

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS				EVIDENCE EXISTS THAT:	
1.03 Recommend Board Policy as it relates to program responsibilities. 1.04 Supervise Preschool Screening. 1.05 Supervise the identification, evaluation and placement of all handicapped students. 1.06 Prepare and update district Total Special Education Service Plan. 1.07 Advise the superintendent on district compliance with state and federal laws regulating education services to the handicapped students. 1.08 Supervise the following instructional division activities birth-12 (administrative and curriculum). a. Early Intervention Programs (birth-5) b. Riverside and NWJTC Schools c. Speech Therapy d. Special Learning Disability e. Mild through Profound Mentally Handicapped f. Special Vocational Needs g. Emotionally Behavior/Disturbed h. Hearing and Vision Programs i. School Social Workers j. School Psychologists k. Physically and Other Health Impaired l. Occupational and Physical Therapy m. Homebound Instruction n. English as a Second Language o. Title I p. Drug and Alcohol Abuse q. Indian Education r. Child Find (preschool/elementary/secondary) s. P.L. 81-874 Impact Aid t. Chapter II - Block Grant u. School Nurse	E9 C4 D6 D7	10A 1W 10D		1.07 Maintain effective interpersonal relationships 1.08 Submit state and federal reports 1.09 Maintain accurate records 1.10 Listen 1.11 Conduct small and large group meetings 1.12 Speak and write clearly and correctly KNOWLEDGE: 2.01 State and federal rules, regulations and laws 2.02 School district policies and administrative procedures 2.03 State Department personnel 2.04 Formal and informal power structures of community 2.05 Requirements and procedures of local media 2.06 Appropriate interpersonal relations and techniques 2.07 Community 2.08 Group Dynamics ABILITY: 2.01 Plan 2.02 Organize 2.03 Listen 2.04 Conduct small and large group meetings 2.05 Speak and write clearly and correctly KNOWLEDGE: 3.01 District, state and federal rules, regulations and laws	1.03 Board policy has been recommended. 1.04 Preschool Screening has been completed. 1.05 The identification, evaluation and placement process is in compliance with state and federal laws. 1.06 The district Total Special Education Service Plan is on file. 1.07 The superintendent has been made aware of areas when the district is not in compliance with state and federal laws and regulations regarding supervised programs. 1.08 Evidence exists that all programs are supervised according to directions established by the superintendent of schools.

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v. Homeless w. Violence x. 504 1.09 Conduct evaluations on staff assigned. 1.10 Supervise district placement of handicapped children. 1.11 Supervise conciliation conferences. Schedule and oversee due process hearings. 1.12 Represent the district interests in regional or cooperative projects. 1.13 Maintain communication with districts who have students at Riverside and NWJTC schools. 1.14 Supervise the nonpublic programs relating to state/federal programs listed in 1.08. 1.15 Provide tuition information to Business Office relative to Riverside and NWJTC. 1.16 Serve as authorized LEA representative for federal programs. 1.17 Supervise the completion of all required reports relating to state/federal programs listed in 1.08. 1.18 Attend required technical assistance programs and workshops.	D7 C9 E9 B2 B2 C8 B2 B2 B2 B2	5D 5M 5D 5W 2W 2M 1A 10D 10D 1A		3.02 Developmental and learning theories 3.03 Instructional techniques and methodologies 3.04 Quality special education programs throughout the state 3.05 Special education service models ABILITY: 3.01 Organize 3.02 Plan 3.03 Communicate 3.04 Allocate	1.09 Complete evaluations on assigned staff are on file at completion of school year. 1.10 Evidence exists regarding involvement in out-of-district handicapped student placements. 1.11 Supervised all conciliation conferences and due process hearings. 1.12 Reports are provided to superintendent regarding regional and cooperative services. 1.13 Evidence exists that appropriate information is provided as required with respect to Riverside and NWJTC. 1.14 Appropriate procedures and records are maintained for nonpublic school funds and proper forms are submitted for reimbursement. 1.15 Tuition information has been provided to the Business Office. 1.16 Attendance as LEA representative to federal program is reflected in minutes of LIEC. 1.17 All reports are completed and submitted on time to the program agency. 1.18 A record of technical workshops attended is available to supervisor.
2.0 ESTABLISH EFFECTIVE COMMUNICATIONS 2.01 Establish and maintain personal contact with public through involvement with civic organizations and staff. 2.02 Speak when called upon to groups and organizations. 2.03 Establish and implement procedures to receive input from internal and external publics.	B2 B2 B2	5W 1W 1M			2.01 Views of publics concerning the school district can be discussed in detail. 2.02 A record of speeches delivered to various publics is available upon request. 2.03 Appropriate publics are provided input into the development of procedures. Evidence of involvement is provided upon request.

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2.04 Conduct regular meetings with staff.	B2	10W			2.04 A file of media releases is maintained and available upon request.
2.05 Provide information to public regarding problems and activities.	B2	5A			2.05 Meetings with appropriate staff are held at least once each month and a record of such meeting is available upon request.
2.06 Attend all School Board meetings unless excused by Superintendent.					2.06 All School Board meetings have been attended unless excused.
2.07 Monitor publication of newsletters, handbooks, etc.	B2	5A			2.07 Samples of written communication to publish are available upon request.
2.08 Write and disseminate appropriate communications to staff, students, parents and their publics.	B2	2A			2.08 Communication procedures are reviewed at least once each school year and revised as necessary.
3.0 ADDRESS PROGRAMMING AND STAFFING NEEDS					
3.01 Determine the types of programs needed to meet the needs of students described in federal/state mandates.	E9	1A			3.01 Programs are in place to meet the identified needs of students described in federal and state models.
3.02 Design programs to meet students' needs.	E9	10D			3.02 Programs have been designed to meet students' needs.
3.03 Establish goals and objectives on which to evaluate programs.	E9	5A			3.03 Goals and objectives are established for programs.
3.04 Evaluate programs.					3.04 Programs have been evaluated.
3.05 Alter programs to better meet students' needs.	C9	10M			3.05 Changes have been made in programs to better accommodate students' needs.
3.06 Determine appropriate licensed and/or trained staff for programs listed in 1.01.		5D			3.06 Appropriate licensed and/or trained staff have been hired or recommended to be hired based on program needs and federal and state rules and regulations.
3.07 Interview and recommend staff to be hired for programs listed in 1.01.					3.07 Involvement in interviewing and recommending staff to be hired based on district policies.