

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** **CLASS ADVISOR (DC TRIP COORDINATOR)** **File 406**

**Reports to:** Principal

**Job Objective:** Helps students identify class goals. Promotes school spirit as a vital aspect of the district's educational mission. Supervises class activities. Provides guidance and encouragement to help students profit from their participation.

**Minimum Qualifications:**

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions supplies and equipment.
- Conducts a risk assessment for student activities. Implements safety precautions. Attends all mandatory training programs (e.g., first aid, CPR, etc.).
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Coordinates activities with the school calendar.
- Promotes the proper use, care, and security of school property.
- Provides guidance to help students develop and promote program ideas. Seeks opportunities to involve all students in class activities.
- Supervises the election and installation of class officers.
- Encourages and facilitates student involvement in public service activities.
- Recruits, instructs, and supervises adult chaperones.
- Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains accurate records and submits reports on time.
- Helps students determine reasonable fees and/or alternative methods to fund class activities. Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Junior Class Advisor -- Additional duties:**

- Oversees the planning and supervision of the Junior-Senior Prom.

**Senior Class Advisor -- Additional duties:**

- Works with class officers and the principal to plan the graduation ceremony.
- Works with the principal and secretary to process paperwork for graduation.
- Oversees the voting process for the class motto, flower, colors, song, etc.
- Coordinates class trip activities (e.g., tour company contract, parent meetings, chaperones, fund raising, communications, etc.). Secures board approval for over-night and out-of-state trips.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

<b>Title:</b>	<b>CLUB ADVISOR (OR STUDENT ACTIVITY)</b>	<b>File 407</b>
<b>Reports to:</b>	Principal	
<b>Job Objective:</b>	Organizes, implements, and evaluates the assigned student activity. Promotes academic enrichment as a vital aspect of the district's educational mission.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• Valid state department of education license/certificate appropriate for the position.</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• A record free of criminal violations that would prohibit public school employment.</li><li>• Complies with drug-free workplace rules and board policies.</li><li>• Keeps current with technology and other workplace innovations that support job functions.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions supplies and equipment.</li><li>• Conducts a risk assessment for student activities. Implements safety precautions. Attends all mandatory training programs (e.g., first aid, CPR, etc.).</li><li>• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.</li><li>• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.</li><li>• Coordinates activities with the school calendar.</li><li>• Promotes the proper use, care, and security of school property.</li><li>• Communicates program objectives to encourage student involvement. Informs participants about personal responsibilities.</li><li>• Provides guidance to help students develop and promote program ideas. Ensures that students maintain democratic practices. Encourages self-reliance and cooperative group participation.</li><li>• Promotes an interest in the cultural and historical aspects of the activity.</li><li>• Encourages participation in competitions related to the program activity.</li><li>• Encourages and facilitates student involvement in public service activities.</li><li>• Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.</li><li>• Upholds the student conduct code. Maintains high expectations for behavior and performance.</li><li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>• Maintains accurate records and submits reports on time.</li><li>• Promotes favorable recognition of program participants.</li><li>• Checks to ensure that students have paid authorized fees. Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.</li><li>• Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.</li><li>• Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.</li><li>• Reports suspected child abuse and/or neglect to civil authorities as required by law.</li><li>• Monitors innovations, evaluates activities, and recommends program improvements.</li><li>• Participates in staff meetings and professional growth opportunities as directed.</li><li>• Strives to develop rapport and serves as a positive role model for others.</li><li>• Maintains a professional appearance. Wears work attire appropriate for the position.</li><li>• Performs other specific job-related duties as directed.</li></ul>	
<b>Abilities Required:</b>	The following personal characteristics and skills are important for the successful performance of assigned duties.	

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:**                    **DEPARTMENT CHAIR/GRADE-LEVEL COORDINATOR**                    **File 408**

**Reports to:**            Principal

**Job Objective:**       Provides departmental leadership for the continuous improvement of the instructional program.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
  - Master's degree or higher with training in curriculum and instruction is desirable.
  - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
  - A record free of criminal violations that would prohibit public school employment.
  - Complies with drug-free workplace rules and board policies.
  - Keeps current with technology and other workplace innovations that support job functions.

**Essential Functions:**       The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides departmental leadership to facilitate curriculum improvements, staff development activities, and proficiency test readiness.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Develops performance goals and a strategy to accomplish approved objectives within specified time lines.
- Serves as a liaison and maintains effective communications with staff to resolve problems and sustain progress toward departmental objectives.
- Assists the principal with the development of the master schedule.
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Analyzes proficiency and competency-based test results. Recommends instructional modifications and interventions that enhance student learning and improve test performance.
- Assists with the review and revision of the district's curriculum guides and courses of study.
- Assists with course of study transitions.
- Recommends the addition of courses, the grade placement of courses, and modifications of graduation requirements.
- Meets with sales representatives. Schedules demonstrations. Evaluates departmental needs and prepares budget recommendations.
- Maintains departmental inventory records.
- Assists with the preparation of foundation/grant proposals as directed.
- Participates in staff selection and orientation processes as requested. Recommends staff and student teacher assignments. Provides on-going guidance as needed.
- Coordinates department staff meetings. Identifies concerns, shares successful practices, and provides timely information about district activities.
- Plans, implements, and evaluates department staff development programs. Posts continuing education information.
- Monitors classroom instruction. Serves as a resource on curricula and other departmental issues. Works with supervisors to improve staff competencies.
- Collaborates with other teachers. Shares knowledge and resources that enhance student learning.
- Encourages program innovations. Pursues funding opportunities. Helps prepare grant/foundation applications. implement funded proposals, and comply with reporting procedures. Encourages staff to develop and disseminate innovative instructional/program materials.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the effective use of technology in records management and instructional activities.
- Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.

- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Attend Curriculum Council meetings a minimum of three (3) times annually.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Represents the department at meetings outside the district.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.
- Conduct department/grade level meetings each quarter (minimum of four)

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** DRAMA DIRECTOR

**File 409**

**Reports to:** Principal

**Job Objective:** Produces creditable musical and/or theatrical productions. Promotes close working relationships with the community.

**Minimum Qualifications:**

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Musical and/or theatrical production skills.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions supplies and equipment.
- Conducts a risk assessment for student activities. Implements safety precautions. Attends all mandatory training programs (e.g., first aid, CPR, etc.).
- Promotes collaboration with other performing arts programs. Confers with the principal to review performance selections. Ensures compliance with all production licensing agreements.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Communicates program objectives to encourage student participation. Organizes open auditions. Informs participants about personal responsibilities. Casts from all appropriate grade levels. Assigns and supervises work crews.
- Supervises a practice schedule. Coordinates activities with the school calendar.
- Promotes the proper use, care, and security of school property.
- Keeps production records. Supervises tickets sales. Maintains income and expense records. Ensures that all financial activities are processed through the proper student activity account.
- Provides for safe working conditions. Oversees the proper care and storage of production equipment. Makes minor repairs. Ensures that program equipment is operational and available when needed.
- Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Encourages student involvement in thespian organizations.
- Promotes favorable recognition of program participants.
- Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require performing repetitive tasks quickly.
- Duties may require differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.



COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

<b>Title:</b>	<b>ASSISTANT DRAMA DIRECTOR</b>	<b>File 410</b>
<b>Reports to:</b>	Drama Director	
<b>Job Objective:</b>	Assists the drama director with musical and/or theatrical production activities.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• Valid state department of education license/certificate appropriate for the position.</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• A record free of criminal violations that would prohibit public school employment.</li><li>• Complies with drug-free workplace rules and board policies.</li><li>• Keeps current with technology and other workplace innovations that support job functions.</li><li>• Musical and/or theatrical production skills.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Confers with the drama director to review scheduled production activities.</li><li>• Helps conducts a risk assessment for student activities. Implements safety precautions. Attends all mandatory training programs (e.g., first aid, CPR, etc.).</li><li>• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.</li><li>• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.</li><li>• Encourages student involvement in program activities. Helps manage open auditions.</li><li>• Supervises work crews and rehearsals as directed. Keeps the drama director informed about production activities and emerging issues.</li><li>• Promotes the proper use, care, and security of school property.</li><li>• Helps supervise tickets sales. Monitors financial activities. Ensures that all financial activities are processed through the proper student activity account.</li><li>• Helps ensure safe working conditions. Assists with the proper care and storage of production equipment. Makes minor repairs as directed.</li><li>• Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.</li><li>• Upholds the student conduct code. Maintains high expectations for behavior and performance.</li><li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>• Prepares and submits production records as directed.</li><li>• Encourages student involvement in thespian organizations.</li><li>• Promotes favorable recognition of program participants.</li><li>• Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.</li><li>• Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.</li><li>• Reports suspected child abuse and/or neglect to civil authorities as required by law.</li><li>• Recommends program improvements.</li><li>• Participates in staff meetings and professional growth opportunities as directed.</li><li>• Strives to develop rapport and serves as a positive role model for others.</li><li>• Maintains a professional appearance. Wears work attire appropriate for the position.</li><li>• Performs other specific job-related duties as directed.</li></ul>	
<b>Abilities Required:</b>	<p>The following personal characteristics and skills are important for the successful performance of assigned duties.</p> <ul style="list-style-type: none"><li>• Demonstrates professionalism and contributes to a positive work environment.</li><li>• Acknowledges personal responsibility for decisions and conduct.</li><li>• Organizes tasks and manages time effectively.</li><li>• Skillfully manages individual, group, and organizational interactions.</li></ul>	

- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require performing repetitive tasks quickly.
- Duties may require differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

<b>Title:</b>	<b>LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE</b>	<b>File 411</b>
<b>Reports to:</b>	Certificated Staff (self-governing committee)	
<b>Job Objective:</b>	Reviews and acts on professional growth plans submitted by employees. Ensure that educational activities build on past experience to improve future performance. Helps maintain the integrity of the staff development process.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• Appointment by the certificated employee's bargaining unit or superintendent.</li><li>• Valid state department of education license/certificate appropriate for the position.</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• A record free of criminal violations that would prohibit public school employment.</li><li>• Complies with drug-free workplace rules and board policies.</li><li>• Keeps current with technology and other workplace innovations that support job functions.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <p>Chairperson (elected by a majority vote of the committee members):</p> <ul style="list-style-type: none"><li>• Coordinates committee activities (e.g., collaborates with members to prepare agendas, schedules meetings, presides at meetings, resolves issues/concerns, etc.).</li><li>• Ensures that committee members comply with all board policies, administrative procedures, and negotiated agreements.</li><li>• Keeps the superintendent and association president informed about emerging issues.</li><li>• Serves as the committee's representative at meetings pertaining to licensure activities. Keeps committee members informed about licensure issues.</li><li>• Serves as a liaison to district staff and contact person for the appeals process.</li><li>• Serves as a spokesperson for the presentation of committee recommendations.</li></ul> <p>Recording Secretary (elected by a majority vote of the committee members):</p> <ul style="list-style-type: none"><li>• Takes minutes of committee meetings. Maintains a filing system that ensures the safe retention of committee documents. Maintains a record of all committee activities.</li><li>• Updates the membership directory and mailing lists as needed.</li><li>• Prepares correspondence and other documents as requested.</li><li>• Notifies the superintendent's office about the status of each professional growth plan and/or credit requests (e.g., approval, resubmission, denial, etc.).</li><li>• Serves as a communication link between committee members and staff.</li></ul> <p>General Committee Member Duties:</p> <ul style="list-style-type: none"><li>• Keeps current with state licensing regulations and endorsements. Maintains a thorough knowledge of the district's programs and continuous improvement plans.</li><li>• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.</li><li>• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.</li><li>• Serves as an staff resource for information. Facilitates communications between staff and committee members. Helps staff understand their personal responsibility for the proper preparation and timely submission of professional growth plans.</li><li>• Reviews and evaluates professional growth plans. Approves, denies, or requests plan modifications.</li><li>• Prepares recommendations related to licensing credits.</li><li>• Reviews and acts on appeals submitted by applicants.</li><li>• Submits all required paperwork on time.</li><li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li></ul>	

- Reviews written suggestions from certificated/licensed staff concerning procedural amendments.
- Periodically reviews committee by-laws and votes on recommended modifications.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs additional duties approved by the committee.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

<b>Title:</b>	<b>LEAD TEACHER/TEACHER MENTOR</b>	<b>File 412</b>
<b>Reports to:</b>	Principal	
<b>Job Objective:</b>	Helps assigned teacher enhance professional skills and implement the district's vision, values, and mission. Provides on-going assistance and support for assigned teachers.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• Valid state department of education license/certificate appropriate for the position. Three years professional teaching experience within the school district. Approval of the mentor review committee.</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• A record free of criminal violations that would prohibit public school employment.</li><li>• Complies with drug-free workplace rules and board policies.</li><li>• Keeps current with technology and other workplace innovations that support job functions.</li><li>• Completion of Pathwise® I or Ohio First Training.</li><li>• Demonstrates a clear understanding of current educational issues, best practices, and effective instructional strategies.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Keeps current with state licensing regulations and endorsements. Maintains a thorough knowledge of the district's programs and continuous improvement plans.</li><li>• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.</li><li>• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.</li><li>• Receives instructions and partner assignment from the building administrator. Meets with the Praxis (PT) or new (NT) teacher before the opening of school to review mentoring objectives. Provides information about district practices and procedures.</li><li>• Initiates and coordinates mentoring activities. Exemplifies professionalism and commitment. Schedules regular meetings as warranted. Promotes social integration into the work environment. Collaborates as needed with the lead mentor.</li><li>• Assists with creating a positive classroom-learning environment. Assists with curriculum implementation. Provides instructional support. Implements proactive strategies to resolve problems.</li><li>• Provides support to assist the assigned teacher with the development of effective lesson plans (e.g., preparation, implementation, reflection, modification, etc.).</li><li>• Demonstrates effective instructional strategies that exemplify best practice. Shows an active interest in the new teacher's progress. Guides entry-year teachers to achieve proficiency in designing engaging student work. Assists with pupil management procedures, organizational/record keeping duties, student observation, etc.</li><li>• Promotes the effective use of technology in records management and instructional activities.</li><li>• Schedules opportunities for the assigned teacher to observe experienced teachers' classrooms. Performs classroom observations. Prepares performance critiques. Schedules conferences as directed. Recommends program extensions when warranted.</li><li>• Provides assistance and support to facilitate the preparation of the assigned teacher's Individual Professional Development Plan.</li><li>• Attends training sessions for the teacher mentoring program as directed.</li><li>• Monitors innovations, evaluates activities, and recommends program improvements.</li><li>• Completes all required forms (e.g., checklists, surveys, etc.) as directed.</li><li>• Maintains accurate records and submits reports on time.</li><li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>• Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.</li><li>• Reports suspected child abuse and/or neglect to civil authorities as required by law.</li><li>• Participates in staff meetings and professional growth opportunities as directed.</li></ul>	

- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** **ASSISTANT MARCHING BAND DIRECTOR** **File 413**

**Reports to:** Principal and Marching Band Director

**Job Objective:** Helps administer the district's marching band program. Provides guidance and encouragement to help students profit from their participation. Promotes close working relationships with parents.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
  - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
  - A record free of criminal violations that would prohibit public school employment.
  - Complies with drug-free workplace rules and board policies.
  - Keeps current with technology and other workplace innovations that support job functions.
  - Completion of all pupil activity supervisor validation requirements.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides leadership for the district's marching band program. Supervises a practice schedule. Coordinates band activities with the school calendar. Supervises all performances.
- Conducts a risk assessment for student activities. Implements safety precautions. Attends all mandatory training programs (e.g., first aid, CPR, etc.).
- Develops performance programs for half-time shows, school events, and public service activities.
- Assumes responsibility for the development of off-season activities as directed (e.g., training clinics, summer practices, etc.).
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Helps administer the board-approved program budget. Maintains an equipment inventory. Oversees the cleaning and repair of instruments. Makes minor repairs. Ensures that program equipment is operational and available when needed.
- Promotes the proper use, care, and security of school property. Keeps track of school equipment assigned to students.
- Encourages student involvement in program activities. Explains responsibilities to participants (e.g., parental permission, training/performance schedules, recognition certificates, insurance coverage, etc.).
- Implements effective pupil management procedures. Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.
- Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Assists students seeking additional knowledge and/or pursuing advanced skills. Directs parents to supplemental resources within the district and community.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).
- Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate learning activities.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Participates in staff meetings, conferences, and other required school activities.
- Facilitates student involvement in solo/ensemble competitions.

- Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.
- Promotes favorable recognition of program participants.
- Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Works closely with the music boosters association.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require performing repetitive tasks quickly.
- Duties may require differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.



COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION ADDENDUM

**Title:** **CHOIR DIRECTOR** **File 414**

**Reports to:** Principal

**Job Objective:** Plans, implements, and assesses student learning experiences. Helps students make appropriate choices Encourages parental involvement.

*NOTE: This addendum describes auxiliary responsibilities added to another primary job assignment. Duties are assigned based on staff availability, time constraints, job demands, and unique employee skills. Responsibilities may be altered to meet current or emerging district needs.*

**Minimum Qualifications:**

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Musical production and keyboarding skills.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the vocal music program. Consults with the principal to set up a performance schedule. Supervises practice sessions. Coordinates activities with the school calendar.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Supervises all performances. Conducts a risk assessment and implements safety precautions.
- Encourages student participation. Explains responsibilities to participants (e.g., parental permission, training/performance schedules, recognition certificates, insurance coverage, etc.).
- Represents the music department at meetings outside the district as directed.
- Administers the board-approved program budget. Meets with sales representatives. Evaluates and recommends essential program materials. Requisitions approved supplies and equipment.
- Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Provides guidance to help students profit from their participation. Encourages students to pursue advanced skills. Directs parents to supplemental resources within the district and community.
- Facilitates student involvement in solo/ensemble competitions.
- Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION ADDENDUM

**Title:** INSTRUMENTAL/CONCERT/MARCHING BAND DIRECTOR **File 415**

**Reports to:** Principal

**Job Objective:** Plans, implements, and assesses student learning experiences. Helps students make appropriate choices Encourages parental involvement.

*NOTE: This addendum describes auxiliary responsibilities added to another primary job assignment. Duties are assigned based on staff availability, time constraints, job demands, and unique employee skills. Responsibilities may be altered to meet current or emerging district needs.*

**Minimum Qualifications:**

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Musical production and keyboarding skills.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the instrumental music program. Consults with the principal to set up a performance schedule. Supervises practice sessions. Coordinates activities with the school calendar.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Supervises all performances. Conducts a risk assessment and implements safety precautions.
- Encourages student participation. Explains responsibilities to participants (e.g., parental permission, training/performance schedules, recognition certificates, insurance coverage, etc.).
- Represents the music department at meetings outside the district as directed.
- Administers the board-approved program budget. Meets with sales representatives. Evaluates and recommends essential program materials. Requisitions approved supplies and equipment.
- Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Provides guidance to help students profit from their participation. Encourages students to pursue advanced skills. Directs parents to supplemental resources within the district and community.
- Facilitates student involvement in solo/ensemble competitions.
- Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION ADDENDUM

**Title:** SHOW CHOIR DIRECTOR

**File 416**

**Reports to:** Principal

**Job Objective:** Organizes, directs, and evaluates the show choir program. Provides guidance and encouragement to help students profit from their participation. Promotes close working relationships with parents and the community.

*NOTE: This addendum describes auxiliary responsibilities added to another primary job assignment. Duties are assigned based on staff availability, time constraints, job demands, and unique employee skills. Responsibilities may be altered to meet current or emerging district needs.*

**Minimum Qualifications:**

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Musical production skills.
- Completion of all pupil activity supervisor validation requirements.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Produces creditable show choir productions. Develops performance programs for school events and public service activities. Ensures compliance with all production licensing agreements. Facilitates student involvement in solo/ensemble competitions.
- Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions supplies and equipment.
- Conducts a risk assessment for student activities. Implements safety precautions. Attends all mandatory training programs (e.g., first aid, CPR, etc.).
- Communicates program objectives to encourage student participation. Organizes open auditions. Informs participants about personal responsibilities. Maintains the integrity of the selection process.
- Supervises a practice schedule. Coordinates activities with the school calendar.
- Promotes the proper use, care, and security of school and rental property.
- Supervises tickets sales. Ensures that all financial activities are processed through the proper student activity account.
- Provides for safe working conditions. Oversees the proper care and storage of production equipment. Makes minor repairs. Ensures that program equipment is operational and available when needed.
- Promotes academic success as an important priority for all students.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:**                   **STUDENT NEWSPAPER ADVISOR**

**File 418**

**Reports to:**           Principal

**Job Objective:**       Oversees the production, promotion, sale, and distribution of the student newspaper. Promotes academic enrichment as a vital aspect of the district's educational mission.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
  - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
  - A record free of criminal violations that would prohibit public school employment.
  - Complies with drug-free workplace rules and board policies.
  - Keeps current with technology and other workplace innovations that support job functions.
  - Demonstrated skills in graphic arts, photography, and a variety of writing styles.
  - Proficient in the use of desktop publishing software.
  - Proficient in spelling, proofreading, and the correct use of grammar.

**Essential Functions:**       The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates and selects a printer. Works closely with the vendor to ensure a quality product and to meet publication deadlines.
- Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions supplies and equipment.
- Conducts a risk assessment for student activities. Implements safety precautions. Attends all mandatory training programs (e.g., first aid, CPR, etc.).
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Coordinates activities with the school calendar.
- Promotes the proper use, care, and security of school property.
- Organizes a training workshop for newspaper staff when needed.
- Develops an equitable process to assign job responsibilities. Guides students in the development of their assignments.
- Informs the principal about the selection of a student editor. Helps the editor with organizational functions (e.g., staff supervision, sales, financial management, record keeping, etc.). Helps students manage program communications.
- Helps students develop story ideas and create a distinctive newspaper format. Provides guidance with layout, picture/artwork selection, writing styles, etc. Helps students with proofreading and editing functions. Oversees distribution procedures.
- Ensures that newspaper content is accurate and appropriate. Provides the principal an opportunity to review proof materials before publication.
- Supervises the sale of advertising. Ensures that contractual obligations are fulfilled. Ensures that all financial activities are processed through the proper student activity account.
- Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains accurate records and submits reports on time.
- Promotes favorable recognition of program participants.
- Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.

- Monitors innovations, evaluates activities, and recommends program improvements.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

<b>Title:</b>	<b>SCHOLASTIC BOWL ADVISOR</b>	<b>File 419</b>
<b>Reports to:</b>	Principal	
<b>Job Objective:</b>	Facilitates student participation in academic competitions. Provides guidance and encouragement to help students profit from their participation.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• Valid state department of education license/certificate appropriate for the position.</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• A record free of criminal violations that would prohibit public school employment.</li><li>• Complies with drug-free workplace rules and board policies.</li><li>• Keeps current with technology and other workplace innovations that support job functions.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions supplies and equipment.</li><li>• Conducts a risk assessment for student activities. Implements safety precautions. Attends all mandatory training programs (e.g., first aid, CPR, etc.).</li><li>• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.</li><li>• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.</li><li>• Maintains a competition calendar. Coordinates activities with the school calendar.</li><li>• Secures workers for home contests (e.g., readers, timers, judges, etc.).</li><li>• Communicates program objectives to encourage student participation. Selects team members. Maintains the integrity of the selection process. Informs participants about personal responsibilities.</li><li>• Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.</li><li>• Upholds the student conduct code. Maintains high expectations for behavior and performance.</li><li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>• Avoids public criticism of training/coaching methods used by other individuals.</li><li>• Supervises practice sessions. Evaluates the team's performance. Helps students refine competition strategies.</li><li>• Maintains accurate records and submits reports on time.</li><li>• Promotes favorable recognition of program participants.</li><li>• Checks to ensure that students have paid authorized fees. Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.</li><li>• Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.</li><li>• Monitors innovations, evaluates activities, and recommends program improvements.</li><li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>• Promotes the proper use, care, and security of school property.</li><li>• Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.</li><li>• Reports suspected child abuse and/or neglect to civil authorities as required by law.</li><li>• Participates in staff meetings, conferences, and other required school activities.</li><li>• Encourages parent organizations and supports school-sponsored activities.</li><li>• Pursues growth opportunities that enhance professional performance and advance district goals.</li><li>• Strives to develop rapport and serves as a positive role model for others.</li><li>• Maintains a professional appearance. Wears work attire appropriate for the position.</li><li>• Performs other specific job-related duties as directed.</li></ul>	

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** SCIENCE FAIR ADVISOR

**File 420**

**Reports to:** Principal

**Job Objective:** Facilitates student participation in science fair competitions. Provides guidance and encouragement to help students profit from their participation.

**Minimum Qualifications:**

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions supplies and equipment.
- Conducts a risk assessment for student activities. Implements safety precautions. Attends all mandatory training programs (e.g., first aid, CPR, etc.).
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Maintains a competition calendar. Coordinates activities with the school calendar.
- Promotes the proper use, care, and security of school property.
- Communicates program objectives to encourage student involvement. Informs students about rules and responsibilities (e.g., participation criteria, permission forms, recognitions/awards, etc.).
- Encourages an open-minded exploration of science projects. Provides advice and insight to help students develop project ideas.
- Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains accurate records and submits reports on time.
- Promotes favorable recognition of program participants.
- Checks to ensure that students have paid authorized fees. Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.



- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

<b>Title:</b>	<b>STUDENT SENATE/COUNCIL ADVISOR</b>	<b>File 421</b>
<b>Reports to:</b>	Principal	
<b>Job Objective:</b>	Helps student council representatives fulfill their leadership responsibilities. Promotes academic enrichment as a vital aspect of the district's educational mission.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• Valid state department of education license/certificate appropriate for the position.</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• A record free of criminal violations that would prohibit public school employment.</li><li>• Complies with drug-free workplace rules and board policies.</li><li>• Keeps current with technology and other workplace innovations that support job functions.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Supervises the election and installation of student council representatives.</li><li>• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.</li><li>• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.</li><li>• Schedules and supervises student council meetings. Provides training in parliamentary procedures. Helps maintain the general functioning of the elected body. Ensures that students maintain democratic practices. Mediates impasses.</li><li>• Provides guidance to help students develop and promote program ideas.</li><li>• Conducts a risk assessment for student activities. Implements safety precautions. Attends all mandatory training programs (e.g., first aid, CPR, etc.).</li><li>• Encourages and facilitates student participation in spirit days, assemblies, public service activities, concession sales, social events, etc.</li><li>• Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions supplies and equipment.</li><li>• Coordinates activities with the school calendar.</li><li>• Promotes the proper use, care, and security of school property.</li><li>• Coordinates homecoming activities (e.g., election of the queen/king and court, pre-game activities, coronation ceremony, dance preparations - guest lists, ticket sales, decorations, musicians, cleanup activities, etc.).</li><li>• Coordinates trip activities (e.g., tour company contract, parent meetings, fund raising, communications, etc.). Secures board approval for over-night and out-of-state trips.</li><li>• Oversees the planning and supervision of the Junior-Senior Prom.</li><li>• Recruits, instructs, and supervises adult chaperones.</li><li>• Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.</li><li>• Upholds the student conduct code. Maintains high expectations for behavior and performance.</li><li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>• Helps students manage program communications.</li><li>• Maintains accurate records and submits reports on time.</li><li>• Promotes favorable recognition of program participants.</li><li>• Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.</li><li>• Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.</li><li>• Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.</li><li>• Reports suspected child abuse and/or neglect to civil authorities as required by law.</li><li>• Monitors innovations, evaluates activities, and recommends program improvements.</li></ul>	

- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:**                   **YEARBOOK ADVISOR**

**File 422**

**Reports to:**           Principal

**Job Objective:**       Oversees the production, promotion, sale, and distribution of the yearbook. Promotes academic enrichment as a vital aspect of the district's educational mission.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
  - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
  - A record free of criminal violations that would prohibit public school employment.
  - Complies with drug-free workplace rules and board policies.
  - Keeps current with technology and other workplace innovations that support job functions.
  - Demonstrated skills in graphic arts, photography, and a variety of writing styles.
  - Proficient in the use of desktop publishing software.
  - Proficient in spelling, proofreading, and the correct use of grammar.

**Essential Functions:**       The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates and selects a yearbook vendor. Works closely with the vendor to ensure a quality product and to meet publication deadlines.
- Develops a budget and an outline of activities for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions supplies and equipment.
- Conducts a risk assessment for student activities. Implements safety precautions. Attends all mandatory training programs (e.g., first aid, CPR, etc.).
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Coordinates activities with the school calendar.
- Promotes the proper use, care, and security of school property.
- Organizes a publisher's workshop for yearbook staff when needed.
- Develops an equitable process to assign job responsibilities. Guides students in the development of their assignments.
- Informs the principal about the selection of a student editor. Helps the editor with organizational functions (e.g., staff supervision, sales, financial management, record keeping, etc.).
- Helps students develop a distinctive yearbook format. Provides guidance with layout, picture/artwork selection, writing styles, etc. Helps students with proofreading and editing functions. Helps students manage yearbook communications.
- Ensures that yearbook content is accurate and appropriate. Provides the principal an opportunity to review proof materials before publication.
- Oversees the timely coordination of photography sessions.
- Supervises the sale of advertising. Ensures that contractual obligations are fulfilled.
- Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Oversees security and distribution procedures.
- Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains accurate records and submits reports on time.
- Promotes favorable recognition of program participants.
- Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.

- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.