related functions.
5. Notify school at least 24 hours in advance of anticipated personal leave.
6. Notify school as soon as possible of needed sick leave.
7. Responsible for getting a substitute when absent unless other arrangements have been made with the principal.
8. Attend IEP meetings as necessary.
9. Maintain confidentiality of all special education records.
10. Any and other duties assigned by the Superintendent or his/her designee.

## **Vocational Teacher**

Minimum Qualifications:	B. S. degree with proper State of Alabama Certification and/or endorsement
Experience:	Preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	9 Months
Immediate Supervisor:	Principal

### **Essential Functions:**

1. Establish objectives and plan learning experiences based on individual and class needs.
2. Implement activities using a variety of techniques that utilize instructional time to meet objectives.
3. Establish and maintain standards of student behavior to achieve an atmosphere conducive to learning.
4. Exhibit positive human-relations skills.
5. Evaluate the educational program and/or student progress.
8. Communicate with parents/guardians, colleagues, and community groups.
9. Demonstrate proficiency in written and oral communication.
10. Maintain and submit required records and reports.
9. Adhere to school system rules, administrative procedures, local board policy, federal, state, and local rules and regulations.
10. Plan and accomplish personal professional growth and demonstrate professional ethics and leadership.
11. Any and other essential functions assigned by the Superintendent or his/her designee.

## Head Coach

Minimum Qualifications: B. S. Degree with proper State of Alabama Certification and/or endorsement

Experience: Previous coaching experience preferred

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: 9 Months

Immediate Supervisor: Principal

Secondary Supervisor: Assistant Principal (where applicable)

### Essential Functions:

1. Perform all responsibilities pertaining to the normal and effective operation of the athletic program for which the coaching assignment is made.
2. Take responsibility for upkeep of facilities related to his/her athletic program.
3. Responsible for supervision of athletes during games and other school-related activities involving athletes.
4. Assist athletic director with scheduling and contracts.
5. Assign duties to assistant coaches.
6. Exhibit positive human-relations skills.
7. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Assistant Coach**

Minimum Qualifications: B. S. Degree with proper State of Alabama Certification and/or endorsement

Experience: Previous coaching experience preferred

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: 9 Months

Immediate Supervisor: Principal

Secondary Supervisor: Assistant Principal (where applicable)

### **Essential Functions:**

1. Assist head coach with responsibilities pertaining to the normal and effective operation of the athletic program for which the coaching assignment is made.
2. Assist in upkeep of facilities related to his/her athletic program.
3. Responsible for supervision of athletes during games and other school-related activities involving athletes.
4. Exhibit positive human-relations skills.
5. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Cheerleader Coach**

Minimum Qualifications: B. S. Degree with proper State of Alabama certification and/or endorsement

Experience: Cheer coaching and gymnastics experience preferred

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: 9 Months

Immediate Supervisor: Principal

Secondary Supervisor: Assistant Principal (where applicable)

### **Essential Functions:**

1. Perform all responsibilities pertaining to the normal and effective operation of the cheerleading program.
2. Take responsibility for upkeep of facilities related to his/her athletic program.
3. Responsible for supervision of cheerleaders during games and other school-related activities involving cheerleaders.
4. Responsible for organization and supervision of cheerleading selection procedures.
5. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Band Director**

Minimum Qualifications: B. S. degree with proper State of Alabama certification and/or endorsement

Experience: Preferred

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: 9 Months

Immediate Supervisor: Principal

Secondary Supervisor: Assistant Principal (where applicable)

### **Essential Functions:**

1. Perform all responsibilities pertaining to the normal and effective operation of the band program.
2. Take responsibility for upkeep of facilities related to his/her program.
3. Responsible for supervision of band students during games and other school related activities involving band members.
4. Participate in individual and state band contests.
5. Any and other essential functions assigned by the Superintendent or his/her designee.

## **Custodian**

Minimum Qualifications: 18 years of age – physically capable to perform required tasks  
High School Diploma or GED

Experience: Custodial experience preferred

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: 9-12 Months depending on location

Immediate Supervisor: Principal

Secondary Supervisor: Assistant Principal (where applicable)

### **Essential Functions:**

1. Responsible for opening school buildings in the morning and locking and securing all windows and doors at the end of the day.
2. Adjust hours of work to meet individual school needs.
3. Clean and maintain campus grounds and facilities.
4. Maintain all lawn and custodial equipment.
5. Perform minor maintenance repairs as necessary.
6. Request, receive and maintain inventory of custodial supplies.
7. Regulate heat, ventilation and air-conditioning systems to provide temperatures appropriate to the season and conducive to learning.
8. Exhibit positive human-relations skills.
9. Any and other essential functions assigned by the Superintendent or his/her designee.



# CAREER COACH

## QUALIFICATIONS

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

## PREFERRED KNOWLEDGES, SKILLS, and ABILITIES

Effective oral and written communication skills  
Knowledge of what it takes to be successful in the world of work  
Knowledge of College and Career Readiness Standard/Plan 2020  
Knowledge of current employment trends

## DUTIES

Represent the Career Coach Program in local high schools and conduct public relations efforts to promote the CTE programs  
Provide career development guidance for high school students with emphasis on technical programs  
Plan and implement student recruitment activities for technical programs  
Assist prospective students with career exploration activities and career assessments  
Plan and implement student recruitment activities for technical programs  
Assist prospective students with career exploration activities and career assessments  
Assist prospective students with admissions, financial aid, and registration procedures of the college  
Provide guidance to students regarding career choices  
Conduct high school classroom presentations promoting college and career programs activities  
Provide prospective students with information regarding the current job market and trends in career choices  
Schedule and attend college campus tours and industry tours with high school students  
Coordinate job shadowing opportunities for students  
Maintain ongoing database of students and classrooms that services are offered  
Comply with all policies of the LEA and the State Department of Education

## SALARY

9 Month Contract as per Jackson County Salary Matrix  
10 Month Calendar

## **Behavior Specialist**

**Minimum Qualifications:** Master's Degree in Special Education, Applied Behavior Analysis, or a field related to behavior analysis BCBA preferred

**Experience:** Prior experience in the evaluation and treatment of children with behavioral problems and spectrum disorder.  
Experience with public school setting preferred.

**Salary:** As per Jackson County Teacher Salary Matrix

**Contract:** 9 months

**Immediate Supervisor:** Special Education Coordinator

**Job Description:** Ability to work independently and prioritize tasks/goals for self and others  
Ability to handle multitude of varying and complex issues  
Effective written and verbal communication skills with individuals and groups at professional levels  
Ability to work with, monitor, and train paraprofessionals through the school district  
Provide development and direct supervision of Applied Behavior Analysis (ABA) programming in the district.  
Functional behavioral assessment, behavior plan development, development of IEP goals & objectives, development of individualized skill building curricula, staff and parent training, and consultation to all team members  
Provide direct instruction, training and support to students with disabilities to insure the successful inclusion of K-12 students in public school setting  
Effectively manage caseload and prepare all documentation in a timely fashion, participate in related IEP meetings  
Conduct functional behavior assessments and recommend positive behavior supports for students with disabilities and other related disorders

**Approved 11/19/15**

**Position Title:** COORDINATOR OF DATA AND ACCOUNTABILITY

**Qualifications:**

1. At least an M.A. degree in Education
2. Minimum of three years' teaching experience
3. At least three years experience as a classroom teacher
4. Demonstrated effective skills in written and oral communication
5. Strong organizational, technology, communication, and interpersonal skills

**Contract Work Year:** 240 Days  
**Schedule/Supplement(s)**

**Pay Grade:** Salary

**Reports to:** Curriculum and Technology Director

**Job Goal:** To serve as coordinator of assessment and accountability. To design, secure, implement and maintain supported databases management systems while identifying, addressing and supporting user needs to ensure maximum performance in data operations and other technologies as well as create reporting mechanisms and presentations on dynamic assessment and academic data.

**Performance Duties and Responsibilities**

1. Facilitate the use of System Technology, Incorporated (STI), Information Now (INOW), the centralized integrated data management system that enables users to access and analyze classroom, school, and district data, through:
  - a. Training and communicating information about the system with appropriate personnel;
  - b. Serving as a resource contact for personnel using the system;
  - c. Troubleshooting as necessary when challenges arise;
2. Manage the parent communication system (SchoolCast);
3. Generate local, state, regional, and federal reports, including:
  - a. Student Schedules, disciplinary reports, etc. as needed by school personnel, and
  - b. Student attendance, disciplinary reports, etc. as required by the State Department of Education (ALSDE), AdvancEd and/or the Federal Government.
4. Manage data and assist administrators in data management/usage for accountability purposes (e.g. standardized test results);
5. Facilitate the use of and be able to train in system wide software to all necessary participants including AESOP, Search Soft, iNow, Moodle, and etc.
6. Maintain active relationships with administrators and teachers;
7. Follow all applicable local, state, and federal procedures, regulations, policies, and laws;
8. Serve as a member of such committees and attend such meetings as directed by the Superintendent;
9. Assimilate academic achievement data into presentations to support other departments within the

district;

10. Serve as the liaison for the Jackson County Schools website in identifying, developing, and assimilating data charts, graphs, curriculum maps, etc., that support all facets of communicating to the public electronically;
11. Maintain a current curriculum manual to show graduation requirements, approved courses, credits allowed, and any other pertinent information useful to students, and staff;
12. Help maintain the Jackson County Schools Facebook, Twitter, and other social media pages;
13. Serve as accountability coordinator and state testing coordinator for the district;
14. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech;
15. Demonstrate initiative, effective organizational skills and the ability to motivate people;
16. Demonstrate integrity and good moral character;
17. Demonstrate enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community;
18. Attend required staff meetings and serve, as appropriate, on staff committees;
19. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation;

**Evaluation:** Performance of this job is evaluated in accordance with provisions of the local Board of Education policy on Employee Evaluations.

**Essential Duties:**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (An employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

***The Jackson County School System does not discriminate on the basis of age, race/color, religion/creed, gender, national/ethnic origin, disability, or citizenship status.***

***I acknowledge that I have received and read this job description.***

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Approved 2/16/16**

**TITLE:** DIRECTOR OF STUDENT SERVICES

**QUALIFICATIONS:**

6. At least an M.A. degree in Education
7. Certification in Educational Administration
8. At least three years experience as a classroom teacher
9. Demonstrated effective skills in written and oral communication
10. Strong organizational, communication, and interpersonal skills
11. Successful coaching experience required

**Contract Work Year:** 240 Days  
**Schedule/Supplement(s)**

**Pay Grade:** Salary

**REPORTS TO:** Superintendent

**JOB GOAL:** To plan and coordinate activities and services related to Student Attendance, Safety & Virtual Alabama, Textbooks, Student Registration/Enrollment, and Title IV.

**PERFORMANCE DUTIES AND RESPONSIBILITIES**

**ATTENDANCE**

20. Collaborates with principals, teachers, students, parents, and juvenile court on student attendance matters.
21. Maintains adequate records on student attendance in each school in the district.
22. Delivers non-school compliance forms to appropriate parties.
23. Sets court cases in juvenile court.
24. Visits homes of habitual truants and reports results to appropriate parties.
25. Prepares all reports related to student attendance.
26. Advises the Superintendent on road hazards and on decisions regarding school closing during inclement weather.

**TEXTBOOK COORDINATOR**

27. Coordinates with IT and Curriculum regarding textbook ordering and tracking system
28. Coordinates the receipt, processing, and distribution of textbooks and teacher materials
29. Enters textbook requests from schools, breaks down orders and prepares textbooks for distribution to schools
30. Redistributes textbooks from different schools to meet demand and control inventory
31. Maintains complete inventory of textbooks
32. Performs annual audit of textbooks
33. Manages budget for textbooks and custodial supplies
34. Coordinates adoptions with curriculum specialists and textbook representatives

35. Provides modified text materials for visually and hearing impaired students
36. Communicates with school personnel, principals, and parents to address needs, concerns, and questions

#### **SAFETY DIRECTOR**

37. Directs/coordinates the periodic assessment/audit of school facilities and grounds to determine safety and security issues.
38. Coordinates with site-based administrators, Director of Operations to address and correct safety/security issues on school campuses.
39. Prepares memos, reports, drawings, etc. related to safety and traffic issues on school campuses and forwards those to Maintenance, Facilities or other appropriate locations.
40. Serves as a liaison with other agencies such as local and state Departments of Transportation, Alabama Department of Public Safety, Center for Prevention of School Violence, and others to provide resources and information related to school safety.
41. Receives all reports of school crime from site-based administrators and/or School Resource Offices and maintains statistics regarding this information.
42. Provides periodic reports to the Superintendent and the School Board on matters pertaining to school safety.
43. Communicates with the media on matters involving school safety.
44. Communicates with other school systems on matters related to school safety.
45. Performs basic personnel administration duties, including hiring, orienting new staff, assigning work, scheduling, disciplining, evaluating, and granting leave; prepares program budget and related reports; monitors expenditures.
46. Resource Officers and other professional organizations as well as various committees related to school safety.
47. Works directly with local law enforcement agencies during critical incident situations and follow-up.
48. Implements training programs pertaining to matters of safety and security for site-based administrators and bus supervisors.
49. Receives all reports of criminal incidents occurring on school property and maintains statistics regarding this information.
50. Works with school safety committee and community safety initiatives.
51. Attends PTA, school board, and various other community meetings as necessary
52. Represents Jackson County Schools in matters of security/school safety through state and national organizations.

#### **TITLE IX COORDINATOR**

53. Coordinates training for staff and students regarding their rights in relation to Title IX
54. The Title IX Coordinator's office receives and processes, in a timely manner, inquiries from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX
55. Receives and processes, in a timely manner, inquiries from third parties who report suspicion of harassing behavior or other discriminatory behavior in violation of Title IX
56. Receives and processes, in a timely manner, complaints from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX
57. Provides ongoing consultation regarding Title IX requirements, grievance issues, and compliance programs to the Superintendent and Jackson County Board of Education.

## **STUDENT ENROLLMENT/REGISTRATION**

58. Address enrollment and registration questions including but not limited to issues such as school zoning and registration requirements raised by personnel and parents.

## **GENERAL**

59. Demonstrate initiative, effective organizational skills and the ability to motivate people.
60. Demonstrate integrity and good moral character.
61. Demonstrate enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
62. Attend required staff meetings and serve, as appropriate, on staff committees.
63. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary and work year to be established by the local Board of Education.

**EVALUATION:** Performance of this job is evaluated in accordance with provisions of the local Board of Education policy on Employee Evaluations.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

## **ESSENTIAL DUTIES:**

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***I acknowledge that I have received and read this job description.***

Employee Signature\_\_\_\_\_Date\_\_\_\_\_

Printed Name \_\_\_\_\_

**Approved 2/16/16**

**Position Title:** DIRECTOR OF SPECIAL PROGRAMS



**Qualifications:**

12. At least an M.A. degree in Education
13. Certification in Educational Administration
14. At least three years experience as a classroom teacher
15. Demonstrated effective skills in written and oral communication
16. Strong organizational, technology, communication, and interpersonal skills

**Contract Work Year:** 240 Days  
**Schedule/Supplement(s)**

**Pay Grade:** Salary

**Reports to:** Superintendent

**Job Goal:** To develop, supervise, and expand the Program for Exceptional Children in accordance with all local, state, and federal regulations. To coordinate and manage Lead and Educate Alabama and all personnel evaluation forms including support. To plan and coordinate activities and services related to system athletic director.

**Performance Duties and Responsibilities**

64. Collaborates with building principals, special and regular education teachers, outside agencies, etc. for the purpose of identifying student issues, resolving issues, receiving / conveying information and/or developing individualized methods of instruction.
65. Assists in the adaptation of school policies to include Special Education program needs.
66. Recommends policies and programs essential to the needs of exceptional children.
67. Keeps informed of all legal requirements governing Special Education.
68. Provides leadership in establishing new Special Education programs and in developing improved understanding of existing programs.
69. Develops and initiates appropriate instruments for continuous identification of exceptional children.
70. Evaluates existing programs for Special Education and recommends changes and additions as needed.
71. Assists with personnel functions as needed and/or assigned (e.g. interviewing, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring that objectives of Special Education programs are achieved within budget.
72. Assumes responsibility for compiling, maintaining and filing all Special Education reports, records, and other documents legally required or administratively useful.
73. Approves initial transportation of all children placed in Special Education classes, if transportation is needed.
74. Develops budget recommendations and provides expenditures control in established budgets for Special Education.
75. Maintains a permanent inventory of equipment purchased for Special Education.
76. Consults with parents of students enrolled in the program as needed.

77. Assumes responsibility for own professional growth and development and for attending appropriate professional meetings.
78. Consults with building administrators, teachers, and parents for the purpose of conveying information, providing curriculum support and/or assisting in the development of specialized accommodations.
79. Coordinates and adapts special education services and programs as assigned (e.g. IEPs, student observations, Gifted, 504 plans, implementation of assistive technology, etc.) for the purpose of delivering services which conform to established guidelines while meeting the individual needs of each student.
80. Establishes support systems for special education teachers and educational support staff (e.g. curriculum implementation modeling, student assessments, general guidance, etc.) for the purpose of providing assistance and direction in achieving student success while complying with District, state and federal regulations.
81. Evaluates special education programs and services for the purpose of carrying out and achieving objectives and adapting program components to meet student needs within assigned area(s) of responsibility.
82. Maintains a variety of records (confidential and non-confidential) and files for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
83. Makes home visits as needed and/or assigned for the purpose of consulting with parents, transition planning, assessing students, and/or receiving / conveying information.
84. Prepares a wide variety of written materials (e.g. assessment reports, IEPs, correspondence, internal program audits, correspondence, curriculum materials and aides, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
85. Presents information on a variety of topics (e.g. curriculum guidelines, safety training, legal requirements, instructional modeling, in-service presentations, etc.) for the purpose of providing direction, communicating information and/or gaining feedback.
86. Researches a variety of topics (e.g. current practices, policies, education codes, adaptive technology, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.

#### **ATHLETIC DIRECTOR**

87. Develops, coordinates, and oversees the implementation of athletic programs for grades 7-12, working closely with principals.
88. Ensures that local and state policies and procedures are abided by, including all rules of the Alabama High School Athletic Association, which includes safety precautions.
89. Responsible for overseeing the upkeep of all athletic facilities (including gymnasiums, fields, and other systems) to work with maintenance to ensure that all facilities are kept in optimal condition.
90. Develops and communicates all interscholastic game schedules; confers with principals and head coaches if cancellation of a contract game is necessary.
91. Attends athletic competitions throughout the school system.
92. Serves as tournament manager for all county events (ex. county basketball tournament).
93. Monitors all high schools files such as eligibility, student-athlete records, insurance, and etc.
94. Coordinates quality professional development opportunities to build expertise of coaching staff.
95. Represents the athletic program and school system in the community and at area, district, and state meetings.
96. Promotes publicity for all interscholastic sports through media and printed materials.
97. Maintains an active program that encourages participation, promotes sportsmanship, and welcomes competing teams and guests.
98. Reviews and revises athletic procedures and guidelines annually.
99. Continuously evaluates the athletic program, seeking ways to improve.

#### **Personnel Evaluation Coordinator**

100. Coordinate all Lead and Educate Alabama evaluations and assignments.
101. Serve as the primary and/or secondary evaluator for assigned instructional and support staff.

102. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy and contractual requirements with certified and classified staff.
103. Recommend staffing needs and assist the recruitment and selection of new personnel.
104. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
105. Demonstrate initiative, effective organizational skills and the ability to motivate people.
106. Demonstrate integrity and good moral character.
107. Demonstrate enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
108. Attend required staff meetings and serve, as appropriate, on staff committees.
109. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

**Evaluation:** Performance of this job is evaluated in accordance with provisions of the local Board of Education policy on Employee Evaluations.

**Essential Duties:**

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***I acknowledge that I have received and read this job description.***

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Approved 2/16/16**

**TITLE: COORDINATOR OF PUBLIC RELATIONS, COMMUNITY, AND POLICY**

**QUALIFICATIONS:**

1. Minimum M.A. degree in Education
2. At least 3 years experience as a classroom teacher
3. Demonstrated effective skills in written and oral communication
4. Strong organizational, technology, communication, and interpersonal skills

**Contract Work Year:** 240 Days

**Pay Grade:** Salary Schedule/Supplement(s)

**REPORTS TO:** Director/Supervisor of Federal Programs

**JOB GOAL:** The Coordinator is directly responsible of the oversight of programs and operations for the 21<sup>st</sup> Century Community Learning Center, Pre-K Programs, Public Relations and Policy for the Jackson County School System.

**PERFORMANCE DUTIES AND RESPONSIBILITIES**

1. Guides the development, implementation and evaluation of public relations, community, and policy.
2. Establish Campus-Based After School program (through the 21<sup>st</sup> Century Community Learning Centers) that strives to improve student academics, attendance behavior, promotion rates, and graduation rates.
3. Plan, develop, implement, and evaluate overall programs, services and activities to ensure they meet state objectives and the needs and interests of students.
4. Ensure the establishment and implementation of all policies and procedures that fulfill the requirements of the Alabama 21st Century Learning Centers.
5. Ensure the reporting of student data and information from each center to meet grant reporting requirements to ensure that timelines will be met.
6. Compile regular reports reflecting all activities, attendance, participation, or other data as needed
7. Ensure the control of center expenditures against the grant budget
8. Hire part-time site coordinators and help recruit and negotiate community- based organizations and volunteers for the program.
9. Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment
10. Provide direct and indirect supervision of Site Coordinators
11. Ensure and enforce compliance with organizational policies and procedures for all staff
12. Require, manage and provide staff development opportunities for staff and volunteers
13. Conduct regular staff meetings
14. Ensure a productive work environment at all sites
15. Ensure that plans for technology, information management systems and updating staff skills are implemented
16. Develop partnerships with parents, community leaders and organizations
17. Develop and maintain public relations to increase the visibility of the after-school programs, services, and activities within the community
18. Supervise and coordinate all staff and volunteers at special events
19. Maintain daily contact with program and administrative staff to interpret and explain organizational mission and standards, and to discuss issues and provide/receive information

20. Maintain contact with external community and school groups, students' parents, and others to assist in resolving problems and to market/ promote the program
21. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district's mission
22. Write and coordinate annual grants for the following programs: Pre-K and 21<sup>st</sup> Century. Additional grants may be assigned by the Superintendent.
23. Utilize social media (Facebook, Twitter, and etc) and local newspapers to promote the program and school system
24. Creates and edits for publication all documents related to the areas of responsibility; among them are these district-level publications:
  - a. Policy Manual
  - b. Procedures Manual (Personnel and Principal's Handbook)
  - c. Job Description Manual
  - d. Parent/Student Handbook
25. Represents the school district with, among others, such community agencies as these:
  - a. Tourism Bureau
  - b. Chamber of Commerce
  - c. Local Civic Clubs
  - d. Economic Development

#### **GENERAL**

26. Demonstrate initiative, effective organizational skills and the ability to motivate people.
27. Demonstrate integrity and good moral character.
28. Demonstrate enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
29. Attend required staff and board meetings and serve, as appropriate, on staff committees.
30. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary and work year to be established by the local Board of Education.

**EVALUATION:** Performance of this job is evaluated in accordance with provisions of the local Board of Education policy on Employee Evaluations.

#### **ESSENTIAL DUTIES:**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (An employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

## **IT Center Administrative Assistant**

Minimum Qualifications:	High School Diploma with Secretarial/Bookkeeping/Computer training
Experience:	3 years of Secretarial/Bookkeeping/Computer experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 Months
Immediate Supervisor:	IT Administrator

### **Essential Functions:**

1. Prepare correspondence, letters, memoranda, reports, statements, requisitions and other necessary material.
2. Serve as receptionist.
3. Maintain office supplies and materials.
4. Maintain daily attendance records of employees.
5. Assist with purchasing by procuring PO's and ensuring invoices are sent to correct department/school for payment
6. Assist employees with technology drop off and pick up as needed
7. Assist with HelpDesk tickets
8. Perform routine clerical and administrative functions such as drafting correspondence, organizing and maintaining paper and electronic files
9. Requisition supplies, services and materials as required
10. Maintain files and other material to facilitate prompt access and replies.
11. Exhibit positive human-relations skills.
12. Maintain attendance records
13. Maintain yearly attendance files
14. Maintain yearly homeschool files
15. Assist in managing textbooks records
16. Assist with textbook/workbook orders
17. Assist in maintaining records in booktracks

Approved 10/20/16

## **Central Office Special Services Assistant**

Minimum Qualifications:	High School diploma with Secretarial/Bookkeeping/Computer training
Experience:	3 years Secretarial/Bookkeeping/Computer experience preferred
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Director of Special Programs

### **Essential Functions:**

1. Manage financial reporting and time study activities following state Medicaid guidelines.
2. Coordinate related services (OT, PT etc.) to ensure they meet the State and Federal regulations as they relate to the students' IEPs.
3. Work closely with special education staff to ensure required information is up to date for State and Federal monitoring as required by law.
4. Obtain required information for Disability Determination Services.
5. Disseminate, collect and properly maintain original copies of daily itinerant sign-in sheets from each school on a monthly basis.
6. Responsible for collecting Aide goals as they relate to their student's individual needs.
7. Assist with implementing internal monitoring of IEPs to ensure they meet State and Federal guidelines.
8. Keep active file room and inactive file room in an orderly manner so files can easily be accessed as needed.
9. Order supplies for selected special education staff and contract staff as directed by the Director of Special Programs.
10. Work closely with special education teachers and aides to answer compliance questions.
11. Assist the Gifted Specialist with State required annual screenings, gathering of documentation for gifted monitoring, and other gifted functions.
12. Maintain confidentiality as required by State and Federal Law.
13. Assist Director of Special Programs with in-service and other special education meetings with teachers and aides.
14. Any other duties as assigned by the Director of Special Programs and/or Superintendent.

***Approved 5/18/17***



***TITLE: School Social Worker***

***REPORTS TO:*** Superintendent/Director of Student Services

***QUALIFICATIONS:***

1. Bachelor's Degree in Social Work
2. Knowledge of state and federal regulations concerning Federal Programs and/or Title I as appropriate.
3. Knowledge of support services available on the local and state levels.
4. Self-sufficient and requiring minimum supervision or assistance in performing job duties.
5. Demonstrated ability to work and relate with students, parents, staff, employers and the community.
6. Physically capable of performing the necessary job duties.
7. Use computers, software and other current technology.
8. Read and respond to communication, compose letters and file accurate documentation.

***JOB GOALS:***

1. To help students overcome problems that impede learning and to assist them in making educational, social, and life goals that hold promise for their personal fulfillment as a student of the Jackson County School System.
2. To assist students that are in a current homeless, neglectful, at-risk, and/or truant situation eradicate everyday issues and hardships that may produce barriers in their educational growth and learning opportunities.

***PERFORMANCE RESPONSIBILITIES:***

1. Serve as a link between home and school through home visitation and parent conferences, at school or by telephone.
2. Call on appropriate community agencies for assistance and/or coordination of services.
3. Conduct conferences with individual students and/or groups of students as needed.
4. Attend professional workshops and meetings related to areas of responsibility.
5. Work with family court, prosecutor's office, and Sheriff's Department pertaining to proper attendance of students.
6. Work with Principals and Counselors regarding student attendance.
7. Maintain professional awareness of regulations regarding child welfare and attendance. Have a working knowledge of state law, Board Policy and administrative regulations.
8. Must be able to attend occasional evening and weekend activities or trainings.
9. Serve as a liaison between local school districts, families, the Jackson County Prosecutor and Juvenile and District Courts.
10. Work in collaboration with local and county law enforcement agencies by facilitating

the prosecution of educational neglect cases, writing reports, testifying as needed and working closely with court personnel.

11. Travel to homes and/or schools to investigate truancy issues.
12. Effectively maintain homeless, neglected, delinquent and truancy caseload.
13. Perform other tasks and assumes such other responsibilities as may from time to time be assigned by higher authority.

***TERMS OF EMPLOYMENT:***

Terms of employment shall be a one year Contract from October 2017 through August 30, 2018.

***EVALUATION:***

Performance of this job will be evaluated in accordance with provision of the Board's Policy on Evaluation of Support Personnel.

***Approved 10/19/17***

## Instructional Technology Specialist

Minimum Qualifications:	Proper State of Alabama certification and/or endorsement Minimum of five years successful teaching experience.
Experience:	Experience with using technology to enhance/improve instructional practices preferred
Salary:	As per the Jackson County Board Of Education Teacher Salary Schedule
Contract Term:	9 months
Immediate Supervisor:	Instructional Supervisor

### Essential Functions:

1. Participate in the development and implementation of a plan for assisting media specialists to become digital media coaches.
2. Provide continuous support for media specialists in their role of digital media coaches.
3. Provide support and training for building site technology coaches.
4. Provide ongoing subject and grade level appropriate professional development in the use of instructional technology at the district level.
5. Work with school administrators and teachers to identify site-specific needs and provide ongoing instructional technology professional development at schools.
6. Stay conversant with emerging instructional technology practices and devices.
7. Serve on the school district's Technology Planning Committee, and assist in implementing the plan components which pertain to instructional technology.
8. Provide guidance for administrators and teachers in the development of grant applications for technological resources which will enhance instructional strategies.
9. Any and other essential functions assigned by the Superintendent or his/her designee.

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Board Approved 7/30/18

## Speech-Language Pathologist

Minimum Qualifications:	Bachelor's Degree in Communication Disorders/Speech-Language Pathology
Experience:	Preferred but not required
Salary:	As per Jackson County Board of Education Teacher Salary Schedule
Contract:	9 Months
Immediate Supervisor:	Special Education Coordinator

### Essential Functions:

1. Conduct speech/language evaluations and determine eligibility in accordance with the Alabama Administrative Code.
2. Develop and implement Individualized Education Plan.
3. Develop appropriate service delivery models to meet the needs of students and monitor student progress.
4. Consult/collaborate with teachers and other school personnel to facilitate carryover of therapy gains in the general education environment.
5. Provide information, support, and guidance to parents/guardians.
6. Maintain and submit records and reports for students receiving services or intervention.
7. Engage in professional growth and demonstrate professional ethics.
8. Adhere to school system rules, administrative procedures, local board policies, and state and federal rules/regulations.
9. Any and all other duties as assigned by the Superintendent.

Board Approved 8/8/18

## **Career Tech Masonry Instructor**

<b>MINIMUM QUALIFICATIONS:</b>	As set by the ALSDE Career Tech Division to meet certification requirements.
<b>EXPERIENCE:</b>	Preferred
<b>SALARY:</b>	As per the Jackson County Board of Education Salary Schedule
<b>CONTRACT TERM:</b>	9 month
<b>IMMEDIATE SUPERVISOR:</b>	CTE Director

**All applications should be submitted online through the Teach in Alabama website.**

### **Essential Functions:**

1. Direct learning activities of the students assigned to the masonry program. Be willing to expand program parameters to meet local industry needs in brick and block masonry, stone masonry, retainer wall construction, concrete placement and finishing, tile and interior masonry finishes.
2. Collaborate with other construction related programs on students projects.
3. Must attend new teacher training for CTE and earn teacher certification.
4. Complete graduate follow-up report annually.
5. Maintain an updated list of prospective employers and educational opportunities for students exiting the program.
6. Organize and utilize an advisory council for gathering up-to-date information in the area which may indicate need for changes in course content, equipment or methods.
7. Establish performance based instruction.
8. Maintain necessary records to support all instructional activities.
9. Develop course syllabus from the course of study to insure the students are exposed to job entry-level skills to include basic tools and safety of the trade. Detailed lesson plans should be developed to deliver the course of study content standards.
10. Work to ensure that job placement and follow up will be an ongoing activity.
11. Actively recruit prospective students to the masonry
12. Must be knowledgeable of and comply with the Board of Education's Policies.
13. Establish and maintain an active CTSO as related to their program of study.
14. Ensure the program complies with local, state, and federal safety and environmental regulations. It may be a requirement to follow credentialing guidelines from professional organizations.
15. Any and other essential functions assigned by the Superintendent or designee.

Board Approved 12/4/18

# **Project Secretary**

(ALABAMA AWARE GRANT)

**Minimum Qualifications:** High School Diploma  
Secretarial/Bookkeeping/Computer Training

**Experience:** Experience preferred.

**Salary:** \$17.00 per hour at 19.5 hours per week

**Contract:** 43 weeks renewable each year for five years

**Supervisor:** Superintendent/Director of Student Services

## **Essential Functions:**

1. Prepare correspondence, letters, memoranda, reports, statements, requisitions, and other necessary material.
2. Keep pertinent records and requisitions.
3. Maintain all files and reports for the ALABAMA AWARE project.
4. Maintain data analysis for the ALABAMA AWARE project.
5. Any other essential functions assigned by the Superintendent or his/her designee.

Board Approved 12/4/18

## School-Based Mental Health Therapist

**Minimum Qualifications:** Bachelor's degree required/Master's degree preferred, in a Health and Human Services field. Preferred Professional Licensure: MSW, LCSW, MS, ALC or Advanced Degree. Demonstrated ability to work well with adolescents, families, professionals, and other personnel from a wide range of cultural, linguistic, social and economic backgrounds. Demonstrates the ability to engage and diffuse crisis situations.

**Experience:** Experience preferred.

**Salary:** \$50,000 annually

**Contract:** 12-month renewable contract by year for five years

**Supervisor:** Superintendent/Director of Student Services

### Essential Functions:

10. Responsible for coordinating mental health training for teachers and direct services for students in order to establish mental health services for Jackson County teachers and students under the ALABAMA AWARE project.
11. Provide training for teachers related to working with social/emotional at-risk students.
12. Work closely with school administration and teachers to support students academically, emotionally, and socially.
  - Address bullying/harassment
  - Develop youth leadership skills
  - Facilitate restorative justice and conflict resolution skills
  - Provide crisis assistance
  - Assist with the advocacy program
  - Address mental health and mental illness
  - Address risky behaviors using alcohol and drugs
  - Address depression and anxiety
  - Address abuse---physical, emotional, mental and sexual
  - Provide other counseling specific to building needs.
  - Hold educational sessions with parents as needed.
  - Make connections and form relationships with students
13. Provide in-home therapy as needed.
14. Responsible for collecting, tracking, and compiling data for analysis.
15. Other duties as assigned.

# INSTRUCTIONAL COORDINATOR

**Minimum Qualifications:** Master's degree in Education  
Demonstrate effective skills in written and oral communication  
Strong organizational, technology, communication, and interpersonal skills

**Experience:** At least three years' experience as a classroom teacher.

**Contract Term:** 240 Days

**Salary:** As per the Jackson County Board of Education Salary Schedule

**Immediate Supervisor:** Federal Programs Supervisor

## Essential Functions:

- a. Ensure that the curriculum standards required by the State of Alabama are taught in Jackson County classrooms.
- b. Ensure that research-based instructional strategies are implemented in Jackson County classrooms.
- c. Identify academic needs by analyzing the results of formative and state summative assessments to inform plans, programs, and classroom instruction.
- d. Plan, implement, and document professional development for all classroom teachers based on research-based instructional strategies and demonstrated academic needs of students.
- e. Analyzing and presenting the results of formative and state summative assessments to inform plans and programs.
- f. Plan, implement, and document professional development for all classroom teachers on interpreting and using data to improve instruction by addressing student needs and to ensure horizontal articulation of the curriculum.
- g. Assist in the development of the District and School Continuous Improvement Plan.
- h. Facilitate the effective use of technology in the instructional program.
- i. Direct the activities of the school Technology Coaches in collaboration with the district technology coordinator.
- j. Plan, implement, and document professional development for all classroom teachers on the effective use of technology and instructional software/programs.
- k. Assist in the implementation of instructional software programs.
- l. Assist with the instructional components of the student information software system.
- m. Assist in the development of the District and School Technology Plan in regard to instructional technology.
- n. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.



**Essential Duties:**

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**Board Approved 7/29/19**

# Supervisor of Accountability and Human Resource Management

Minimum Qualifications:	Master's Degree in School Administration with proper State of Alabama certification/Supervision or Master's Degree in Secondary Education with Administrative endorsement
Experience:	5 years teaching experience
Salary:	As per the Jackson County Board of Education Salary Schedule
Contract Term:	12 months
Immediate Supervisor:	Superintendent

## Essential Functions:

1. Serve as Accountability Coordinator for the Jackson County School District working with Supervisors and Principals on Accountability/School Report Card requirements.
2. Chair the Data Governance Team for the Jackson County School District.
3. Serve as Testing Coordinator.
4. Ensure all personnel, both certified and non-certified, are evaluated by their respective supervisors as required by board policy and district procedures.
5. Maintain records of personnel evaluations.
6. Ensure that all administrative personnel comply with state evaluation requirements (LEAD Alabama).
7. Ensure that all teachers comply with state evaluation requirements (Teacher Effectiveness) and all school district requirements pertaining to evaluation.
8. Monitor and assist certified personnel in certification renewal.
9. Supervise a mentoring/coaching program for new teachers and new administrators.
10. Any and other essential functions assigned by the Superintendent or his/her designee.

## Essential Duties:

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**Board Approved 7/29/19**

***The Jackson County School System does not discriminate on the basis of age, race/color, religion/creed, gender, national/ethnic origin, disability, or citizenship status.***

***I acknowledge that I have received and read this job description.***

Employee Signature\_\_\_\_\_Date\_\_\_\_\_

Printed Name \_\_\_\_\_

**Approved December 14, 2015**

# Maintenance Helper (Technology Department)

Qualifications: 18 years of age

Physically capable of performing assigned duties

High School Diploma or GED

Valid Driver's License

Willing to participate in technical training

Basic knowledge of Windows and Apple Operating Systems

Experience: Related work experience preferred

Salary: As per Jackson County Board of Education salary schedule

Contract Term: 12 months

Immediate Supervisor/Technology Coordinator

Essential Functions:

1. Installing, configuring, and upgrading computer hardware, peripherals and software
2. Diagnosing, repairing, and maintaining hardware, peripherals and software systems with technology staff and independently to complete assigned projects
3. Lifting, climbing ladders, working above head, push/pull/terminate cabling
4. Perform all duties in a conscientious manner in order to provide high quality work
5. Observe all requirements and standards of safety
6. Cooperate with school staff in a manner to promote good working relationships
7. Any and other essential functions assigned by the superintendent or his/her designee

Applications should be submitted to the Jackson County Board of Education Office at P.O. Box 490, 16003 AL HWY 35, Scottsboro, AL

**Approved 1/27/2015**