

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

Qualifications:

The superintendent shall have a minimum of a master's degree in educational administration with preference given to advanced study. He/she shall have a State Supervisory Certificate with the Superintendent's Endorsement or the equivalent, which is recognized by the Illinois Office of Education.

The superintendent shall have had at least five (5) years of experience in public school teaching and/or administration of schools.

The superintendent shall present evidence of his/her physical fitness to hold office.

Evaluation:

Job performance will be evaluated annually by the Board of Education.

Basic Functions:

The superintendent shall serve as the executive officer of and the chief educational advisor to the Board of Education. He/she is responsible to the Board of Education for administering the school district within the policies of the Board and the laws of the State of Illinois.

The superintendent is the professional consultant to the Board, and in this capacity makes recommendations to the Board for changes in Board policies and the educational program.

The superintendent provides the initiative, the driving force, and the technical guidance for the improvement of the total program of the school system. The delegation of responsibilities and authority for the operation of the various functions of the school system is one of his/her duties. He/she is, however, directly and irrevocably responsible to the Board for all functions of the school including: (a) personnel, (b) planning, (c) finances, (d) reporting, (e) coordination, (f) evaluation, and (g) Board policies.

Duties and Responsibilities:

1. The superintendent shall have general supervision and direction over all employees of the school. He/she shall have authority to assign and transfer all teachers and other employees, as he/she may deem necessary in the best interest of the school, subject to confirmation by the Board.
2. The superintendent shall have power to suspend any employee for cause. He/she shall report his action to the Board immediately by mail or telephone. He/she shall

- request the Board to take whatever further and proper actions are necessary at the next regular Board meeting, or at an earlier special meeting if called for that purpose.
3. The superintendent having due regard for statutory requirements, he/she shall make recommendations to the Board with respect to all appointments, changes of status, and discontinuance of service of employees of the school.
 4. The superintendent shall formulate and present to the Board for action policies, plans, programs and proposals for curriculum revision, together with full information pertaining thereto, which will make for improvement of the educational program.
 5. The superintendent shall prepare a working budget to be submitted to the Board not later than the first meeting in July. He/she shall also direct the preparation of the annual tentative budget for its adoption by the Board as required by law.
 6. The superintendent shall submit monthly statements, which are necessary to show the status of the various funds, and other statements deemed advisable to show the financial condition of the district.
 7. The superintendent shall approve requisitions and shall purchase the supplies and materials at the most reasonable price commensurate with quality and availability.
 8. The superintendent shall assume responsibility for the insurance programs, inventories, handling of money and serve as custodian of the Revolving Fund.
 9. The superintendent shall prepare reports and claims necessary to secure reimbursement from state and federal funds.
 10. The superintendent shall prepare or shall cause to be prepared all reports and information requested of the district by the Illinois State Board of Education.
 11. The superintendent shall prepare all legal notices and reports required by law and shall issue an order of publication in the local newspaper.
 12. The superintendent shall be responsible for communicating all directives of the Board affecting pupils, parents, or school employees.
 13. The superintendent shall conduct a program of public relations that will keep the people fully informed of the activities, successes, and needs of the district. He/she shall cause to be maintained a wholesome and cooperative working relationship between the schools and the community.
 14. The superintendent shall appoint, subject to the Board's approval, persons or committees to aid him/her in an advisory capacity in the discharge of his/her responsibilities.

15. The superintendent shall be responsible for the organization of an effective program of supervision of instruction at all levels, and shall cause the faculty to evaluate continuously the curriculum of the school and to experiment with teaching techniques that are intended to make the instructional process more effective and efficient.
16. The superintendent will fully investigate all complaints against any staff member. If he/she feels that it is necessary to bring the matter to the attention of the Board and he/she cannot wholeheartedly defend the actions of the staff member, the staff member shall be given the opportunity of presenting his/her own version to the Board before any action is taken.
17. The superintendent shall evaluate the effectiveness of all phases of the school program; including curriculum, instruction, books, materials, equipment, supervision, administration, business procedures, personnel procedures, auxiliary services, efforts to promote public understanding, and other aspects of the total program.
18. The superintendent shall ensure that statutory and common law health and safety rights are extended to all visitors, employees, and students.
19. The superintendent shall make certain that the district's buildings and grounds are maintained in a safe condition.
20. The superintendent shall provide careful supervision and protection of all the district's real and personal property.
21. The superintendent shall perform duties related to managing, preventing and/or reducing the school district's exposure to liability. The general overall responsibility for the development and maintenance of the District's Risk Management Program rests with the Superintendent of the District. The Superintendent shall be responsible for the development of the program, identifying the various components of the program, and the delegating of responsibilities for these components to the appropriate personnel. It is expected that the Superintendent will continually evaluate the effectiveness of the program and be apprised of needed revisions, additions, or deletions to the components and assigned responsibilities. It is also expected that, because of the delegation of responsibilities, the Superintendent will spend five percent of his/ her time toward the fulfillment of this portion of the Risk Management Program, which are directly attributable to loss prevention and reduction.
22. The superintendent will be directly responsible to the Board for the total administration of the school district. He/she shall provide educational leadership for the schools and use his position of leadership to present the cause of public education compatible with, and complementary to, those of the school. The superintendent shall accept all the policies of the Board and administer them, with the counsel and assistance of the Board, to the best of his/her knowledge and ability.

23. In the discharge of these and other responsibilities, which may be assigned by the Board, the superintendent shall attend all regular and special meetings of the Board of Education except those in which his appointment, effectiveness, contract, and salary are under consideration. He/she shall also serve as an ex official member of all Board committees.
24. The superintendent is authorized to act on his/her own discretion on matters not covered by Board policy with the understanding that such action will be reported to the Board as soon as practicable thereafter. The superintendent may at his/her discretion delegate duties to other employees of the district with the understanding that such delegation does not relieve the superintendent of final responsibility of the action taken under that delegation.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: Administrative Assistant to the Superintendent

QUALIFICATIONS: 1. High school diploma.
2. Excellent keyboarding skills.
3. Computer proficiency desirable.
4. Possess good human relations and communications skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To assist and relieve administrative supervisor of paperwork and related work so that he/she may devote maximum attention to the central problems of education and educational administration.

PERFORMANCE RESPONSIBILITIES:

1. Assists the superintendent in general administrative operations.
2. Serves on such lay or staff committees as the superintendent may direct.
3. Assumes such scheduling, coordinating, budget development, and clerical functions as the superintendent may assign.
4. Attends meetings as assigned by the superintendent.
5. Prepares and reviews reports as assigned by the superintendent.
6. Compiles operational statistics and gathers such other data as the superintendent may require.
7. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
8. Supplies information requested through questionnaires or otherwise to other school systems, teachers, colleges, and so on.
9. Maintains the superintendent's copy of the district policy manual.
10. Attends cadre meetings and prepares and distributes minutes of the meetings.

11. Maintains a schedule of appointments and makes arrangements for conferences, travel and interviews.
12. Types all correspondence, recommendations, agendas, packets of information, newsletters, etc. as assigned.
13. Serves as the election official for the school district coordinating board election procedures with County officials.
14. Completes tasks as needed for the Board of Education.
15. Completes tasks as needed for the Mahomet-Seymour Foundation for Educational Excellence.
16. Reports regularly to the superintendent on any developments or problems within the district coming to his/her attention and requiring the superintendent's awareness or action.
17. Performs such other tasks and assumes such other responsibilities as the superintendent may from time to time assign or delegate.

TERMS OF EMPLOYMENT: Salary, fringe benefits and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent in accordance with provisions of the Board's policy on evaluation.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
MAHOMET, ILLINOIS

TITLE: Assistant Superintendent

QUALIFICATIONS:

1. Illinois Type 75 Certificate or equivalent
2. Masters degree in school administration
3. Four (4) years teaching and two (2) years of administrative experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

SUPERVISES:

JOB GOALS: To provide leadership in the development, implementation, coordination, and evaluation of the Mahomet-Seymour School's instructional program.

I. CURRICULUM AND INSTRUCTIONAL LEADERSHIP

- A. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
- B. Reports on the status of district programs and services at the request of the Superintendent.
- C. Provides leadership in the development of a modern educational program for the district.
- D. Supervises the work of developing, improving, and supervising the curricula and the instructional programs.
- E. Encourages experimental and innovative programs that will improve instruction.
- F. Assumes the responsibility for the establishment and maintenance of a system of distribution of instructional materials.

II. PERSONNEL, SUPERVISION, EVALUATION, AND STAFF DEVELOPMENT

- A. Adheres to the District's Affirmative Action/Equal Employment Opportunities policies and follows building and area of supervision guidelines established for screening, interviewing, selecting, assigning, and hiring employees.

- B. Supervises and evaluates personnel as designated by the Board of Education and Superintendent.
- C. Coordinates district-wide testing for measuring the effectiveness of the total educational program.
- D. Assists the Superintendent in directing the administration and coordination of the District's educational programs.
- E. Is responsible for establishing a procedure and ensuring the follow-through of a staff evaluation process in compliance with the policies of the Board and state regulations.
- F. Works cooperatively with the Superintendent and principals to establish the staffing needs for each building.
- G. Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.
- H. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications and/or enrolls in advanced courses).

III. MANAGEMENT OF THE SCHOOL DISTRICT

- A. Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
- B. Interprets the programs, philosophy, and policies of the district to staff, students, and the community at large.
- C. Communicates to the Superintendent the requirements and needs of the district as perceived by staff members.
- D. Prepares local and state reports and claims as required.
- E. Informs, interprets, and recommends to the Superintendent the effects of current and pending state legislation.
- F. Assists in the preparation and administration of the budget.
- G. Is responsible for the implementation of the state educational reform legislation.
- H. Participates in district meetings and such other meetings as are required or appropriate.

IV. SCHOOL/COMMUNITY RELATIONS

- A. Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
- B. Establishes necessary procedures for referral and cooperative planning with other "service to children" agencies, both local and state.
- C. Works with designated committees of teachers, principals, and lay persons in specific programs, projects, or courses of action.
- D. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.
- E. Makes certain that the district's buildings and grounds are maintained in a safe condition.
- F. Provides careful supervision and protection of all the district's real and personal property.
- G. Performs duties related to managing, preventing and/or reducing the school district's exposure to liability.

Performs all other duties necessary to his/her office and such other duties as may be assigned by the Board of Education or the Superintendent of Schools.

TERMS OF EMPLOYMENT: Salary, fringe benefits, and work year to be established by the Board of Education.

EVALUATION: Performance of this position will be evaluated annually by the Superintendent in accordance with provisions of the Board's policy on administrative evaluation.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: Principal

QUALIFICATIONS: 1. Illinois Type 75 certificate or equivalent
2. Masters degree or above
3. Prior teaching or administrative experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent of Schools

SUPERVISES: Staff members designated by the District

JOB GOALS: To use leadership, supervisory and administrative skills so as to promote the educational development of students and staff.

To accomplish this goal the major focus will be on curriculum and instruction, supervision and evaluation of staff and staff development.

PERFORMANCE RESPONSIBILITIES:

I. CURRICULUM AND INSTRUCTIONAL LEADERSHIP

- A. Is responsible for the development of a building mission statement that is consistent with the District's mission.
- B. Participates in the development of the District's curriculum.
- C. Monitors the appropriateness and the delivery of the instructional program.
- D. Maintains high standards of student conduct to provide a proper learning environment.
- E. Establishes a building time schedule and calendar that provides maximum learning time.
- F. Defines and communicates building learning goals and objectives that are consistent with District curriculum.
- G. Monitors student progress and relies on appropriate data to make decisions concerning student learning.

II. PERSONNEL, SUPERVISION, EVALUATION, AND STAFF DEVELOPMENT

- A. Adheres to the District's Affirmative Action/Equal Employment Opportunities policies and follows building and area of supervision guidelines established for screening, interviewing, selecting, assigning, and hiring employees.
- B. Implements the District's supervision and evaluation program for all certified and classified staff assigned to the building.
- C. Plans and administers staff development activities for all staff within the building in accordance with District guidelines.
- D. Supports and participates in the development and implementation of district-wide staff development activities.
- E. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications and/or enrolls in advanced courses).

III. SCHOOL MANAGEMENT

- A. Develops and administers the building decentralized budget and the school activity accounts within District guidelines.
- B. Plans and administers the use of school facilities and provides for supervision.
- C. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required, within the given time lines.
- D. Maintains responsibility for the operation, maintenance, custodial services, and equipment within the building.
- E. Assumes the responsibility for the coordination of student services.
- F. Assumes responsibility for the implementation of Board policies and regulations by the school's staff and students.
- G. Conducts meetings of the staff as necessary for the proper functioning of the school.
- H. Participates in district meetings and such other meetings as are required or appropriate.
- I. Assumes responsibility for official school correspondence and news releases.
- J. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.

- K. In addition the District's Risk Management Program in relation to the health and safety of District students and personnel shall also be the responsibility of the Building Principals. They shall provide for the protection of students, personnel and the general public and freedom from exposure to tort-producing situations which arise from, but are not limited to:
1. Incidents in parking lots and on the campus.
 2. Incidents in the lunchroom.
 3. Incidents occurring during school athletic activities and other school sponsored events.
 4. Incidents occurring during physical education classes.
 5. Incidents occurring during industrial education and/or vocational education classes.
 6. Incidents occurring in connection with the transportation of students (a) before boarding (b) during and (c) after leaving school bus.
 7. Incidents in connection with safety of students from traffic hazards and exposure to risk.
 8. Incidents due to acts of fellow students committed both in the classroom and outside the classroom.
 9. Incidents due to lack or insufficiency of supervisors (a) before boarding the school bus, (b) during or between class periods, (c) during lunch hours, (d) after leaving the school bus and (e) miscellaneous undetermined times.

It is expected that each Building Principal will expend five percent of his/her time devoted to these tasks.

IV. SCHOOL/COMMUNITY RELATIONS

- A. Establishes building advisory committees within the District guidelines.
- B. Acts as liaison between the school and the community, interpreting activities and policies of the school and district while encouraging community participation in school life.
- C. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.
- D. Makes certain that the district's buildings and grounds are maintained in a safe condition.
- E. Provides careful supervision and protection of all the district's real and personal property.
- F. Shall inspect or cause to have inspected all moving equipment to ensure that all safety screens, devices or switches are identified, in place and operational.
- G. Shall on a daily basis inspect or cause to be inspected all common areas including

Exhibit A

hallways and stairways to ensure that all debris or other hazards are removed or repaired.

- H. Performs duties related to managing, preventing and/or reducing the school district's exposure to liability.

Performs all other duties necessary to his/her office and such other duties as may be assigned by the Board of Education or the Superintendent of Schools.

TERMS OF EMPLOYMENT: Salary, fringe benefits, and work year to be established by the Board of Education.

EVALUATION: Performance in this position will be evaluated annually by the Superintendent of Schools in accordance with the Board's policy on administrative evaluation.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Assistant High School Principal

QUALIFICATIONS: 1. Type 75 General Administrative Certificate
2. Master's Degree
3. 5 years successful teaching experience at the secondary level
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal or designee

JOB GOAL: To help students maximize their academic and personal experiences in a high school setting.

PERFORMANCE RESPONSIBILITIES:

1. Oversees all matters of student attendance.
2. Attends and chaperones school activities.
3. Assists in student supervision.
4. Assists students with their academic, personal, and social problems.
5. Administers locker assignments and lock distribution.
6. Coordinates public relations activities of the school.
7. Enforces the District's discipline policies.
8. Resolves discipline matters in a fair and just manner.
9. Maintains appropriate records.
10. Assists in the coordination of extra-and co-curricular activities.
11. Assists in the creation, interpretation, dissemination, evaluation, and modification of District and building policies.
12. Maintains liaison with community organizations.
13. Communicates with students, parents, and staff.

14. Assists students in cases of injury or illness.
15. Refers student to additional services as needed.
16. Serves as a resource person for staff members concerning classroom management and student discipline.
17. Assists in planning in-service activities.
18. Assists in planning and implementation of new teacher and new student orientation sessions.
19. Supervises the high school campus and building.
20. Participates in district meetings and other educational endeavors.
21. Participates in professional growth opportunities.
22. Assists in the development, maintenance, evaluation, modification, and distribution of the student handbook.
23. Participates as a member of an administrative team.
24. Assists in the supervision, direction, and evaluation of the high school staff.
25. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.
26. Makes certain that the district's buildings and grounds are maintained in a safe condition.
27. Provides careful supervision and protection of all the district's real and personal property.
28. Shall inspect or cause to have inspected all moving equipment to ensure that all safety screens, devices or switches are identified, in place and operational.
29. Shall on a daily basis inspect or cause to be inspected all common areas including hallways and stairways to ensure that all debris or other hazards are removed or repaired.
30. Performs duties related to managing, preventing and/or reducing the school district's exposure to liability.
31. Performs all other duties as necessary to the position and as may be assigned by the Board of Education, Superintendent or High School Principal.

TERMS OF EMPLOYMENT: Salary, fringe benefits, and work year to be established by the Board of Education.

EVALUATION:

Performance in this position will be evaluated annually by the Principal in accordance with the Board's policy on administrative evaluation.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: Associate High School Principal

QUALIFICATIONS: 1. Illinois Type 75 certificate or equivalent
2. Masters degree or above
3. Experience desired at the level to be assigned
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

SUPERVISES: Staff members designated by the Principal

JOB GOALS: To use leadership, supervisory and administrative skills so as to promote the educational development of students and staff.

To relieve the principal of such duties that prevent him/her from fulfilling his/her chief responsibility of promoting the educational well-being of each student in the school.

PERFORMANCE RESPONSIBILITIES:

I. CURRICULUM AND INSTRUCTIONAL LEADERSHIP

- A. Participates in the development of the District's curriculum.
- B. Monitors the appropriateness and the delivery of the instructional program.
- C. Maintains high standards of student conduct and enforces discipline as necessary, to provide a proper learning environment.
- D. Assists in establishing building time schedule and calendar that provides maximum learning time. This responsibility includes the scheduling of classes and school/community activities.
- E. Assists in communicating and defining building level goals and objectives that are consistent with District curriculum.

II. PERSONNEL, SUPERVISION, EVALUATION, AND STAFF DEVELOPMENT

- A. Adheres to the District's Affirmative Action/Equal Employment Opportunities policies and follows building and area of supervision guidelines established for screening, interviewing, selecting, assigning, and hiring employees.
- B. Implements the District's supervision and evaluation program for all certified and

classified staff assigned to the building.

- C. Assists in planning and administering staff development activities.
- D. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications and/or enrolls in advanced courses).
- E. Shares responsibility for the planning, implementation, coordination, and supervision of the extracurricular and fund-raising programs.
- F. Shares responsibility for assembly programs, field trips, school exhibits, contests and drives, school elections, and commencement.
- G. Shares responsibility for supervision, evaluation, and counseling of instructional and support personnel.

III. SCHOOL MANAGEMENT

- A. Shares responsibility for planning and administering the use of school facilities.
- B. Prepares reports, lists, and all other paperwork as assigned by the building principal.
- C. Maintains responsibility for the operation, maintenance, custodial services, and equipment within the building.
- D. Participates in district meetings and such other meetings as are required or appropriate.
- E. Assumes the responsibility and authority for the school in absence of the principal.
- F. Performs such record functions as the principal may direct.
- G. Assists and consults with such local community agencies as the police, fire, and health departments with reference to inspections, drills, and security.
- H. Aids teachers in the requisition and procurement of equipment, supplies and instructional materials.
- I. Assists in the orientation program for teachers and inservice activities, in the preparation of faculty handbooks, and in the interpretation of the total school program and policies to teachers.

IV. SCHOOL/COMMUNITY RELATIONS

- A. Participates in building advisory committees within District guidelines.
- B. Shares the responsibility to communicate the total school program and encourage the community to participate in school life.
- C. Serves, as requested, with parent, faculty, and student groups in advancing educational and related activities and objectives.
- D. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.
- E. Makes certain that the district's buildings and grounds are maintained in a safe condition.
- F. Provides careful supervision and protection of all the district's real and personal property.
- G. Shall inspect or cause to have inspected all moving equipment to ensure that all safety screens, devices or switches are identified, in place and operational.
- H. Shall on a daily basis inspect or cause to be inspected all common areas including hallways and stairways to ensure that all debris or other hazards are removed or repaired.
- I. Performs duties related to managing, preventing and/or reducing the school district's exposure to liability.

Performs all other duties necessary to his/her office and such other duties as may be assigned by the Board of Education or the Superintendent of Schools.

TERMS OF EMPLOYMENT: Salary, fringe benefits, and work year to be established by the Board of Education.

EVALUATION: Performance in this position will be evaluated annually by the Principal in accordance with the Board's policy on administrative evaluation.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: Assistant Principal

QUALIFICATIONS: 1. Illinois Type 75 certificate or equivalent
2. Masters degree or above
3. Experience desired at the level to be assigned
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

SUPERVISES: Staff members designated by the Principal

JOB GOALS: To use leadership, supervisory and administrative skills so as to promote the educational development of students and staff.

To relieve the principal of such duties that prevent him/her from fulfilling his/her chief responsibility of promoting the educational well-being of each student in the school.

PERFORMANCE RESPONSIBILITIES:

I. CURRICULUM AND INSTRUCTIONAL LEADERSHIP

- A. Participates in the development of the District's curriculum.
- B. Monitors the appropriateness and the delivery of the instructional program.
- C. Maintains high standards of student conduct and enforces discipline as necessary, to provide a proper learning environment.
- D. Assists in establishing building time schedule and calendar that provides maximum learning time. This responsibility includes the scheduling of classes and school/community activities.
- E. Assists in communicating and defining building level goals and objectives that are consistent with District curriculum.

II. PERSONNEL, SUPERVISION, EVALUATION, AND STAFF DEVELOPMENT

- A. Adheres to the District's Affirmative Action/Equal Employment Opportunities policies and follows building and area of supervision guidelines established for screening, interviewing, selecting, assigning, and hiring employees.

- B. Implements the District's supervision and evaluation program for all designated certified and classified staff assigned to the building.
- C. Assists in planning and administering staff development activities.
- D. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications and/or enrolls in advanced courses).
- E. Shares responsibility for the planning, implementation, coordination, and supervision of the extracurricular and fund-raising programs.
- F. Shares responsibility for assembly programs, field trips, school exhibits, contests and drives, school elections, and commencement.
- G. Shares responsibility for supervision, evaluation, and counseling of instructional and support personnel.

III. SCHOOL MANAGEMENT

- A. Shares responsibility for planning and administering the use of school facilities.
- B. Prepares reports, lists, and all other paperwork as assigned by the building principal.
- C. Maintains responsibility for the operation, maintenance, custodial services, and equipment within the building.
- D. Participates in district meetings and such other meetings as are required or appropriate.
- E. Assumes the responsibility and authority for the school in absence of the principal.
- F. Performs such record functions as the principal may direct.
- G. Assists and consults with such local community agencies as the police, fire, and health departments with reference to inspections, drills, and security.
- H. Aids teachers in the requisition and procurement of equipment, supplies and instructional materials.
- I. Assists in the orientation program for teachers and inservice activities, in the preparation of faculty handbooks, and in the interpretation of the total school program and policies to teachers.

IV. SCHOOL/COMMUNITY RELATIONS

- A. Participates in building advisory committees within District guidelines.
- B. Shares the responsibility to communicate the total school program and encourage the community to participate in school life.
- C. Serves, as requested, with parent, faculty, and student groups in advancing educational and related activities and objectives.
- D. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.
- E. Makes certain that the district's buildings and grounds are maintained in a safe condition.
- F. Provides careful supervision and protection of all the district's real and personal property.
- G. Shall inspect or cause to have inspected all moving equipment to ensure that all safety screens, devices or switches are identified, in place and operational.
- H. Shall on a daily basis inspect or cause to be inspected all common areas including hallways and stairways to ensure that all debris or other hazards are removed or repaired.
- I. Performs duties related to managing, preventing and/or reducing the school district's exposure to liability.

Performs all other duties necessary to his/her office and such other duties as may be assigned by the Board of Education or the Superintendent of Schools.

TERMS OF EMPLOYMENT: Salary, fringe benefits, and work year to be established by the Board of Education.

EVALUATION: Performance in this position will be evaluated annually by the Principal in accordance with the Board's policy on administrative evaluation.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Dean of Students

QUALIFICATIONS: 1. Type 75 General Administrative Certificate
2. Master's Degree
3. 5 years successful teaching experience at the secondary level
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal or designee

JOB GOAL: To help students maximize their academic and personal experiences in a high school setting.

PERFORMANCE RESPONSIBILITIES:

1. Oversees all matters of student attendance.
2. Attends and chaperones school activities.
3. Assists in student supervision.
4. Assists students with their academic, personal, and social problems.
5. Administers locker assignments and lock distribution.
6. Coordinates public relations activities of the school.
7. Enforces the District's discipline policies.
8. Resolves discipline matters in a fair and just manner.
9. Maintains appropriate records.
10. Assists in the coordination of extra-and co-curricular activities.
11. Assists in the creation, interpretation, dissemination, evaluation, and modification of District and building policies.
12. Maintains liaison with community organizations.
13. Communicates with students, parents, and staff.

14. Assists students in cases of injury or illness.
15. Refers student to additional services as needed.
16. Serves as a resource person for staff members concerning classroom management and student discipline.
17. Assists in planning in-service activities.
18. Assists in planning and implementation of new teacher and new student orientation sessions.
19. Supervises the high school campus and building.
20. Participates in district meetings and other educational endeavors.
21. Participates in professional growth opportunities.
22. Assists in the development, maintenance, evaluation, modification, and distribution of the student handbook.
23. Participates as a member of an administrative team.
24. Assists in the supervision, direction, and evaluation of the high school staff.
25. Performs all other duties as necessary to the position and as may be assigned by the Board of Education, Superintendent or High School Principal.

TERMS OF EMPLOYMENT: Salary, fringe benefits, and work year to be established by the Board of Education.

EVALUATION: Performance in this position will be evaluated annually by the Principal in accordance with the Board's policy on administrative evaluation.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Division Chairperson

QUALIFICATIONS: 1. Bachelor's degree with major within assigned curricular areas.
2. A valid Illinois teacher's certificate.
3. Tenure status in Mahomet-Seymour Schools or one or more years teaching experience in Mahomet-Seymour and five years teaching experience in other school districts.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: Division curriculum

JOB GOAL: Provide leadership, coordination, and innovation in assigned curricular areas, so that each student may derive maximum benefit from the continuing pursuit of the subject areas involved.

PERFORMANCE RESPONSIBILITIES:

I. INSTRUCTIONAL PLANNING AND SUPERVISION

1. Assists administration to prepare and maintain a schedule of classes and teaching assignments for the division.
2. Prepares and presents formal proposals for study, revision, and improvement of curriculum, including recommendations for textbook and instructional material adoption.
3. Studies current curricular trends in the subject areas and disseminates relevant information.
4. Recommends inservice and Board credit topics within guidelines of district.
5. Coordinates the development and evaluation of courses of study, including course outlines, course requirements, and objectives.
6. Facilitates development of division goals and objectives that are in keeping with those of the school and the District.
7. Recommends educationally sound field trips, meetings, and guest speakers.
8. Reviews and analyzes results of district testing-program and implements changes in

curriculum and assignments as needed.

9. Informs staff members about student placement criteria.
10. Maintains an awareness of student placement problems as determined by division members and discusses with administrators.
11. Provides input to the principal or designee concerning the content area qualifications of needed additional staff.
12. Acts as a resource person for division teachers on curriculum questions.
13. Works with division staff to help solve confrontations with students and/or parents.

II. DIVISION MANAGEMENT

1. Prepares, maintains, and updates an inventory of books, equipment, and other necessary instructional materials used in the division's educational program.
2. Requests staff input in the preparation and maintenance of division budget.
3. Plans for and presides at monthly division meetings; keeps and provides to the principal appropriate records of division business, including division meeting minutes.
4. Supervises the care, use, and maintenance of equipment and materials.
5. Conducts periodic and end-of-year inspection of division facilities and makes recommendations as needed.
6. Initiates and facilitates intra-school division communications.
7. Delegates responsibilities for performing divisional tasks.
8. Handles the ordering and distribution of divisional textbooks.
9. Collects and forwards equipment repair requests to the administration.
10. Orients new staff members to the curriculum and the operation of the division.
11. Recommends division staff members for committee assignments.
12. Meets with counterparts at Junior High at least once per semester.
13. Facilitates communications by serving as a liaison between the administration and staff.
14. Consults with principal on approved budget and bid preparation.

15. Assists in the recruitment, training, and assigning of division personnel.
16. Utilizes community resources for division needs.
17. Assists division teachers in the handling of day-to-day problems of instruction.

III. STAFF AND PROFESSIONAL RESPONSIBILITIES

1. Maintains and submits accurate and timely records/reports as required by law, Board policy, and administrative guidelines.
2. Follows building and district rules, procedures, and policies.
3. Actively participates in building, professional, and district level committees.
4. Represents the division at building and district cadre meetings.
5. Promotes public relations by requesting possible press releases from division staff and interpreting instructional program to parents and the community.
6. Participates in grant writing for acquisition of financial support and/or educational opportunity within one's divisional area.
7. Assists in building/district responsibilities as directed by principal.
8. Provides careful supervision and protection of all the district's real and personal property.
9. Shall inspect or cause to be inspected all district vehicles to ensure that all state and local safety regulations are met.
10. Shall inspect or cause to have inspected all moving equipment to ensure that all safety screens, devices or switches are identified, in place and operational.
11. Performs duties related to managing, preventing and/or reducing the school district's exposure to liability.

TERMS OF EMPLOYMENT: Wages, hours, terms, and conditions of employment pursuant to negotiated agreement.

EVALUATION: Performance in the position will be evaluated annually.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Building Secretary

QUALIFICATIONS:

1. High school diploma.
2. Ability to type, some computer experience.
3. General bookkeeping skills.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Approved criminal background check.

REPORTS TO: Building Principal

SUPERVISES: Student helpers

POSITION GOAL: To assure the smooth and efficient operation of the school office so that the office can have a positive impact on the education of children.

DUTIES AND RESPONSIBILITIES

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
2. Maintains such student records as shall be required.
3. Receives and routes all incoming calls.
4. Maintains a daily teacher attendance log, and the concomitant records for substitute teachers.
5. Processes all changes and adjustments in student schedules after the second week of the school year.
6. Processes all new students registering throughout the year.
7. Maintains a log of visitors to the school.
8. Assists with Hot Lunch Program: collections, counts, etc.
9. Dispenses medication and maintains appropriate medication records.
10. Maintains student attendance records; compiles monthly, quarterly, and annual attendance reports.
11. Orders supplies, textbooks, etc. and keeps records of all orders and purchases.

12. Other responsibilities as assigned by the principal.

TERMS OF EMPLOYMENT: Ten month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Head Custodian

QUALIFICATIONS:

1. Good health, high school diploma or GED.
2. Ability to supervise personnel, familiar with general cleaning, maintenance & repair procedures.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Approved criminal background check.

REPORTS TO: Building Principal

SUPERVISES: Custodians assigned to their building.

POSITION GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Helps in the selection, assignment, scheduling, and training of members of the custodial staff.
2. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.
3. Monitors the time records of all custodial employees in the school and certifies them for salary payments.
4. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
5. Evaluates the performance of the custodial staff on a regular basis.
6. Strives constantly to promote the safety, health, and comfort of the students and employees.
7. Performs responsibilities similar to those assigned to custodians.
8. Makes certain that the district's buildings and grounds are maintained in a safe condition.

9. Provides careful supervision and protection of all the district's real and personal property.
10. Shall inspect or cause to have inspected all moving equipment to ensure that all safety screens, devices or switches are identified, in place and operational.
11. Shall on a daily basis inspect or cause to be inspected all common areas including hallways and stairways to ensure that all debris or other hazards are removed or repaired.
12. Performs duties related to managing, preventing and/or reducing the school district's exposure to liability.
13. Other responsibilities as assigned by principal.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Custodian

QUALIFICATIONS:

1. Good health, high school diploma or GED.
2. Familiar with general cleaning and maintenance procedures.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Approved criminal background check.

REPORTS TO: Head Custodian/Building Principal

SUPERVISES: Student Helpers

POSITION GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
3. Shovels, plows, and sands walks, driveways, parking areas, and steps as appropriate.
4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Raises the United States flag at or before 8 a.m. on each school day and lowers it at or after 3:30 p.m.
6. Sweeps classrooms daily and dusts furniture.
7. Cleans corridors after each school day, and during the day when their condition requires it.
8. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.

9. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
10. Keeps the grounds free from rubbish.
11. Helps building & grounds personnel perform such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
12. Keeps all floors in a clean and attractive condition and in a good state of preservation.
13. Cleans all chalkboards each day used.
14. Makes such minor building repairs as he is capable of.
15. Reports major repairs needed promptly to the principal.
16. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
17. Reports immediately to the principal any damage to school property.
18. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his attendance required by the principal.
19. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
20. Keeps an inventory of supplies, equipment on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
21. Conducts an ongoing program of general maintenance, upkeep, and repair.
22. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
23. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
24. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.

25. Makes certain that the district's buildings and grounds are maintained in a safe condition.
26. Provides careful supervision and protection of all the district's real and personal property.
27. Shall inspect or cause to have inspected all moving equipment to ensure that all safety screens, devices or switches are identified, in place and operational.
28. Shall on a daily basis inspect or cause to be inspected all common areas including hallways and stairways to ensure that all debris or other hazards are removed or repaired.
29. Performs duties related to managing, preventing and/or reducing the school district's exposure to liability.
30. Other responsibilities as assigned by head custodian or principal.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Director of Special Education

QUALIFICATIONS: 1. Certification in 3 or more areas of Special Education
2. Illinois State Board of Education approval for administrator of Special Education
3. Illinois Type 75 certificate or equivalent
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

JOB GOAL: To act as a resource to building principals, monitor existing special education programs and to be a catalyst in implementing changes in these programs when needed.

PERFORMANCE RESPONSIBILITIES:

I. CURRICULUM AND INSTRUCTIONAL LEADERSHIP

- A. Performs overall direction (preschool through twelfth grade) of the specific special education programs designated.
- B. Ensures that the District policy statements, rules and regulations of the State of Illinois, and the requirements of the federal government are met.
- C. Directs these services with the other programs in special and regular education as they relate to the requirements for instructional, resource, and itinerant programs for students with disabilities.
- D. Develops curricula for each special education area, interpretive and informational materials, handbooks, manuals, etc.
- E. Evaluates the effectiveness of special education programs with principals.
- F. Monitors the appropriateness and delivery of the instructional program.
- G. Maintains high standards of student conduct to provide a proper learning environment.
- H. Works effectively within each established building time schedule and calendar that

provides maximum learning time.

- I. Defines and communicates learning goals and objectives that are consistent with approved District curriculum for special education.
- J. Monitors student progress and relies on appropriate data to make decisions concerning student learning.

II. SCHOOL/COMMUNITY RELATIONS

- A. Acts as liaison between the school and the community, interpreting activities and policies.
- B. Participates in the professional development of staff with principals and other administrators upon request.
- C. Chairs special education committees as needed.

III. FINANCE AND BUSINESS MANAGEMENT

- A. Develops an annual budget for program with the Superintendent.
- B. Monitors specific program budgets and provide for the purchasing of appropriate supplies and materials.

IV. PERSONNEL, SUPERVISION, EVALUATION, AND STAFF DEVELOPMENT

- A. Adheres to the District's Affirmative Action/Equal Employment Opportunities policies and follows building and area of supervision guidelines established for screening, interviewing, selecting, assigning, and hiring employees.
- B. Consults with personnel in their first two years of employment and as needed with those on tenure.
- C. Assigns personnel, in conjunction with the principal and the Superintendent, to appropriate programs.
- D. Participates in the recruitment and selection of personnel with principals and the Superintendent and determine that certification requirements are met.
- E. Develops, implements, and evaluates inservices for all staff regarding special education.
- F. Supports and participates in the development and implementation of district-wide

staff development activities.

- G. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications and/or enrolls in advanced courses).

V. MANAGEMENT OF PUBLIC SCHOOLS

- A. Prepares required reports for the district and governmental agencies.
- B. Conducts meetings of the staff as necessary for the proper functioning of the schools.
- C. Participates in district meetings and such other meetings as are required or appropriate.
- D. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.
- E. Performs duties related to managing, preventing and/or reducing the school district's exposure to liability.
- F. Assume those added responsibilities as assigned by the Superintendent.

Performs all other duties necessary to his/her office and such other duties as may be assigned by the Board of Education or the Superintendent of Schools.

TERMS OF EMPLOYMENT: Salary, fringe benefits, and work year to be established by the Board of Education.

EVALUATION: Performance in this position will be evaluated annually by the Superintendent in accordance with the Board's policy on administrative evaluation.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Nurse

QUALIFICATIONS: 1. Professional registered nurse with a current Illinois License with or without school nurse certification.
2. Minimum of two years of clinical nursing experience.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Special Education

JOB GOAL: To assist in providing the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in district schools.

PERFORMANCE RESPONSIBILITIES:

1. Maintain comprehensive school health records for each student in accordance with the Illinois School Student Records Act (IL. Rev. Stat. Ch. 22, para 50.1 et seq.).
2. Perform vision and hearing screening on all students required by law and referred by staff members.
3. Prepare reports as required by the District and the Illinois Department of Health, Division of School Health.
4. Use data collected to plan and evaluate the school health program.
5. Consult with school administrators to establish, review, and revise policy and procedures for a comprehensive school health policy.
6. Arrange in-service program for school personnel for blood borne pathogen training and other current health issues.
7. Assist school personnel in maintaining safe and sanitary procedures throughout the district.
8. Consult with parents, school personnel, physicians, clinics and other agencies on school health matters.
9. Visit student homes when necessary.
10. Participate in multidisciplinary teams as requested by case managers for students with health concerns.

11. Develop individualized health plans for students whose health needs must be addressed during the school day.
 - a.) collect information about the health and developmental status of the student
 - b) use information collected to determine an implementation plan to meet the health care needs of the student during the school day
 - c) formulate health care plan for the student which will then be signed by the physician, parents, and building administrator
 - d) monitor appropriateness of the plan and makes revisions as necessary
12. Participate with community agencies and individuals to assess, plan, implement, and evaluate school health services and community services.
 - a) coordinate school immunization clinics with the Regional Office of Education when needed
 - b) notify parents of necessary immunizations and dates and locations of immunization clinics
 - c) work with staff to secure necessary medical care for families who are unable to access the necessary care
 - d) facilitate hepatitis injections for eligible staff
13. Administer first aid in accordance with established first aid procedures.
14. Assess students for medical problems including, but not limited to, lice, conjunctivitis, and rashes. Advise on eligibility to remain in school and make recommendations to parents regarding treatment beyond first aid.
15. Attend professional meetings and obtain training to maintain knowledge of current laws and best practices.
16. Obtain training and provide in-service for staff on health related topics as requested by administration.
17. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.
18. Makes certain that the district's buildings and grounds are maintained in a safe condition.
19. Performs duties related to managing, preventing and/or reducing the school district's exposure to liability.

TERMS OF EMPLOYMENT: Work year to be the same as the teaching staff. Salary and benefits to be established by the Board. Additional hours prior to the start of the school year may be requested by the Director of Special Education. These hours will be compensated at the same rate as summer school teaching.

EVALUATION: Performance for this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Director of Business Services

QUALIFICATIONS: 1. Prior experience in business and financial services.
2. Experience in school financial management.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Business Office Staff

JOB GOALS: To administer the business affairs of the District in such a way as to provide the best possible educational services within the financial resources available.

PERFORMANCE RESPONSIBILITIES:

I. FINANCE AND BUSINESS MANAGEMENT

- A. Supervises the management of financial affairs of the schools.
- B. Assists the superintendent with budget development and long-range financial planning.
- C. Administers a budget control system for the District.
- D. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
- E. Supervises all accounting operations.
- F. Supervises preparations of payroll.
- G. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications and/or enrolls in advanced courses.)
- H. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.
- I. Provides careful supervision and protection of all the district's real and personal property.
- J. Performs duties related to managing, preventing and/or reducing the school district's exposure to liability.

K. The District's Business Manager is assigned the responsibility for administration of the insurance/compensation program component to the Risk Management Program. He/she shall serve as the District's liaison to the various consulting services, claim and adjustment services, and insurance companies. In addition, he/she shall be responsible for communications concerning claims against, or on behalf of the District. Because the Business Manager is responsible for the insurance and claim component of the Program and the bidding of supplies and contractual services in such a manner that the District reduces or eliminates its exposure to tort liability, which include meeting the requirements for toxic materials, equal opportunity employment, prevailing wage rates, comparable name equipment, responsible bidders, etc., it is expected that he/she will devote five percent of his/her time toward the fulfillment of these duties, which are directly attributable to loss prevention and reduction.

L. Performs all duties necessary to his/her office and such other duties as may be assigned by the Board of Education or the Superintendent of Schools.

TERMS OF EMPLOYMENT: Salary, fringe benefits, and work year to be established by the Board of Education.

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

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
MAHOMET, ILLINOIS

TITLE: Administrative Assistant for Business

QUALIFICATIONS: 1. High school diploma
2. Two years experience in accounting or bookkeeping, or demonstrated competence in the area
3. Computer proficiency
4. Possess good human relations & communications skills

REPORTS TO: Director of Business Services

JOB GOAL: To assist in the administration of the district's business affairs so as to provide the maximum educational services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a complete and systematic set of records of all accounts payable transactions of the district.
2. Monitors all purchase orders to determine correctness of account numbers, extensions, etc., and records details of school financial transactions on the computer.
3. Summarizes and balances entries to general ledger on the computer.
4. Traces errors and records adjustment to correct charges or credits posted to incorrect accounts.
5. Develops and maintains vendor register.
6. Answers inquiries related to purchase orders, accounts payable, account balances, free/reduced lunches, and textbook waivers.
7. Generates all district and revolving checks.
8. Reconciles canceled accounts payable checks with bank statements.
9. Assists Director of Business Services in implementing school budget.
10. Provides monthly accounting of expenditures.
11. Prepares monthly financial statements.
12. Prepares reports to proper staff officials concerning status of their budgetary accounts to guard against overspending of budgeted amount.
13. Prepares 1099 tax report.
14. Prepares documentation for quarterly reports for state and federal grants.
15. Receives, makes determination, and responds to all applications for free/reduced lunches free Kindergarten milk, and textbook waivers.
16. Reports to Director of Business Services on the accounting affairs of the district and recommends changes and improvements as needed.

TERMS OF EMPLOYMENT: Work year to be established by the Board of Education; salary and benefits as determined by the contractual agreement

EVALUATOR: Director of Business Services

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Administrative Assistant for Payroll

QUALIFICATIONS: 1. High school diploma, additional training desired.
2. Training or comparable experience in bookkeeping skills.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Approved criminal background check.

REPORTS TO: Director of Business Services

POSITION GOAL: To contribute to staff morale by the prompt and accurate handling of all payroll matters, and accounts payable.

DUTIES AND RESPONSIBILITIES

1. Receives and computes all payrolls, making deductions for income tax, retirement, savings bonds, health and medical insurance, and the like.
2. Prepares reports and checks for proper agencies covering all deductions.
3. Maintains records covering all deductions.
4. Prepares all tax forms relating to payroll matters.
5. Keeps record of staff leaves and absences.
6. Mails checks to those employees who are absent during summer months.
7. Verifies all amounts before and after checks are computer processed.
8. Reconciles invoices with purchase orders.
9. Assigns account numbers to each invoice.
10. Prepares vendor checks and mail.
11. Prepares monthly financial reports for board members and administrators.
12. Other duties as assigned by the administrative secretary.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: Director of Warehouse Operation

QUALIFICATIONS: 1. High school diploma or GED.
2. General computing and accounting skills.
3. Demonstrated aptitude or competence for assigned performance responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: District warehouse workers

JOB GOAL: To safeguard the district's investment in material through efficient and effective warehousing practices.

PERFORMANCE RESPONSIBILITIES:

1. Plans and implements the standardization program for equipment, supplies and printing.
2. Plans and implements the warehousing program for equipment, supplies and printing.
3. Plans and implements the inventory and stock control program for equipment, supplies and printing.
4. Directs the provision of equipment, supplies and printing to new and existing facilities of the district.
5. Develops and submits the department budget under the general direction of the superintendent and exercises budgetary control over adopted budget.
6. Evaluates the performance of the assigned personnel and plans and provides in-service training experiences as required.
7. Prepares reports on the activities of the warehouse.
8. Provides consultative services to district committees requiring technical information on equipment.
9. Evaluates complaints received on equipment, supplies and printing, and takes appropriate action.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: Business Office Receptionist

QUALIFICATIONS: 1. High School diploma
2. Two years general office experience
3. Computer proficiency
4. Possess good human relations and communications skills

REPORTS TO: Director of Business Services

JOB GOAL: To assist in the daily operations of the central business office.

PERFORMANCE RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, checks appointments, and directs them to proper person.
2. Answers incoming telephone calls, assisting the caller when possible or directing the call to the proper person.
3. Sort all incoming mail.
4. Performs the usual office routines and practices associated with a business office.
5. Processes all free and reduced lunch applications and textbook waivers. Maintains up to date lists for use in the cafeterias and school offices.
6. Assist the payroll clerk with employee benefits.
7. Maintains sick leave, vacation and personal leave records.
8. Maintains substitute teacher availability lists and records days worked.
9. Files time cards, substitute teacher records, or other records in prescribed manner.
10. Orders and maintains supplies.
11. Performs other duties as determined by the director of business services.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

10. Aids in computer problem determination and resolution with school sites.
11. Possess knowledge of district-wide data entry functions and assists school sites when necessary.
12. Performs other duties as required.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: Administrative Assistant for Warehouse

QUALIFICATIONS:

1. High school diploma or GED.
2. General computing and accounting skills.
3. Demonstrated aptitude or competence for assigned performance responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Business Services

SUPERVISES: District Courier

JOB GOAL: To safeguard the district's investment in material through efficient and effective warehousing practices.

PERFORMANCE RESPONSIBILITIES:

1. Plans and implements the warehousing ordering programs for equipment and supplies.
2. Plans and implements the inventory and stock control programs for equipment and supplies.
3. Directs the provision of equipment and supplies to new and existing facilities of the district.
4. Is responsible for the receiving and shipping of supplies and district postage.
5. Evaluates the performance of the assigned personnel and plans and provides in-service training as required.
6. Prepares reports on the activities of the warehouse.
7. Responsible for the repair and cleaning of Audiovisual Machines.
8. Performs other duties as required.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: **COPY MACHINE OPERATOR**

QUALIFICATIONS:

1. [Any health, literacy, citizenship or other such requirements.]
2. [Any specific skill mastery required.]
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Director of Warehouse Operations

JOB GOAL: To assist in the efficient processing of paper so that maximum benefit will be realized by the educational program.

PERFORMANCE RESPONSIBILITIES:

1. Reviews work order to determine number of copies desired; color, size, and weight of paper required.
2. Operates one or more of the various types of copy machines to reproduce handwritten or typewritten materials.
3. Maintains records as prescribed by the Director of Warehouse Operations.
4. Notifies Director of Warehouse Operations when supplies are needed.
5. Operates other machines such as collator, paper cutter, or hole puncher.
6. Cleans machines and makes minor repairs.

TERMS OF EMPLOYMENT: Ten, eleven or twelve month year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance in this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: **COURIER**

QUALIFICATIONS: 1. Good health and valid drivers license.
 2. Demonstrated aptitude or competence for assigned responsibilities.
 3. Such alternatives to the above qualifications as the Board may find
 appropriate and acceptable

REPORTS TO: Warehouse Administrative Assistant

JOB GOAL: To help increase the efficiency with which necessary tasks and errands are performed.

PERFORMANCE RESPONSIBILITIES:

1. Picks up and delivers mail and inter-office correspondence.
2. Runs errands for the Central Office and the Business Office.
3. Responds to requests by building principals for messenger services.
4. Picks up and delivers all copy orders and copies, in accordance with the schedules established.
5. Fills supply orders from warehouse to schools.
6. Performs such other tasks, consistent with the position, as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance in this job will be evaluated in accordance with provisions of the Board's
 policy on Evaluation of Support Services Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: Director of Educational Technology

- QUALIFICATIONS:
1. Bachelor's degree and advanced training relevant to this position.
 2. Demonstrated skill and understanding of the coordination of instructional, central services, technical support, and managerial needs of technology in a school district.
 3. Working knowledge and experience with a variety of hardware and software applications, networks, and operating systems.
 4. Ability to establish, maintain, and improve computer networks.
 5. Strong human relations and communication skills.
 6. Successful related experience in classroom teaching and/or administration.
 7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To provide leadership in the development, implementation, coordination, management and evaluation of the District's technology program.

PERFORMANCE RESPONSIBILITIES:

I. CURRICULUM AND INSTRUCTIONAL LEADERSHIP

- A. Develops and implements the computer education program of the District.
- B. Cooperates with other instructional leaders to determine appropriate use of computers for instruction in various subject areas.
- C. Recommends the purchase of material for the implementation and improvement of computer instruction in the District.
- D. Coordinates the distribution of computer hardware and software in the schools.
- E. Maintains an inventory of computer equipment and catalog of software in the District.
- F. Reviews and evaluates new commercial software as it is developed and communicates such evaluation to the instructional leaders of the District.

- G. Plans, coordinates, manages, and provides staff development (conducts inservice, recommends workshops) in the use of the computer as an instructional tool.
- H. Works with curriculum committees to develop and/or procure computer programs to meet instructional needs.
- I. Presents the district computer education program to the public through computer workshops and other presentations.
- J. Evaluates, on an annual basis, the overall computer education program of the District and makes resultant recommendations regarding the program to the Assistant Superintendent and Superintendent.
- K. Assumes a leadership role in the development of computer/technological curriculum.
- L. Coordinates formal efforts of the professional staff in projects related to computers and technology.
- M. Recommends the addition of new curriculum offerings.
- N. Interprets the computer/technological curriculum and its philosophy to the Board, the administration, the staff, and the general public.

II. PERSONNEL, SUPERVISION, EVALUATION, AND STAFF DEVELOPMENT

- A. Adheres to the District's Affirmative Action/Equal Employment Opportunities policies and follows building and area of supervision guidelines established for screening, interviewing, selecting, assigning, and hiring employees.
- B. Guides development, implementation, management, and evaluation of pre-service and inservice training programs for professional personnel.
- C. Provides staff leadership to ensure understanding and promotion of the technological objectives of the District, and plans and administers programs of educational inservice activities for instructional personnel.
- D. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications and/or enrolls in advanced courses).

III. MANAGEMENT OF CURRICULUM DEPARTMENT

- A. Directs the district computer education program.

- B. Serves as the District's coordinator of the sections of the budget that pertain to computer/technological curriculum and instruction.
- C. Assists in the development and coordination of the sections of the budget that pertain to computer/technological curriculum and instruction.
- D. Assists in the direction of the District's summer curriculum writing when applicable.
- E. Assists with other instructional programs in District when appropriate.
- F. Participates in District meetings and other such meetings that are required or appropriate.
- G. Coordinates grant writing and grant management for technology related projects.

IV. DISTRICT/COMMUNITY RELATIONS

- A. When directed, acts as a liaison between District and community, interpreting the District computer/technological curriculum and instruction.
- B. Acts as a liaison between District and state/regional offices of education in regard to computer/technological curriculum and instruction.

Performs all other duties necessary to his/her office and such other duties as may be assigned by the Board of Education or the Superintendent of Schools.

TERMS OF EMPLOYMENT: Salary, fringe benefits, and work year to be established by the Board of Education.

EVALUATION: Performance in this position will be evaluated annually by the Superintendent in accordance with the Board's policy on administrative evaluation.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: Technology Resource Person

QUALIFICATIONS:

1. Valid teaching certificate.
2. Demonstrated interest in or willingness to learn about educational technology.
3. Ability to organize and complete tasks in a group setting.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Educational Technology Cadre Chair (Director of Technology starting in 1997-98)

JOB GOAL: To assist in developing and using a program of educational technology that uses to the best advantage the technology capabilities of the district for the educational excellence of this and other instructional programs.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the development and implementation of the district technology program.
2. Works with individuals and committees on problems of technology.
3. Informs members of the staff of major trends and developments in technology.
4. Promotes and assists with the use of technology by staff
5. Orients new staff members in use of available technology.
6. Prepares necessary inventories and similar documents regarding building technology.
7. Serves as a representative to the Educational Technology Cadre.
8. Cooperates with other staff to identify appropriate use of technology for instruction in various grade levels and subject areas.
9. Assists in the distribution of computer hardware and software in the schools.
10. Reviews and evaluates commercial software and communicates such evaluation to the staff.
11. Assists in the identification of staff development needs related to technology.
12. Assists with an annual evaluation of the technology program of the school and school district.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Director of Extra-Curricular Activities

QUALIFICATIONS: 1. Valid Illinois teaching certificate
2. Successful experience as head coach
3. Master's Degree
4. Type 75 General Administrative Certificate
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Junior High and High School Principals

SUPERVISES: Junior High and High School Extra-Curricular Sponsors and Coaches

JOB GOAL: Responsible for formulating, organizing and maintaining the best possible comprehensive program of extra-curricular activities which will afford desirable learning experiences for the participants who take part, for the student body as a whole, and for all citizens (students, teachers, parents and fans) who make up the school community.

PERFORMANCE RESPONSIBILITIES:

I. EXTRA-CURRICULAR PROGRAM PLANNING AND SUPERVISION

- A. Submits to the principal recommendations for extra-curricular sponsors and assignments as needed for the extra-curricular program.
- B. Supervises, maintains, and schedules all athletic facilities.
- C. Supervises awards and recognitions for participants.
- D. Recommends all purchases of extra-curricular and athletic equipment and supplies.
- E. Supervises and evaluates all extra-curricular sponsors and coaches.
- F. Directs supervision of home athletic contests.

II. DEPARTMENTAL MANAGEMENT

- A. Administers the school extra-curricular programs so that it adheres to the policies adopted by the Board of Education, the appropriate state association, and the respective school.
- B. Is familiar with, interprets and implements appropriate state association, conference, District, and building policies and regulations.

- C. Maintains accurate financial reports of revenue and expenditures for extra-curricular programs.
- D. Prepares and administers a budget for extra-curricular programs and makes recommendations to building principal regarding same.
- E. Is responsible for an inventory and maintenance of all athletic equipment, uniforms and supplies.
- F. Arranges for and approves all transportation of athletic teams in accordance with Board policy.
- G. Develops a balanced schedule of games/meets/performances for each program, schedules facilities and contacts officials/workers for same.
- H. Coordinates all ticket sales for extra-curricular events, including securing and paying personnel, and accounting for all monies collected.
- I. Coordinates weekly/semester eligibility for all extra-curricular activities.
- J. Coordinates all publicity for the extra-curricular programs.
- K. Is responsible for the organization and management of invitational and appropriate state association sponsored tournaments, meets and performances.

III. STAFF AND PROFESSIONAL RESPONSIBILITIES

- A. Is punctual.
- B. Maintains and submits accurate and timely records/reports as required by law, Board policy, and administrative guidelines.
- C. Follows building and district rules, procedures, and policies.
- D. Actively participates in building, professional, and district level committees.
- E. Works cooperatively and in a positive manner with parents, booster clubs, the media, and the community in presenting the school's extra-curricular programs.
- F. Attends conference meetings of athletic directors and other meetings as directed by the building principal.
- G. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.

- H. Makes certain that the district's buildings and grounds are maintained in a safe condition.
- I. Provides careful supervision and protection of all the district's real and personal property.
- J. Performs duties related to managing, preventing and/or reducing the school district's exposure to liability.

TERMS OF EMPLOYMENT: Salary, fringe benefits and work year to be established by the Board of Education.

EVALUATION: Performance in the position will be evaluated annually by the Principals in accordance with the Board's policy on administrative evaluation.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: Director of Facility Services

QUALIFICATIONS:

1. High school diploma or GED
2. General maintenance skills and experience
3. Demonstrated aptitude or competence for assigned performance responsibilities
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

RESPONSIBLE FOR: District facilities

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Examines school buildings and grounds on a regular basis for needed repairs and maintenance.
2. Establishes and recommends priorities on repair projects.
3. Estimates cost of repair projects in terms of labor, material, and overhead.
4. Assigns and completes maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, fencing, asphalt, concrete, and ceilings.
5. Develops a system for dealing with emergency repair problems with efficiency.
6. Orders materials as needed and makes recommendations of supplies and equipment for purchase.
7. Consults with building principals regarding the establishment of regular preventative maintenance programs.
8. Maintains records (i.e., maintenance, warranty, service) as are required.
9. Serves as District's official Asbestos Management Director.
10. Shall work with building custodians in an effective manner that is conducive to sharing maintenance expertise.
11. Advises on the hiring of contractors to perform certain maintenance or repair services.

12. Makes certain that the district's buildings and grounds are maintained in a safe condition.
13. Provides careful supervision and protection of all the district's real and personal property.
14. Shall inspect or cause to have inspected all moving equipment to ensure that all safety screens, devices or switches are identified, in place, and operational.
15. Shall on a periodic basis inspect or cause to be inspected all common areas including hallways and stairways to ensure that all debris or other hazards are removed or repaired.
16. Performs duties related to managing, preventing, and/or reducing the school district's exposure to liability.
17. Responsible for District snow removal.
18. Responsible for basic HVAC inspection and maintenance (including filter and fluid changes, etc.)
19. Required to be available outside normal work schedule to respond to emergency situations as deemed necessary by the Superintendent or other District administration.
20. Responsible for keeping shop and vehicle organized and clean.
21. Performs general construction projects as requested.
22. Expected to effectively work with the Grounds Director and the Transportation Director.
23. Other responsibilities as assigned by the Superintendent.

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

EVALUATION: Performance of this position will be evaluated annually by the District Superintendent.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: Assistant Director of Facility Services

QUALIFICATIONS:

1. High school diploma or GED.
2. General maintenance skills and experience.
3. Demonstrated aptitude or competence for assigned performance responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Director of Facility Services

SUPERVISES: District maintenance and grounds workers in absence of Director. School custodians in partnership with building principals.

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the examination of school buildings and grounds on a regular basis for needed repairs and maintenance and quality of work performed by custodians.
2. Recommends priorities on repair projects.
3. Estimates cost of repair projects in terms of labor, material, and overhead.
4. Completes maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, and the like, and repairing fencing, asphalt, concrete, ceilings, and the like.
5. Deals with emergency repair problems with efficiency.
6. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
7. Consults with building principals and custodians regarding the establishment of regular preventative maintenance programs.
8. Maintains such personnel and other records as are required.

9. Advises on the hiring of contractors to perform certain maintenance or repair services.

10. Other responsibilities as assigned by the Director and/or Superintendent.

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

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Director of Transportation

QUALIFICATIONS: 1. High school diploma or GED.
2. Knowledge of general school district transportation procedures.
3. Successful experience in a supervisory capacity.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Bus drivers, bus mechanic, and any other employees assigned to the transportation department.

JOB GOAL: To safeguard each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

DUTIES AND RESPONSIBILITIES

1. Conforms with all state laws and regulations regarding school transportation.
2. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
3. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
4. Advises superintendent on road hazards for decision on school closing during inclement weather.
5. Cooperates with school principals and others responsible for planning special school trips.
6. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
7. Prepares bus routes for all public schools in the district.
8. Prepares and updates bus schedules for all public schools in the district.
9. Attends appropriate committee and staff meetings.
10. Prepares and administers the transportation budget.

11. Authorizes purchases in accordance with budgetary limitations and district rules.
12. Approves and forwards transportation service invoices to accounting department.
13. Maintains all district-owned equipment and develops plans for preventative maintenance.
14. Prepares transportation payroll information as required.
15. Completes and dispatches insurance reports as necessary.
16. Submits all reports required by state authorities.
17. Takes an active role in solving discipline problems occurring on school buses.
18. Acts as liaison with parents for complaints and special requests.
19. Provides the purchasing department with data as needed.
20. Assumes other duties and responsibilities as assigned by the superintendent.
21. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances, and grade levels.
22. Develops recommendations for future transportation needs based on an annual survey of resident students.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Transportation Mechanic

QUALIFICATIONS:

1. An auto mechanic with experience in repairing, servicing, and maintaining motor vehicles.
2. Own and make available for use in performing the mechanical functions of this job the necessary hand tools and instruments commonly owned by a practicing mechanic
3. Approved criminal background check.

REPORTS TO: Director of Transportation

DUTIES AND RESPONSIBILITIES

1. Responsible for the repair, service, and maintenance of school owned or operated vehicles.
2. Authorized to purchase parts, supplies, and equipment necessary to perform his assigned duties. Any purchase of \$100.00 or more must be authorized by the Director of Transportation unless an emergency exists.
3. Make daily checks of driver inspection sheets making necessary repairs as listed and noting when and how repair was completed. Repairs will be completed on a priority basis.
4. Change oil and filter and lubricate each vehicle on a regularly scheduled basis as suggested by vehicle manufacturer or by the Director of Transportation.
5. Perform regularly scheduled tune-ups on vehicles as suggested by vehicle manufacturer or by the Director of Transportation.
6. Answer emergency road calls for stalled or disabled vehicles—towing, changing tires, or performing on the spot repairs as necessary.
7. Be at the bus garage, on call, when regular route buses are transporting students—AM, Kindergarten, and PM routes.
8. Prepare buses for safety lane inspection when sticker renewal is required.
9. Be responsible for keeping the bus garage clean and orderly.
10. Assist the Director of Transportation in developing bus routes.

11. Perform other duties as may be assigned by the Director of Transportation or the Board of Education.

The Transportation Mechanic may, on his own time and at his own expense, service or repair his personal vehicle in the bus garage. The repair or servicing of privately owned vehicles other than his own in the bus garage is prohibited.

TERMS OF EMPLOYMENT: Twelve month year, salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Mechanic's Assistant

QUALIFICATIONS: 1. Be 16 years of age or older.
2. Have had automotive class training or suitable work experience.
3. Approved criminal background check.

EVALUATED BY: Transportation Mechanic

DUTIES AND RESPONSIBILITIES

1. Change oil filters and lubricate vehicles as scheduled by the transportation mechanic.
2. Perform minor tune-up work as scheduled by transportation mechanic.
3. Wash and clean buses.
4. Sweep the garage and remove trash from wastebaskets on a regular basis.
5. Assist the Transportation Mechanic as required.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Bus Driver

- QUALIFICATIONS:
1. Have a properly classified driver's license.
 2. Pass the required physical examination.
 3. Be free from tuberculosis.
 4. Be at least 21 years of age.
 5. Obtain a School Bus Driver's Permit as issued by the State Board of Education.
 6. Successfully complete the School Bus Driver Preparation Program as set forth by the State Board of Education.
 7. Have at least three years automobile driving experience free from:
 - a. Conviction of reckless driving.
 - b. Revocation of driver's license.
 - c. Unsatisfied judgment as the result of an accident.
 8. Meet such additional requirements as the State Board of Education may require.
 9. Approved criminal background check.

EVALUATED BY: Director of Transportation

DUTIES AND RESPONSIBILITIES

1. Obey all traffic laws. Conviction of a traffic violation may result in suspension or termination.
2. Observe all mandatory safety regulations.
3. Maintain discipline when students are on the bus.
4. Report students who create discipline problems to the Director of Transportation.
5. Keep assigned bus clean – swept daily.
6. Keep to the assigned schedule – seldom late and never early.
7. Check the bus before each day's use for mechanical defects.
8. File pre-trip inspections with the Director of Transportation daily with duplicate copies remaining in the bus for a period of 30 days.
9. Notify the Director of Transportation in case of mechanical problems or lateness.
10. Discharge riders only at authorized stops.

11. Transport only authorized students.
12. Exercise responsible leadership when on out of district school trips.
13. Report accidents immediately to the Director of Transportation.
14. Enforce rules and regulations for riders of the bus.
15. Co-operate with the Director of Transportation in maintaining current rider lists.
16. Aid other drivers as necessary during times of difficult weather or other difficulty.
17. Other responsibilities as assigned by the Director of Transportation.

EXTRA TRIPS

Field trips will be assigned on a rotation basis including all drivers who wish to have trips. The driver is chosen for each trip based on the computer record of how many trip hours have accumulated for each driver. The driver who has the lowest number of hours will be chosen for the trip. If the trip is cancelled by the school, no penalty hours will be accrued.

If a trip is cancelled after the driver arrives to driver, the driver may claim one hour of “show up” time.

When driving on a field trip, the bus driver is responsible for knowing directions to the destination. If unsure, get directions from the Director of Transportation before departing on the trip. Be certain you understand the directions. It is much more embarrassing to become lost with a bus load of passengers than to ask for further explanation of directions that do not seem completely clear to you.

Chaperones on trips are in charge of discipline of riders. Cooperate with the chaperone in every possible way to insure a successful trip. If students are not conducting themselves properly, ask the chaperone to correct the behavior. In the event that the chaperone or trip sponsor does not adequately supervise the students, report this to the Director of Transportation.

TERMS OF EMPLOYMENT: Hourly as established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board’s policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Transportation Department Dispatcher

QUALIFICATIONS:

1. High school diploma.
2. Ability to type, some computer experience.
3. General bookkeeping skills.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Approved criminal background check.

REPORTS TO: Transportation Director

POSITION GOAL: To assure the smooth and efficient operation of Transportation Department office.

DUTIES AND RESPONSIBILITIES

1. Answers telephones, takes messages, and directs calls to the proper transportation personnel.
2. Types transportation related correspondence.
3. Processes transportation-related mail.
4. Maintains student records for the Resident Pupils Transported Worksheet or a similar district-designed database.
5. Maintains records of areas designated as hazardous by the Illinois Department of Transportation.
6. Maintains records for the Reimbursable Field Trips Worksheet or similar district-designed database.
7. Maintains records for field trips and extra-curricular trips.
8. Maintains mileage records for bus routes.
9. Inputs and maintains data for computerized routing program.
10. Assists in scheduling and maintaining information on bus routes and maps.
11. Assists supervisor in securing substitute bus drivers; drives routes as needed.
12. Assists in notification of drivers in changes of routes.

13. Reviews information received from bus drivers for accuracy.
14. Assists parents and district staff with route information.
15. Maintains current lists of bus drivers and schedules, driver physicals, fingerprinting and initial training for new drivers.
16. Prepares transportation purchase orders.
17. Assists with preparation of annual state transportation claim.
18. Assists district mechanic as needed.
19. Operates radio base operations for the transportation program.
20. Monitors the routes for verification of timeliness in order to communicate delays to the attendance centers.
21. Completes general custodial tasks of the department.
22. Performs related duties as assigned by the Director of Transportation

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

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Services Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
MAHOMET, ILLINOIS

TITLE: **COORDINATOR OF VOLUNTEERS**

QUALIFICATIONS: 1. Bachelor's degree preferred.
2. Successful experience working with diverse groups of adults and students.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: No supervisory responsibilities

JOB GOAL: To provide overall management of the District's volunteer program with responsibilities for planning, organizing, evaluation, community relations, and coordination within the school system.

PERFORMANCE RESPONSIBILITIES:

I. MANAGEMENT OF VOLUNTEER SERVICES

- A. Establishes program goals with realistic objectives and an appropriate action plan.
- B. Monitors and evaluates quantity and quality of program services to ensure that goals and objectives are being met.
- C. Promotes the program within the school system, including working cooperatively with principals to develop volunteer opportunities.
- D. Provides and maintains adequate program records.
- E. Develops training sessions for staff on the use of volunteers in the school.

II. DISTRICT/COMMUNITY RELATIONS

- A. Informs the general community about volunteer opportunities in the district.
- B. Provides an orientation program to ensure training, an agreement on expectations, supervision, and recognition of volunteers.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Counselor

QUALIFICATIONS: 1. Valid Illinois Certification in appropriate field.
2. Such alternatives to the above qualifications as the Board may find appropriate or acceptable.

EVALUATED BY: Person designated by the Board or superintendent

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

DUTIES AND RESPONSIBILITIES

1. Aids students in course and subject selection.
2. Obtains and disseminates occupational information to students and to classes studying occupations.
3. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving educational and occupational plans in terms of such evaluation.
4. Works to discover and develop special abilities of students.
5. Works to resolve student's educational handicaps.
6. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
7. Works to prevent students from dropping out of school.
8. Helps students evaluate career interests and choices.
9. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
10. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.

11. Plans guidance field trips to schools, colleges, and industry for interested students.
12. Guides students in their participation in school and community activities.
13. Maintains appropriate student records and protects their confidentiality.
14. Supervises the preparation and processing of college, scholarship, and employment applications.
15. Makes recommendations to colleges for admissions and scholarships.
16. Provides student information to colleges and potential employers.
17. Confers with parents whenever necessary.
18. Assists with the orientation of new faculty members.
19. Provides in-service training in guidance for teachers and student teachers.
20. Works with teachers and other staff members to familiarize them with the general range of services offered by the guidance office, and to improve the educational prospects of individual students being counseled.
21. Advises administrators and faculty on matters of student discipline.
22. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
23. Interprets the guidance program to the community.
24. Administers standardized tests and interest inventories.
25. Works with the special education staff and other professional medical and mental health workers.
26. Disseminates financial aid information.
27. Attends professional meetings regularly.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Speech and Hearing Therapist

QUALIFICATIONS: 1. Valid Illinois Certification in appropriate field.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or superintendent.

BASIC FUNCTION: To help reduce or eliminate speech and hearing impediments that interferes with the individual student's ability to derive full benefit from the district's educational program.

DUTIES AND RESPONSIBILITIES

1. Serves as a resource to school staff members in the development of a balanced program for oral communication and speech improvement.
2. Assists and guides teachers in observing, describing, and referring suspected and identified speech and language impairments.
3. Provides a thorough assessment and diagnosis of speech, voice, hearing, and language impairments where indicated.
4. Provides screening to identify speech handicapped children at regular intervals and at specified levels.
5. Assists in proper referrals of individuals to agencies and specialists in the community as appropriate.
6. Provides appropriate individualized programs of therapy to meet individual students' needs and correct existing speech or language problems.
7. Collaborates with classroom teaches and other school staff members to implement therapy by suggestions for the student's daily activities.
8. Provides information, support, and counseling to parents and families when appropriate.
9. Keeps thorough ongoing records for the individual student receiving therapy and keeps all required records.
10. Maintains lists of referred, screened, and eligible students, as well as a directory of outside agencies, consultants, specialists, and related services.

11. Compiles case history data on those cases where additional family history, health history, early developmental history, and environmental history are required.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Social Worker (Secondary Level)

QUALIFICATIONS: 1. Valid Illinois Certification in appropriate field.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or superintendent.

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

DUTIES AND RESPONSIBILITIES

1. Aids students in course and subject selection.
2. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving educational and occupational plans in terms of such evaluation.
3. Works to discover and develop special abilities of students.
4. Works to resolve student's educational handicaps.
5. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
6. Works to prevent students from dropping out of school.
7. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
8. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
9. Guides students in their participation in school and community activities.
10. Maintains appropriate student records and protects their confidentiality.
11. Assists students with future vocational or educational plans.

12. Confers with parents whenever necessary.
13. Assists with the orientation of new faculty members.
14. Provides inservice training in guidance for teachers and student teachers.
15. Works with teachers and other staff members to familiarize them with the general range of services offered by the guidance office, and to improve the educational prospects of individual students being counseled.
16. Advises administrators and faculty on matters of student discipline.
17. Takes an active role in interpreting the schools' objectives to students, parents, and the community at large.
18. Interprets the guidance program to the community.
19. Works with the special education staff and other professional medical and mental health workers.
20. Attends professional meetings regularly.
21. Possess current knowledge of available community resources and referral agencies.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Social Worker (Elementary Level)

QUALIFICATIONS: 1. Valid Illinois Certification in appropriate field.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or superintendent.

JOB GOAL: To provide social work services to students in order to become contributing members of society. School social work services shall be provided for students whose educational and behavioral development is restricted due to social or emotional considerations, family circumstances or environmental problems. (MS social workers are not expected to provide long-term therapy as a part of their job responsibilities.)

DUTIES AND RESPONSIBILITIES

SERVICE RESPONSIBILITIES:

1. Participates in the identification and solution of school problems as they relate to student needs.
2. Consult with classroom teachers to help them better understand and/or work with a particular child's personal uniqueness/situation.
3. Participate in evaluating students for potential school social work services.
4. Assist in organizing and/or participating in inservice training programs to best meet the needs of all children.
5. Routinely consult with administrator(s) on the broad areas of student mental/emotional health.
6. Consult and collaborate with non-educational specialists such as physicians, psychologist, psychiatrist, etc., to establish consistency and a channel for open communication in meeting a student's individual needs.
7. Maintain appropriate student records and protect their confidentiality.
8. Possess current knowledge of available community and/or county resources and referral agencies.

9. Disseminate appropriate information to administrators, teachers, parents and/or students.
10. Serve as liaison between school, family and/or community agency when appropriate.
11. Develop and maintain prevention programs.

STUDENT MANAGEMENT:

1. Assess and provide transition services to students as needed (i.e. class, building to building, from out of district placement back into the district).
2. Assess and provide group work services to an identified target group of students.
3. Provide individual counseling services to students who have been properly assessed and/or referred.
4. Participate in the search and implementation for creative and innovative classroom interventions.
5. Provide direct and prompt services in a crisis situation.
6. Initiate referrals of children and/or families for community resources as needed.
7. Communicate the need for supportive help to the appropriate party and be willing to accept assistance where needed.
8. Communicate with parents about student concern so as to gain their support.

PROFESSIONAL/PERSONAL RESPONSIBILITIES:

1. Deal professionally with administrators, supervisors, colleagues, students, support personnel and parents.
2. Make suggestions for change or improvement and communicate through the appropriate channels.
3. Initiate and complete meaningful professional growth activities including professional conferences and workshops and self-improvement activities.
4. Share professional expertise.
5. Demonstrate punctuality for school days, classes, assignments and appointments.
6. Complete and turn in all required reports within the established time frames.

7. Attend staff meetings.
8. Participate in the necessary curricular and accreditation evaluation processes.
9. Collaborates with Special Ed. Coop social worker and case manager in developing and implementing student IEP.
10. At the discretion of the building principal will attend/facilitate Student Review Committee Multi Disciplinary Conference, and Individual Education Program meetings.
11. At the discretion of the building principal, coordinate, schedule, convene and chair SRC, MDC, and IEP meetings.
12. Other duties as assigned by the Board of Education or immediate supervisor.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Librarian

QUALIFICATIONS: 1. Valid Illinois Certification in appropriate field.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EVALUATED BY: Person designated by the Board or the Superintendent

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

DUTIES AND RESPONSIBILITIES

1. Operates and supervises the library to which assigned.
2. Evaluates, selects, and requisitions new library materials.
3. Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials the library acquires.
5. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
6. Arranges for interlibrary loan of material of interest or use to teachers.
7. Works with teachers in planning those assignments likely to lead to extended use of library resources.
8. Promotes appropriate conduct of students using library facilities.
9. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
10. Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher.
11. Participates at curriculum meetings.

12. Counsels with and gives reading guidance to students.
13. Arranges frequently changing book-related displays and exhibits likely to interest the library's patrons.
14. Prepares and administers the library budget.
15. Participates actively in library and other educational and professional associations on the local, regional, state, and national levels.
16. Supervises library aides in the performance of their duties.
17. Weeds obsolete and worn materials from the collections.
18. Supervises the clerical routines necessary for the smooth operation of the library.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Library Assistant

QUALIFICATIONS:

1. Has earned a minimum of two years of college or comparable experience.
2. Demonstrates an ability and interest in working with students, teachers and staff in a professional, constructive and confidential manner.
3. Possesses excellent communication and organizational skills.
4. Possesses knowledge of technology including computers, word processing, database or spreadsheet applications.
5. Has received an approved criminal background check.
6. Possesses an aide certificate.
7. Possesses additional qualifications as determined by the Board.

POSITION GOAL: To assist in the daily operation and organization of school library information literacy programs so that students and teachers may access, evaluate and apply information.

DUTIES AND RESPONSIBILITIES

1. Promotes a positive relationship with students, staff and community.
2. Works independently as well as under the direction of the librarian.
3. Assumes responsibility for assisting and supervising students.
4. Assists with training and supervision of student helpers and adult volunteers.
5. Assists with instruction and use of information retrieval systems and evaluation of information.
6. Participates in work-related training.
7. Assumes new tasks and new responsibilities.
8. Implements and maintains efficient office procedures.
9. Performs multiple tasks and resolves problems efficiently under pressure.
10. Processes materials and enters data for catalog records.

11. Prepares written documents including correspondence, reports, bibliographies, newsletters and requisitions as requested by the librarian.
12. Assists with the management, circulation and storage of all library materials including hardware and software.
13. Assists with annual inventories and withdrawal of materials.
14. Makes simple repairs of damaged books and processes damaged books for repair at a bindery.
15. Assists in designing and preparing instructional materials, bulletin boards, exhibits and displays.
16. Helps maintain an attractive and purposeful school library environment.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Elementary Classroom Teacher

QUALIFICATIONS: 1. Valid Illinois Certification in appropriate field.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal where majority of instructional program is assigned; assistant superintendent and superintendent as required.

JOB GOALS: To create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes, and knowledge needed to provide a good foundation for upper elementary grade education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Instructs pupils in all academic areas and citizenship as specified in state law and administrative regulations and procedures of the school district.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
4. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
5. Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
6. Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.
7. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
8. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.

9. Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.
10. Participates cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with district guidelines.
11. Selects and requisitions books and instructional aids; maintains required inventory records.
12. Supervises pupils in out-of-classroom activities during the assigned working day.
13. Administers group standardized tests in accordance with district testing program.
14. Participates in curriculum development programs as required.
15. Participates in faculty committees and the sponsorship of pupil activities.
16. Makes certain that the district's buildings and grounds are maintained in a safe condition.
17. Provides careful supervision and protection of all the district's real and personal property.
18. Shall inspect or cause to have inspected all moving equipment to ensure that all safety screens, devices or switches are identified, in place and operational.
19. Other duties as assigned by the principal.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Secondary Classroom Teacher

QUALIFICATIONS: 1. Valid Illinois Certification in appropriate field.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or the superintendent.

JOB GOALS: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and-in harmony with the goals-establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.

11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department members, evaluates their job performance.
16. Strives to maintain and improve professional competence.
17. Attends staff meetings and serves on staff committees as required.
18. Participates in curriculum development programs as required.
19. Selects and requisitions books and instructional aids; maintains required inventory record.
20. Makes certain that the district's buildings and grounds are maintained in a safe condition.
21. Provides careful supervision and protection of all the district's real and personal property.
22. Shall inspect or cause to have inspected all moving equipment to ensure that all safety screens, devices or switches are identified, in place and operational.
23. Other duties as assigned by the principal.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Music Teacher – Choral Music 6-8; Assistant Instrumental Music Teacher 5-8

QUALIFICATIONS: 1. Valid Illinois Certification, K-12 Music.
2. Teaching experience accepted but not required.

EVALUATED BY: Superintendent or his designee.

BASIC FUNCTIONS: To make every possible effort to encourage student involvement with music and to provide for student's musical growth; this will be done by selecting musical experiences appropriate to grade level that will promote the knowledge and develop the skills and attitudes toward music that will contribute to the development of mature, responsible adult members of the community.

DUTIES AND RESPONSIBILITIES

The assigned teacher will:

- I. Meet and instruct assigned classes at the Junior High School and Middletown School.
- II. Fulfill the following specific teaching responsibilities:
 - A. Choral
 1. Present a concert each semester.
 2. Provide music for school functions such as graduation, open house, etc.
 3. Participate in Organizational Contest as appropriate.
 4. Assist students preparing for participation in solo/ensemble contest as appropriate.
 5. Assist with musical needs of the community.
 - B. Instrumental
 1. Provide instruction for 5th grade band students before and after school as needed.
 2. Assist with 5th, 6th, 7th, and 8th grade band classes by teaching sectionals and special rehearsals during their regularly scheduled rehearsal time and as schedule otherwise will allow.
 - C. Other activities, which the teacher desires to do, if approved by the administration or other activities so directed by the administration.

- III. Enhance the musical experiences of students by:
 - A. Developing and maintaining classroom/rehearsal atmosphere conducive to effective learning and appropriate to the musical maturity of the students.
 - B. Providing performance-based field trips when and if possible.
 - C. Assisting Music Booster group with its needs.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Music Teacher – Instrumental Music Grades 5-12; Assistant Jr. High Chorus

QUALIFICATIONS: 1. Valid Illinois Certification, K-12 Music.
2. Teaching experience accepted but not required.

EVALUATED BY: Superintendent or his designee.

BASIC FUNCTIONS: To make every possible effort to encourage student involvement with music and to provide for student's musical growth; this will be done by selecting musical experiences appropriate to grade level that will promote the knowledge and develop the skills and attitudes toward music that will contribute to the development of mature, responsible adult members of the community.

DUTIES AND RESPONSIBILITIES

The assigned teacher will:

I. Meet and instruct assigned classes in the following locations:

- A. High School
- B. Junior High School
- C. Lincoln Trail

II. Fulfill the following specific teaching responsibilities:

A. Junior High/High School/Lincoln Trail

1. Marching Band

- a) Perform at home High School football games
- b) Participate in marching competitions as appropriate
- c) Assist with musical needs of the community

2. Concert Band

- a) Present a concert each semester
- b) Provide music for school events
- c) Participate in Organizational Contest as appropriate
- d) Assist students preparing for participation in solo/ensemble contest as appropriate

B. Junior High School

1. Chorus

- a) Assist with directing/teaching
- b) Provide piano accompaniment when needed
- c) Assist with musical needs of the community
- d) Assist in providing music for school events
- e) Assist in presenting a concert each semester
- f) Assist in preparing students for participation in solo/ensemble contest and organizational contest

C. Other activities which the teacher desires to do if approved by the administration.

D. Other activities so directed by the administration.

III. Enhance the musical experiences of students by:

- A. Assisting students to choose suitable musical instruments based on the physical features and musical aptitude of the child, the financial concerns of the parents, the interest of the child, and instrumentation of the band program.
- B. Developing and maintaining classroom/rehearsal atmosphere conducive to effective learning and appropriate to the music maturity of the students.
- C. Assisting Music Booster group with its needs.
- D. Providing career information to students interested in a music career.
- E. Aiding students in attending summer music camps.
- F. Providing performance-based field trips when and if possible.
- G. Providing basic instrument repair.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: High School Band Sponsor

QUALIFICATIONS: 1. Valid teaching certificate with major in music education.
2. Four years teaching experience.

EVALUATED BY: Building Principals.

BASIC FUNCTION: Responsible for the instrumental music program 9-12 and extra-curricular music program.

DUTIES AND RESPONSIBILITIES

1. Implement and sustain a growth in the quality and quantity of the high school band.
2. Assist the principal in implementing improvements in the instrumental program.
3. Assist other high school teachers with special projects involving instrumental music.
4. Direct band students into college and university music programs.
5. Invite college and university music organizations to perform for the student body.
6. Initiate summer marching band camp.
7. Arrange for students to attend summer music camps.
8. Provide extra rehearsals when needed.
9. Provide time for extra sectional and private study.
10. Provide marching band entertainment for home varsity football games.
11. Provide the band with out-of-school performances – marching and concert.
12. Provide pep band entertainment at pep rallies.
13. Provide pep band entertainment for selected home varsity basketball games.
14. Provide music for various non-athletic school functions – Ceremonies – graduation, etc.
15. Provide formal concerts for the public and student body.

16. Encourage students to participate in solo and ensemble contest.
17. Participate in organizational contest.
18. Administrate approved fund raising activities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

- TITLE: Assistant High School and Elementary Music Sponsor
- QUALIFICATIONS: 1. Valid teaching certificate with major in music education.
- EVALUATED BY: Building Principal with input from District Music Coordinator and High School Band Director
- BASIC FUNCTION: 1. To assist High School Band Director with activities outside of the normal teaching day.
2. To teach sectional lessons for 5th grade band.
3. To teach special groups with 6th grade band.

DUTIES AND RESPONSIBILITIES

1. To help with marching band extra practices, parades, contests, and performances. To help with pep bands, ensembles, or any other activity which the High School Band Director needs help in doing.
2. To teach clarinet, flute, sax, low brass, trumpets, percussion, tuba and horn sectional lessons to 5th grade band students. Lessons will be taught before and after school for 30-40 lessons minutes each week.
3. Sponsor at least one 6th grade band special band group (swing band, beginning jazz group, or wind ensemble) that would meet for approximately 45 minutes once a week either before or after school.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Unit Music Coordinator

QUALIFICATIONS: 1. Valid teaching certificate with major in music education.
2. Four years teaching experience.

EVALUATED BY: Building Principals

BASIC FUNCTION: Responsible for the total music education program K-12 instructional and extra-curricular.

DUTIES AND RESPONSIBILITIES

1. Assist the music staff with special projects, concerts and trips when needed.
2. Interpreting the total music department to the administration.
3. Interpreting the total music department to the general public.
4. Aid in formulating the general policies and procedures relating to the music program.
5. Assisting with the continuing evaluation of the effectiveness of the music education program.
6. Supervising the selection of music books, equipment and supplies.
7. Assisting the administration in selecting candidates for teaching of music.
8. Assist the administration in scheduling music classes.
9. Advise the administration of improvements needed in the music department.
10. Advise the administration of the current and future financial needs of the music department.
11. Aid in distributing the allotted funds throughout the entire music department.
12. Oversee the use and maintenance of school music equipment.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Gifted/Talented Coordinator

QUALIFICATIONS: 1. Level 1 and Level 2 training.
2. Experience in working with gifted/talented students in a formal setting.
3. Knowledge of various types of gifted/talented programs.

EVALUATED BY: Person designated by the Board or superintendent.

BASIC FUNCTION: To provide gifted/talented educational opportunities that go beyond the regular curriculum, and to provide gifted/talented students an opportunity to develop to their fullest potential.

DUTIES AND RESPONSIBILITIES

1. To coordinate educational opportunities for the gifted-talented student.
2. To work with the regular classroom teacher in the scheduling of alternative opportunities for the gifted-talented student.
3. To assist in the identification for the gifted-talented student.
4. To assist in the development of the district's program for the gifted-talented student.
5. To work with the community to develop resources and opportunities for growth for the gifted-talented student.
6. To instruct the gifted-talented student in various educational settings.
7. To remain current on new concepts, developments, and procedures for teaching the gifted-talented student.
8. To assist in the purchasing of materials for the program.
9. To assist in the writing of the annual gifted proposal.
10. To assist in the selection of the tests that will aid in the identification of the gifted-talented student.
11. To carry out other duties assigned by his/her supervisor as related to gifted/talented program.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Remedial Reading Teacher

QUALIFICATIONS: 1. Valid Illinois Certificate in appropriate field.
2. Bachelors Degree.
3. Classroom experience desired.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal where majority of instructional program is assigned.

POSITION GOAL: To help provide the kind of instruction and learning environment that will enable each student in the district to master the reading skills appropriate to age, grade level, and individual capacity.

DUTIES AND RESPONSIBILITIES

1. Directs a district-wide testing program to determine the reading abilities of all students and to identify those needing special help.
2. Plans and administers the remedial reading program.
3. Interprets student needs and progress in reading remediation to the classroom teacher and the parents.
4. Plans and implements an advanced reading program as necessary.
5. Provides leadership and coordination in the regular program of reading instruction.
6. Develops a district-wide reading philosophy and curriculum, and interprets it to the school administration, the staff, and the public.
7. Evaluates reading personnel and personnel needs in all phases of a district-wide reading program.
8. Recommends adoption and use of varied instructional materials, including textbooks, reference works, kits, trade books, audiovisual aids, and the like.
9. Conducts in-service workshops and demonstrations pertinent to methods and materials appropriate to various levels of reading instruction.
10. Regularly observes reading instruction in elementary classrooms, and, upon request of principals, helps teachers improve their performance.

11. Consults with members of the student personnel team at individual case conferences as requested.
12. Confers with parents concerning individual students having special reading problems or requiring special remedial help, and with any parents requesting such a conference.
13. Interprets, as appropriate, test results and statistical data concerning reading to the administration, staff, and public at large.
14. Assists with the development of special instructional programs for handicapped students.
15. Establishes a broadly based reading materials center, including a professional library on reading.
16. Supervises the maintenance by individual classroom teachers of individual student reading record cards.
17. Devises and maintains such records and reports as are necessary to the successful execution of the job.
18. Prepares and administers the departmental budget.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Computer Aide

QUALIFICATIONS:

1. Knowledge of computers and software.
2. Ability to type.
3. Ability to work with students and teachers.
4. Ability to organize work and scheduling.
5. Self-motivated.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Approved criminal background check.

REPORTS TO: Building Principal

POSITION GOAL: To provide a well organized, smoothly functioning computer lab. To facilitate teachers in their use of classroom computers. To create an environment in which teachers and students can take full advantage of available resources.

DUTIES AND RESPONSIBILITIES

1. Maintain, repair, or cause to be repaired, all computer hardware in the lab and classroom.
2. In conjunction with the school librarian, copy, label, and organize all computer software.
3. Create, organize, and maintain a school wide database of software in the building.
4. Schedule, in cooperation with homeroom teacher, classroom computer time.
5. Supervise and assist students during classroom computer time.
6. Maintain student progress records and report quarterly statistics to the staff.
7. Boot-up software and distribute students records prior to each class.
8. Provide instruction and training for the staff as needed.
9. In conjunction with school librarian, research and evaluate all current and upcoming software needs for the building.
10. Create, organize, and maintain current and future computer curriculum.

11. With administrator approval, research, order, receive, and install all hardware selected for purchase for student use.
12. Distribute, collect, and order all software club materials.
13. Regularly convene and chair building computer committee.
14. Create and implement extra-curricular activities in the computer lab.
15. Oversee the general neatness and attractiveness of the lab.

TERMS OF EMPLOYMENT: Nine-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Teacher Aide

QUALIFICATIONS:

1. Proper state certification for teacher aide at minimum.
2. Meets qualifications of 10-22.34 of the school code.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Approved criminal background check.

REPORTS TO: Building Principal and assigned teacher.

POSITION GOAL: To assist the teacher(s) with the day-to-day routine in the school setting assigned. To help the teacher achieve teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

DUTIES AND RESPONSIBILITIES

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps students master equipment or instructional materials assigned by teacher.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
9. Keeps bulletin board and other classroom learning displays up to date.
10. Assists with such large group activities as drill work, reading aloud, and story telling.

11. Reads to students, listens to students read, and participates in other forms of oral communication with students.
12. Assists students in the library or media center.
13. Checks notebooks, corrects papers, and supervises testing and make up work, as assigned by the teacher.
14. Checks and records student attendance when appropriate.
15. Collects and records collection of money as directed.
16. Assists students with their clothing as needed.
17. Assists students with lunch, snack, and cleanup routines if required.
18. Assists students' restroom routine as needed.
19. Alerts the teacher to any problem or special information about an individual student.
20. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
21. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licenses teachers.
22. Participates in in-service training programs and staffings when requested by the principal.
23. Provides direct instruction to students under the supervision of the teacher.
24. Perform other such duties as assigned by the principal or teacher.

TERMS OF EMPLOYMENT: Nine-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Treasurer of the Board

QUALIFICATIONS:

1. High school diploma.
2. At least 21 years of age, of approved integrity.
3. Two years of bookkeeping experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Approved criminal background check.

REPORTS TO: President of the Board and/or Superintendent.

POSITION GOAL: To relieve the Board of all unnecessary concern with the actual handling of district monies, enabling the Board to devote maximum attention to the central problems of education and policy determination.

DUTIES AND RESPONSIBILITIES

1. Attends meetings of the Board as requested.
2. Acts as custodian of all monies belonging to the district.
3. Reconciles all monies belonging to the district.
4. Reconciles monies received in banks designated by the Board.
5. Gives a bond in such sum as shall be required before entering on the duties of the office, the premium on such bond to be paid by the Board.
6. Pays out district monies on written order of designated officials of the Board.
7. Gives detailed accounts of monies received and disbursed at least once a month prior to the regular meeting of the Board and at such other times as the Board may request.
8. Prepares and submits a monthly report on the district's fiscal status.
9. Performs such other tasks as may from time to time be assigned.
10. Reconciles cancelled payroll and account payable checks with bank statements and verifies balance with statements.

TERMS OF EMPLOYMENT: Twelve month year at an annual salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Recorder to the Board

QUALIFICATIONS:

1. High school diploma.
2. Two years of secretarial experience.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Approved criminal background check.

REPORTS TO: President of the Board and/or Superintendent.

POSITION GOAL: To relieve the Board of paper work and impedimenta and to execute expeditiously the instructions of the Board so that the Board may devote maximum attention to the central problems of education and policy determination.

DUTIES AND RESPONSIBILITIES

1. Gives public notice and attends all meetings of the Board.
2. Keeps full and accurate minutes of all meetings of the Board and sends a copy of such minutes to each member of the Board at least five days prior to the next regular meeting of the Board.
3. Assists in the preparation of agendas setting forth all known items of business to be considered at Board meetings and delivers agendas to Board members at least five days prior to meetings.
4. Publishes all legal notices concerning district business.
5. Performs such other tasks as may from time to time be assigned.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Cafeteria Manager

QUALIFICATIONS:

1. Good health & hygiene, high school diploma or GED.
2. Experience supervising personnel, skills in food preparation & menu preparation & food purchasing.
3. Demonstrates aptitude or competence for assigned responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Possess a sanitation certificate.
6. Approved criminal background check.

REPORTS TO: Superintendent or his designee

SUPERVISES: All employees of the hot lunch program.

POSITION GOAL: To ensure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students.

PERFORMANCE RESPONSIBILITIES:

1. Plans and directs the preparation and serving of all food in the cafeteria.
2. Assumes responsibility for the security of food and supplies.
3. Supervises the storage and care of foods and supplies.
4. Assumes responsibility for the security of revenue from cafeteria services until it has been turned over to proper authorities.
5. Sees that menus developed by the food services director are followed without deviation.
6. Supervises and participates in the preparation and serving of food.
7. Oversees and participates in the cleaning of kitchen, serving, storage, and dining areas.
8. Assigns, directs, plans, and supervises the work of cafeteria employees.
9. Keeps employee time records.
10. Plans work schedules and arranges for substitutes when required.
11. Instructs new cafeteria employees in performing their assigned tasks.

12. Evaluates the performance of all cafeteria employees.
13. Directs sanitation procedures.
14. Plans, directs, and supervises cleaning schedules for the eating area of the cafeteria.
15. Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes.
16. Assumes responsibility for checking that all equipment in the cafeteria area is in safe, working condition, and notifies the appropriate authority when repairs or replacements are needed.
17. Maintains records on food and supplies received and used.
18. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.
19. Makes certain that the district's buildings and grounds are maintained in a safe condition.
20. Provides careful supervision and protection of all the district's real and personal property.
21. Other responsibilities as assigned by the superintendent or his designee.

TERMS OF EMPLOYMENT: Nine and one-half months year. Salary and work to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Head Cook

QUALIFICATIONS:

1. Good health & hygiene, high school diploma or GED.
2. Experience supervising personnel, skills in food preparation & serving.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Possess a sanitation certificate.
6. Approved criminal background check.

REPORTS TO: Cafeteria Manager

SUPERVISES: Assistant cooks

POSITION GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Maintains the highest standards of safety and cleanliness in the kitchen.
3. Checks food shipments into the school, signing invoices only after each order has been verified.
4. Determines the quantities of each food to be prepared daily.
5. Determines the size of serving to meet the necessary requirements with regard to the ages of those served.
6. Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
7. Records all food requisitions from the storeroom, and records all meals served, designating with or without milk.
8. Oversees the locking of the storeroom, and the maintaining of a correct monthly inventory.

9. Orders on a monthly basis all necessary supplies.
10. Reports immediately to the principal any problem or accident occurring in the kitchen or the cafeteria premises.
11. Confers with the cafeteria manager regarding any personnel problems.
12. Reports to the cafeteria manager any faulty or inferior quality food which is received.
13. Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
14. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.
15. Shall on a daily basis inspect or cause to be inspected all common areas including hallways and stairways to ensure that all debris or other hazards are removed or repaired.
16. Other responsibilities as assigned by the cafeteria manager.

TERMS OF EMPLOYMENT: Nine month year. Salary and work to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Assistant Cook

QUALIFICATIONS:

1. Good health & hygiene.
2. Skill in food preparation, serving, & cleaning.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Possess a sanitation certificate or obtain one within one year.
6. Approved criminal background check.

REPORTS TO: Head Cook

POSITION GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the preparation and serving of food in a quick and pleasant manner.
2. Assumes responsibility for seeing to it that during meal service periods the supply of food offered is replenished regularly.
3. Assists in the daily clean up of the kitchen and service areas.
4. Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals as designated by the cook.
5. Assumes responsibility for storage and disposal of unused foods.
6. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.
7. Shall on a daily basis inspect or cause to be inspected all common areas including hallways and stairways to ensure that all debris or other hazards are removed or repaired.
8. Other responsibilities as assigned by the head cook.

TERMS OF EMPLOYMENT: Nine month year. Salary and work to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Lunchroom Supervisor

QUALIFICATIONS: 1. Good health & hygiene.
2. Works well with students & other supervisor.
3. Demonstrates aptitude or competence for assigned responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Approved criminal background check.

REPORTS TO: Building Principal

POSITION GOAL: To help establish and maintain a calm and pleasant atmosphere in the cafeteria so that students may find mealtime a time to relax after the tasks of the morning and to refresh themselves for the tasks of the afternoon.

PERFORMANCE RESPONSIBILITIES:

1. Organizes students into orderly lines for purchasing food, and sees that they go to assigned tables.
2. Helps students develop and observe proper dining habits, both in terms of etiquette and nutrition.
3. Assists younger students with use of utensils when needed.
4. Organizes students for orderly disposal of food waste, trays, and utensils.
5. Organizes groups for orderly dismissal from the lunchroom.
6. Circulates among the tables during the meal period so as to be available to help children who need help and to resolve any minor problems that arise.
7. Informs principal at once of any serious infraction of disciplinary rules by students.
8. Calls immediately for principal in the event of any argument involving more than two students; any incident involving physical confrontation; and any incident that appears to be of more than momentary disruption.
9. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.
10. Makes certain that the district's buildings and grounds are maintained in a safe condition.

11. Provides careful supervision and protection of all the district's real and personal property.

12. Other responsibilities as assigned by the principal.

TERMS OF EMPLOYMENT: Nine month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
MAHOMET, ILLINOIS

TITLE: Director of Grounds

QUALIFICATIONS:

1. High school diploma or GED.
2. General turf and landscaping skills and experience and a valid Illinois license to spray herbicides and pesticides.
3. Demonstrated aptitude or competence for assigned performance responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent of Schools

SUPERVISES: Grounds work staff.

JOB GOAL: To maintain the grounds of all district schools in a condition of safety, neatness, and aesthetic attractiveness, so that each student may be provided with an outdoor environment both pleasing to look at and good to play in.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates, supervises, and participates in the grounds maintenance and landscaping of the district's schools and related facilities.
2. Completes all chemical spraying, as required, following State of Illinois regulations.
3. Assigns duties to grounds work staff and inspects completed work.
4. Confers with school principals and other parties in making plans for mowing, turf management, landscaping, planning, and maintenance of various school grounds.
5. Interprets plans and sketches in carrying out landscaping designs and turf.
6. Selects trees, shrubs, plants, and seeds appropriate for sowing.
7. Selects trees, shrubs, plants, and seeds appropriate for sowing.
8. Trains subordinates to perform skilled duties as required.
9. Prepares watering schedules and determines the need for spraying, aerating, fertilizing, and pruning.
10. Procures supplies and equipment as needed.

11. Shall properly maintain and service all district grounds equipment.
12. Shall inspect or cause to have inspected all grounds equipment to ensure that all safety devices are in place and operational.
13. Establishes personnel schedules, and maintains such personnel records as are needed.
14. Assists in recruiting, screening, recommending for hiring, and training of all grounds keeping staff.
15. Assists in recruiting, screening, recommending for hiring, and training of all grounds keeping staff.
16. Shall properly maintain maintenance shop.
17. Evaluate staff members.
18. Other responsibilities as assigned by the Superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

Science Tub Coordinator

Job Description/Responsibilities

- Ability to use technology to create tables, lists, and other organizational tools for the management and coordination of K-5 science tubs throughout the district
- Strong communication and interpersonal skills necessary for working with various central office personnel (for purchase orders), building level administrators, and building level staff
- Effective organizational skills that will support the analysis of science tub supply needs, ordering of those supplies, acquiring the supplies, and coordination of supplies into tubs and supply area
- Efficient time management skills that enable timely coordination, distribution, and assessment of science tub supplies

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
Mahomet, Illinois

TITLE: Delegated Diabetic Care Aide

QUALIFICATIONS: 1. Current Mahomet-Seymour District Employee
2. Willingness to assist student with Diabetic Care according to protocol
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Special Education

JOB GOAL: To assist in providing the fullest possible educational opportunity for diabetic students in assigned building by performing duties necessary to assist with all facets of diabetes care in accordance with his or her diabetes care plan and in compliance with any guidelines provided during training.

PERFORMANCE RESPONSIBILITIES:

1. Check blood glucose and record results
2. Recognize and respond to the symptoms of hypoglycemia according to the diabetes care plan
3. Recognize and respond to the symptoms of hyperglycemia according to the diabetes care plan
4. Estimate or calculate the number of carbohydrates in a snack or lunch
5. Administer insulin according to the student's diabetes care plan and keep a record of the amount administered
6. Respond in an emergency, including administration of glucagon and calling 911
7. Consult with parents or guardian, district nurse, or health care provider to confirm insulin dosage when there is an occasion (unexpected snack or meal) not provided for in the diabetes care plan.
8. Attend mandated diabetic care aide training, student's medical protocol meeting with parents, administrator and district nurse at the beginning of each school year and subsequently thereafter as requested, and sign, as required, as the diabetic care aide for each student.
9. Attend diabetic training sessions as requested/provided by District administration

TERMS OF EMPLOYMENT: Work year to be the same as current employment schedule. Salary and benefits to be established by the Board/MSEA. Additional hours prior to the start of the school year may be requested by the Director of Special Education. These hours will be compensated at the same rate as summer school teaching.

EVALUATION: Performance for this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.