



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?
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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>1.03 Recommend Board Policy as it relates to program responsibilities.</p> <p>1.04 Supervise Preschool Screening.</p> <p>1.05 Supervise the identification, evaluation and placement of all handicapped students.</p> <p>1.06 Prepare and update district Total Special Education Service Plan.</p> <p>1.07 Advise the superintendent on district compliance with state and federal laws regulating education services to the handicapped students.</p> <p>1.08 Supervise the following instructional division activities birth-12 (administrative and curriculum).</p> <ul style="list-style-type: none"> <li>a. Early Intervention Programs (birth-5)</li> <li>b. Riverside and NWJTC Schools</li> <li>c. Speech Therapy</li> <li>d. Special Learning Disability</li> <li>e. Mild through Profound Mentally Handicapped</li> <li>f. Special Vocational Needs</li> <li>g. Emotionally Behavior/Disturbed</li> <li>h. Hearing and Vision Programs</li> <li>i. School Social Workers</li> <li>j. School Psychologists</li> <li>k. Physically and Other Health Impaired</li> <li>l. Occupational and Physical Therapy</li> <li>m. Homebound Instruction</li> <li>n. English as a Second Language</li> <li>o. Title I</li> <li>p. Drug and Alcohol Abuse</li> <li>q. Indian Education</li> <li>r. Child Find (preschool/elementary/secondary)</li> <li>s. P.L. 81-874 Impact Aid</li> <li>t. Chapter II – Block Grant</li> <li>u. School Nurse</li> <li>v. Homeless</li> <li>w. Violence</li> <li>x. 504</li> </ul>	<p>E9 C4</p> <p>D6</p> <p>D7</p>	<p>10A</p> <p>1W</p> <p>10D</p>		<p>1.03 Meet established deadlines</p> <p>1.04 Communicate</p> <p>1.05 Build consensus</p> <p>1.06 Mediate differences</p> <p>1.07 Maintain effective inter-personal relationships</p> <p>1.08 Submit state and federal reports</p> <p>1.09 Maintain accurate records</p> <p>1.10 Listen</p> <p>1.11 Conduct small and large group meetings</p> <p>1.12 Speak and write clearly and correctly</p>	<p>1.03 Board policy has been recommended.</p> <p>1.04 Preschool Screening has been completed.</p> <p>1.05 The identification, evaluation and placement process is in compliance with state and federal laws.</p> <p>1.06 The district Total Special Education Service Plan is on file.</p> <p>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.</p> <p>1.08 Evidence exists that all programs are supervised according to directions established by the superintendent of schools.</p>
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1.09 Conduct evaluations on staff assigned.	D7	5D		<b>Knowledge:</b>	1.09 Complete evaluations on assigned staff
1.10 Supervise district placement of handicapped children.	C9	5M		2.01 State and federal rules, regulations and laws.	are on file at completion of school year.
1.11 Supervise conciliation conferences. Schedule and oversee due process hearings.	E9	5D		2.02 School district policies and administrative procedures.	1.10 Evidence exists regarding involvement in out-of-district handicapped student placements.
1.12 Represent the district interests in regional or cooperative projects.	B2	5W		2.03 State Department personnel.	1.11 Supervised all conciliation conferences and due process hearings.
1.13 Maintain communication with districts who have students at Riverside and NWJTC schools.	B2	2W		2.04 Formal and informal power structures of community.	1.12 Reports are provided to superintendent regarding regional and cooperative services.
1.14 Supervise the nonpublic programs relating to state/federal programs listed in 1.08.	C8	2M		2.05 Requirements and procedures of local media.	1.13 Evidence exists that appropriate information is provided as required with respect to Riverside and NWJTC.
1.15 Provide tuition information to Business Office relative to Riverside and NWJTC.	B2	1A		2.06 Appropriate inter-personal relations and techniques.	1.14 Appropriate procedures and records are maintained for nonpublic school funds and proper forms are submitted for reimbursement.
1.16 Serve as authorized LEA representative for federal programs.	B2	10D		2.07 Community.	1.15 Tuition information has been provided to the Business Office.
1.17 Supervise the completion of all required reports relating to state/federal programs listed in 1.08.	B2	10D		2.08 Group dynamics.	1.16 Attendance as LEA representative to federal program is reflected in minutes of LIEC.
1.18 Attend required technical assistance programs and workshops	B2	1A		<b>Ability:</b>	1.17 All reports are completed and submitted on time to the program agency.
				2.01 Plan	1.18 A record of technical workshops attended is available to supervisor.
				2.02 Organize	2.01 Views of publics concerning the school district can be discussed in detail.
				2.03 Listen	2.02 A record of speeches delivered to various publics is available upon request.
<b>2.00 ESTABLISH EFFECTIVE COMMUNICATIONS</b>				2.04 Conduct small and large group meetings	2.03 Appropriate publics are provided input into the development of procedures. Evidence of involvement is provided upon request.
2.01 Establish and maintain personal contact with public through involvement with civic organizations and staff.	B2	5W		2.05 Speak and write clearly and correctly	2.04 Meetings with appropriate staff are held at least once each month and a record of such meetings is available upon request.
2.02 Speak when called upon to groups and organizations.	B2	1W			
2.03 Establish and implement procedures to receive input from internal and external publics.	B2	1M			
2.04 Conduct regular meetings with staff.	B2	10W			
2.05 Provide information to public regarding problems and activities.	B2	5A			
2.06 Attend all School Board meetings unless excused by Superintendent.					

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2.07 Monitor publication of newsletters, handbooks, etc.	B2	5A		<b>Knowledge:</b> 3.01 District, state and federal rules, regulations and laws. 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.	2.05 A file of media releases is maintained and available upon request.
2.08 Write and disseminate appropriate communications to staff, students, parents and their publics.	B2	2A			2.06 All School Board meetings have been attended unless excused. 2.07 Samples of written communication to publish are available upon request. 2.08 Communication procedures are reviewed at least once each school year and revised as necessary.
<b>3.00 ADDRESS PROGRAMMING AND STAFFING NEEDS</b>				<b>Ability:</b> 3.01 Organize 3.02 Plan 3.03 Communicate 3.04 Allocate	
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.	