



Taft School
District 90

Job Descriptions

Table of Contents

Athletic (Activities) Director..... 3

Band Director..... 5

Baseball Coach 6

Basketball Coach..... 8

Bookkeeper 10

Cheerleading Coach..... 12

Choir Director 14

Classroom Teacher 15

Day Custodian..... 17

Director of Learning / Dean of Students..... 19

Director of Music, Band Director, and Choir Director..... 21

Director of Special Education Cooperative..... 22

Eighth (8th) Grade Sponsor..... 24

Executive Assistant to the Superintendent..... 25

Library / Technology Aid..... 28

Long-Term Substitute..... 29

Night Custodian..... 31

Nurse..... 33

Part- time Secretary / Receptionist / Registrar..... 35

Principal..... 37

Reading Intervention Teacher 39

Reading Interventionist / Reading Coordinator..... 41

Softball Coach 42

Student Council Sponsor..... 44

Superintendent 46

Teacher / Administrator / Lead Teacher..... 48

Track Coach..... 50

Treasurer of the Board..... 52

Volleyball Coach 53

Yearbook Sponsor 55

Athletic (Activities) Director

QUALIFICATIONS: Appropriate licensure to ensure highly qualified status of assigned position including a minimum of Teacher Leader and/or General Administrative Endorsement (or as is then current with ISBE regulations). Experience with supervisory responsibilities. Knowledge and experience in student-centered athletic (activity) program management is desired, but not required.

REPORTS TO: Superintendent and/or Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school
3. All club/athletic sponsors/coaches
4. Community agencies including state and local sports consortia
5. Parent groups

JOB GOAL: To provide each enrolled student of middle school age an opportunity to participate in extracurricular activities that will foster physical and mental skills; a sense of worth, confidence, and competence; a knowledge and understanding of the pleasures of athletics/activities; and principles of ethical standards and fairness.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the interscholastic and extra-curricular athletics / activities program for the district.
2. Provides leadership in the selection, assignment, and evaluation of coaches / sponsors.
3. Fosters good school-community relations by keeping the community informed and aware of the athletic/activities program through the maintenance and frequent updating of the student activities website.
4. Assumes responsibility for the organization and scheduling of all inter-scholastic athletic events, including the annual Taft Tournament.
5. Coordinates officials, and other personnel as required, and assumes general responsibility (in partnership with the building principal) of the proper supervision of home athletic contests and activities.
6. Arranges transportation for athletic contest participants and ensures that coaches/sponsors are aware of their responsibilities for these arrangements.
7. Arranges provision for meals for participants and coaches/sponsors when an event is 60 miles or more from a district boundary line.
8. Develops and recommends to the Principal those rules and regulations governing the conduct of extracurricular activities.

9. Assists coaches/sponsors in the weekly verification of each participant's eligibility according to established requirements of eligibility for participation in each activity.
10. Prepares and recommends a cycle of supply purchases for athletic and club programs, and submits same to the Principal annually for his/her consideration and recommendation to the Superintendent.
11. Requisitions program supplies and equipment.
12. Supervises all ticket sales and fundraising events of the student activities, and assists in the proper handling of funds.
13. Arranges all details of visiting groups' needs, including lodging, meals, towels, gymnasium services and field assistance, etc., as appropriate.
14. Makes arrangements for school and non-school use of playing fields / facilities.
15. Arranges facilities schedules for practices and events.
16. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
17. Keeps records of the results of all middle / junior high school athletic contests, and maintains a record file of all award winners, stating the date and type of award.
18. Directs extracurricular programs designed to foster support for the athletic teams and academic clubs and school spirit among non-participants (i.e. concessions, pack the gym, fan buses, dances, blood drives, etc.).
19. Maintains a visual presence and acts as a representative of Taft School District 90 as delegated by the Superintendent and/or Principal.
Examples include:
 - a. Designated home athletic contests (identified with high attendance, all regionals and sectionals). Follow all IESA guidelines, including presenting post-tournament awards.
 - b. Designated athletic events where Taft School is competing for a Regional, Sectional or State trophy (home or away).
20. Responsible for the proper budgeting and spending of District appropriated funds and activity accounts.
21. Insure proper IESA membership registration and payment annually.
22. Update the Activities Handbook and provide each to the Board of Education annually.

Band Director

QUALIFICATIONS: Bachelor's Degree/ Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Superintendent and/or Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school
3. Community agencies
4. Parent groups

JOB GOAL: Responsible for providing a quality band program to students at Taft Grade School District 90. The position of band director shall be remunerated according to the extracurricular salary schedule.

PERFORMANCE RESPONSIBILITIES:

1. Teach the fundamental skills necessary for participation in the instrumental music program.
2. Conduct necessary practices as directed by the Superintendent and as required to provide a competent band.
3. Attend band parents' meeting and help prepare the agenda for the same.
4. Participate in parades to the extent recommended by the band director and/or the Superintendent.
5. Participate in band and solo contests.
6. Conduct summer band when applicable.
7. Submit necessary rosters of students to the office for collection of fees.
8. Be responsible for checking eligibility for your group every Thursday morning.
9. Submit a budget request to the band parents, and participate in the ordering of supplies.
10. Be responsible for all school-owned property under his/her care.
11. Supervise students at all times; i.e., band room, music room, on the bus, parades, practices, etc.
12. Be responsible for band recruitment.
13. Participate in school-related music programs and assist in their planning; i.e. Christmas program, spring concert, and music-related activities.
14. Be responsible for the dissemination of all necessary information pertaining to the school instrumental program to students, parents, administrators, and the Board members.

Baseball Coach

QUALIFICATIONS: Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Superintendent and/or Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school
3. Community agencies
4. Parent groups

JOB GOAL: Responsible for providing a quality baseball program to students at Taft Grade School District 90. The position of baseball coach shall be remunerated according to the extracurricular salary schedule.

PERFORMANCE RESPONSIBILITIES:

1. Teach and develop the basic skills associated with the game of baseball.
2. Develop in students a fundamental understanding of the sport.
3. Coach all conference games and adhere to all conference rules.
4. Promote sportsmanship at all times.
5. Practice on all non-game weeknights during the baseball season for at least 60 minutes.
6. Supervise students under their care at all times.
7. Be responsible for the supervision of student's after all home games and all away games upon their return to school for dismissal.
8. Participate in the ordering of supplies and materials for baseball.
9. Attend all conference coaches' meetings pertaining to baseball.
10. Participate in practice games with the Principal's approval.
11. Be responsible for all equipment and school property under their care.
12. Be responsible for disseminating all information pertaining to baseball to students, parents, teachers, administrators, and the Board of Education.
13. Obtain Principal's permission before canceling practice or games.
14. Be responsible for rescheduling postponed games, reporting changes to the Principal.
15. Be responsible for paying officials.
16. Complete all required reports as required by the conference and the school district.
17. It is preferred that girl and boy sport events maintain the identical amount of games and/or events.

18. A calendar of practices and events will be given to the Principal for approval prior to the start of each sport. The electronic calendar will then be maintained for all events (practices, games, meetings, etc.)
19. Sports fees will be collected by the coach before the official start of the season and turned in prior to season and given to the Office. No student can participate in the sport event without a physical and/or fees paid.
20. No extra money will be collected unless approved in writing by the Superintendent.
21. A roster will be turned in to the Office before the first event
22. Be responsible for checking eligibility for your group every Thursday morning and reporting ineligibility for the following Monday thru Saturday by the last day of the current week to parents/guardians.

Basketball Coach

QUALIFICATIONS: Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Superintendent and/or Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school
3. Community agencies
4. Parent groups

JOB GOAL: Responsible for providing a quality basketball program to students at Taft Grade School District 90. The position of basketball coach shall be remunerated according to the extracurricular salary schedule.

PERFORMANCE RESPONSIBILITIES:

1. Teach and develop the basic skills associated with the game of basketball.
2. Develop in students a fundamental understanding of the sport.
3. Coach all conference games and adhere to all conference rules.
4. Promote sportsmanship at all times.
5. Practice on all non-game weeknights during the basketball season for at least 60 minutes.
6. Supervise students under their care at all times.
7. Be responsible for the supervision of student's after all home games and all away games upon their return to school for dismissal.
8. Participate in the ordering of supplies and materials for basketball.
9. Attend all conference coaches' meetings pertaining to basketball.
10. Participate in practice games with the Principal's approval.
11. Be responsible for all equipment and school property under their care.
12. Be responsible for disseminating all information pertaining to basketball to students, parents, teachers, administrators, and the Board of Education.
13. Obtain Principal's permission before canceling practice or games.
14. Be responsible for rescheduling postponed games, reporting changes to the Principal.
15. Be responsible for paying officials.
16. Complete all required reports as required by the conference and the school district.
17. It is preferred that girl and boy sport events maintain the identical amount of games and/or events.

18. A calendar of practices and events will be given to the Principal for approval prior to the start of each sport. The electronic calendar will then be maintained for all events (practices, games, meetings, etc.)
19. Sports fees will be collected by the coach before the official start of the season and turned in prior to season and given to the Office. No student can participate in the sport event without a physical and/or fees paid.
20. No extra money will be collected unless approved in writing by the Superintendent.
21. A roster will be turned in to the Office before the first event
22. Be responsible for checking eligibility for your group every Thursday morning and reporting ineligibility for the following Monday thru Saturday by the last day of the current week to parents/guardians.

Bookkeeper

QUALIFICATIONS: High school diploma (minimum) / Associates' degree (preferred)

REPORTS TO: Superintendent

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: To keep track of and maintain school records.

PERFORMANCE RESPONSIBILITIES:

1. Create and maintain the necessary accounting systems, records and procedures required for effective financial management, and comply with the State Accounting Code.
2. Manage the Illinois Municipal Retirement Fund, as the District's authorized agent. For all eligible personnel
3. Prepare the monthly financial report for the Board.
4. Report regularly to the Superintendent on the cash status of all funds, plus the status of all Federal and State projects
5. Keep the Superintendent aware of all unusual or divergent conditions which will affect the fiscal affairs of the District
6. Compile all of the financial information necessary to assist in the preparation of the annual budget
7. Maintain records for Title funds necessary for reporting to the state
8. Maintenance of financial records in the archive room / vault.
9. Maintain necessary ledgers for cost distribution for individual programs
10. Maintain and process all data in connection with inventory on consumable supplies
11. Provide statistical data to Superintendent for proper internal control and financial management as requested
12. Verify all monies received, issue receipts for same, and prepare necessary deposit slips.
13. Issue checks for all approved expenditures; process requested for payment and prepare duplicate copies of invoices for audit purposes
14. Maintain travel records on all staff and issue checks for reimbursement
15. Maintain records and payment of monies for all tuition students

16. Preparation of public notices regarding finance for budget hearing, tax levy hearing, referendums as required by law
17. Answer and service all calls applicable to the areas of assigned responsibility
18. Maintain necessary forms and data for payroll
19. Perform all programming required to insure accurate payroll functions
20. Prepare all check for the listing of bills approved by the board
21. Provide treasurer with necessary detailed ledgers on payroll and expenses to insure proper accountability
22. Maintain all documentation required to substantiate the payroll function
23. Maintain proper records on payroll deductions for Credit Union, Employees contributions, annuities, etc.
24. Maintain records on all change sin personnel, such as new employees, terminations, etc.
25. Prepare necessary reports for IMRF, FICA, and TRS
26. Perform the necessary detail work for proving payroll bills and year end W-2's
27. Prepare the year-end report for teacher retirement
28. Prepare, disseminate and tabulate employee's materials and supply requests
29. Process all purchase orders issued by the District
 - a. Receive all invoices for full or partial payment
 - b. Confirm authenticity of invoices
 - c. Process incomplete orders
 - d. Mail confirming orders to companies
30. Maintain proper follow-through system on all purchase orders sent out
 - a. Correspond with companies regarding unfilled orders
 - b. Keep requisitioned informed as the status on all purchase orders
31. Maintain proper files for open and paid purchase orders as well as all other supporting documentation
32. Maintain internal control so that teacher do not exceed their allotments
33. Process all requests for office maintenance repairs, classroom audiovisual repairs and initiate proper follow-through procedures
34. Prepare necessary reports to the Board
35. Accept such duties and responsibilities as may be assigned by the Superintendent

Cheerleading Coach

QUALIFICATIONS: Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Superintendent and/or Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school
3. Community agencies
4. Parent groups

JOB GOAL: Responsible for providing a quality cheerleading program to students at Taft Grade School District 90. The position of cheerleading coach shall be remunerated according to the extracurricular salary schedule.

PERFORMANCE RESPONSIBILITIES:

1. Teach and develop the basic skills associated with the game of cheerleading.
2. Develop in students a fundamental understanding of the sport.
3. Coach all conference games and adhere to all conference rules.
4. Promote sportsmanship at all times.
5. Practice on all non-game weeknights during the cheerleading season for at least 60 minutes.
6. Supervise students under their care at all times.
7. Be responsible for the supervision of student's after all home games and all away games upon their return to school for dismissal.
8. Participate in the ordering of supplies and materials for cheerleading.
9. Attend all conference coaches' meetings pertaining to cheerleading.
10. Participate in practice games with the Principal's approval.
11. Be responsible for all equipment and school property under their care.
12. Be responsible for disseminating all information pertaining to cheerleading to students, parents, teachers, administrators, and the Board of Education.
13. Obtain Principal's permission before canceling practice or games.
14. Be responsible for rescheduling postponed games, reporting changes to the Principal.
15. Be responsible for paying officials.
16. Complete all required reports as required by the conference and the school district.

17. A calendar of practices and events will be given to the Principal for approval prior to the start of each sport. The electronic calendar will then be maintained for all events (practices, games, meetings, etc.)
18. Sports fees will be collected by the coach before the official start of the season and turned in prior to season and given to the Office. No student can participate in the sport event without a physical and/or fees paid.
19. No extra money will be collected unless approved in writing by the Superintendent.
20. A roster will be turned in to the Office before the first event
21. Be responsible for checking eligibility for your group every Thursday morning and reporting ineligibility for the following Monday thru Saturday by the last day of the current week to parents/guardians.

Choir Director

QUALIFICATIONS: Bachelor's Degree/ Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Superintendent and/or Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school
3. Community agencies
4. Parent groups

JOB GOAL: Responsible for providing a quality choir program to students at Taft Grade School District 90. The position of choir director shall be remunerated according to the extracurricular salary schedule.

PERFORMANCE RESPONSIBILITIES:

1. Teach choral music – regular and mixed (numbers and talent permitting).
2. Be responsible for the selection of music for both the regular choral program and contest.
3. Be responsible for developing a list of vocal accompanists.
4. Be responsible for all school property under the choir director's care.
5. Participate in the school-related music programs.
6. Participate at vocal contest when appropriate.
7. Participate in the Taft Graduation program.
8. Develop within the students a basic understanding and appreciation of the components of vocal music.
9. Accept such responsibilities as assigned by the Superintendent or his/her designee.
10. Performance of this job will be evaluated in accordance with the provision of the Board's policy on Evaluation of Professional Personnel.
11. Be responsible for checking eligibility for your group every Thursday morning.

Classroom Teacher

QUALIFICATIONS: Appropriate licensures to ensure highly qualified status of assigned position.

REPORTS TO: Principal and Superintendent

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: 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. Assists in upholding and enforcing school rules, administrative regulations, and Board policies.
3. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
4. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
5. Prepares for classes assigned, and shows written evidence of preparation upon request of the immediate supervisor.
6. Evaluates pupil progress on a regular basis.
7. Encourages students to set and maintain standards of classroom behavior.
8. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, and projects, and the like to communicate these objectives to students.
9. Communicates with parents through conferences and other means to discuss student progress and interpret the school program.
10. 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.
11. Maintains a professional competence through in-service education activities provided by the district or self-selected professional growth activities.
12. Assess the accomplishments of students on a regular basis and provides progress reports as required.

13. Uses grade reporting to inform caregivers of students' progress in relationship to meeting standards.
14. Uses grade reporting to encourage student growth and does not use grading in a punitive manner.
15. Attends staff meetings and serves on committees.
16. 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.
17. Meets accepted standards of professional behavior.
18. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.

Day Custodian

QUALIFICATIONS: High School Diploma (minimum)

REPORTS TO: Principal/Superintendent

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: To provide leadership and assistance in the cleanliness and maintenance of the physical facility that will provide for a safe, clean and habitable environment.

PERFORMANCE RESPONSIBILITIES:

1. Clean Rooms Daily: 1st floor: Main Office AND 2nd Floor : Conference room/Lounge & District offices
2. Empty outside garbage cans and pick up and garbage on the grounds
3. Put out parking cones
4. Do any pending work orders before school opens that may be hard to do when students are present
5. Check AND fill copy paper in each copy location
6. Do any maintenance work orders that can be done during school. If there are no work orders, begin custodial tasks.
7. Assist with service and cleanup of the lunchroom at lunches
8. Cut and trim grass, then blow sweep clippings off of the sidewalk
9. Clear the snow and salt from the walkways around the building
10. Inspect playground equipment daily (Give report to superintendent weekly, unless a major issue such as damage arises.)
11. Maintain a friendly and cooperative relationship and attitude with co-workers, Staff, and public
12. Perform such other duties that will assist students, co-workers, and staff

Lighting & Maintenance:

1. Check lights in classrooms, gymnasium, auditorium, library, offices, bathrooms, and hallways
2. Before any program check lighting and sound in the auditorium
3. Check exit lights around the building
4. Test emergence e lights throughout the building MONTHLY

5. Grease motors and blower units around the building every 3 months
6. Remove snow and salt from the front entrance first, then the front parking spots, followed by the blacktop area/steps near playground. Finish by clearing the other entrance/exit areas
7. Check for ice buildup around the building and on sidewalks when warranted
8. Change filters in the big blower room (4 times per year)
9. Change filters throughout the building (3 times per year) or more if needed.
Oil and grease all pumps and motors.

Before you leave:

Make sure the night crew is aware of any pending events for the evening and any pending projects you did not finish.

Director of Learning / Dean of Students

QUALIFICATIONS: Type 75 certification / Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Principal and Superintendent

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: To provide the necessary leadership, supervision, and effective administrative skills toward the management of the school and to promote the ultimate development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Must have type 75 Certificate
2. Comply with all administrative procedures and Board policies
3. Assist the Superintendent in the day-to-day operations of the District
4. Assume responsibility for the school when the Superintendent is out of the District
5. Recognize that the leadership of the instructional program within the school is of first priority
6. Assist in the administration of School Board policies
7. Coordinate school wide testing programs
8. Be responsible for all assemblies and school programs
9. Assist in the development, revisions, and evaluations of the curriculum
10. Be responsible for the Library, development, and implementation
11. Maintain high standards of student conduct. Be responsible for the enforcement of school discipline code, Assure due process of the rights of all students
12. Is responsible for establishing and maintaining an effective learning climate in the school
13. Is responsible, in conjunction with the Superintendent, for developing methods for implementing and evaluation student's progress toward he District's stated goals
14. Is responsible for facilitating effective school-community relations
15. Keep the Superintendent informed of the school's activities and problems

16. Responsible for supervision of all indoor student functions
17. Responsible for after school student discipline, including Saturday detentions, as decided by Superintendent
18. Responsible for attending PTA, Policy, and other meetings that the Superintendent may require. Must attend all school-sponsored activities that parents may attend, i.e. concerts, dances, graduation, and award nights, etc.
19. Responsible to meet weekly with the Superintendent
20. Responsible for teacher evaluations in conjunction with the Superintendent
21. In conjunction with the Superintendent, develop and implement staff development and school improvement plans
22. Is responsible to insure that IEP's and 504 plans are being followed
23. Assist in recommending potential District employees
24. Must keep current with teaching strategies and techniques, i.e. attend workshops approved by superintendent
25. Attend local administrative meetings or other meetings assigned by the Superintendent
26. Is responsible to coordinate tutoring program, summer school. And remediation programs
27. Assist in the development and implementation of program related budgets
28. Responsible for the supervision, health, and safety of all student on school property during the school day (8:00am to 4:00pm)
29. Responsible for Student council
30. Coordinate after school calendar and organization
31. Perform such duties that are requested or assigned by the Superintendent or Board
32. Comply with all Board standards and criteria for minimal characteristics of effective instruction for the classroom teachers in the District. (See Classroom Teacher Job Description)

Director of Music, Band Director, and Choir Director

QUALIFICATIONS: Bachelor's Degree / Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Superintendent and/or Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school
3. Community agencies
4. Parent groups

JOB GOAL: Responsible for providing a quality music program to students at Taft Grade School District 90.

PERFORMANCE RESPONSIBILITIES:**A. Direct Instrumental Music Program**

1. Develop band rehearsal schedule – to be approved by Administration
2. Prepare special events (Canal Days, Memorial Day Parade). Schedule all events a minimum of two weeks in advance.
3. Coordinate district contest(s).
4. Propose fundraisers for approval by Administration. (Maximum of three (3)).
5. Attend band parents meeting as scheduled.
6. Develop recruitment program in and deploy in September and March.
7. Propose band trip.
8. Create system of communications as appropriate – phone tree, email distribution, etc.

B. Direct Vocal Music Program

1. Develop Choir rehearsal schedule – to be approved by Administration.
2. Prepare special events (Canal Days, Memorial Day Parade). Schedule all events two weeks in advance.
3. Coordinate district contest(s).

C. General Music**D. General Art**

Director of Special Education Cooperative

- QUALIFICATIONS:**
1. Experience in teaching and school administration
 2. Master's degree and hold a valid administrative certificate issued by the State Certification Board and approval as Director of Special Education.

REPORTS TO: Special Education Cooperative Executive Board

MAINTAINS LIASON WITH:

All administrative and supervisory personnel of the district

JOB GOAL: To provide leadership in developing and maintaining the best possible special education programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meeting of the Board, except Executive sessions of those meeting which are concerned with the Director's employment. By mutual agreement, the Director may be absent from a meeting
2. Initiates and guides the development of policies for Board consideration and develops such administrative rules and procedures as may be necessary to implement Board policies
3. Directs the preparation and presentation of the annual operating budget to the Executive Board for approval and implements the Board approved budget. Directs the preparation of reports indicating the statues of the budget and financial affairs of the school system
4. Prepares and submits to the board recommendations relative to all matters requiring board action, placing before the board such necessary and helpful facts, information, reports and alternatives as are needed to insure the making of informed decisions.
5. Informs and advises the board about programs, practices and problems of the cooperative and keeps the board informed of the activities operating under the board's authority.
6. Recommends for employment all full-time employees and part-time certified employees of the board. Assigns, transfers and recommends for dismissal all certified employees of the board.
7. Hold such meeting of teachers, other personnel, lay groups, etc. As necessary for the discussion of matters concerning the improvement welfare of the cooperative.

8. Keeps the public informed about modern educational practices, goals, educational trends and the policies, practices and problems in the district's [programs.
9. Delegates at own digression to other employees of the board and exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the director of responsibility for the action taken under such delegation
10. Keeps informed of modern educational thought and practices by current study, by visiting cooperatives elsewhere, by attending educational conferences and by other appropriate means, and keeps the board informed of trends in education
11. Recommends to the board for its adoption all special education courses of study, curriculum and major changes in texts and time schedules to be used in cooperative instructional programs.
12. Submits to the board a clear and detailed explanation of any proposed procedure which would involve either departure from establishes policy or the expenditure of substantial sums.
13. Maintains adequate records for the cooperative, including a system of financial accounts; business and property records and personnel acts as custodian of such records and of all contracts, securities, documents, title papers, books of records and other papers belonging to the board.
14. Maintains a schedule of major administrative deadlines
15. Works with the board in developing a board calendar of deadlines
16. Develops and agenda for board meetings
17. Directs all personnel, (when appropriate), in achieving a high quality educational program to meet the needs of the children of the special education community.
18. Develops and implements strategies to carry out 'board approves' cooperative objectives.
19. Reviews and recommends classroom attendance areas in the various school units for board approval
20. Performs such other tasks as may, from time-to-time, be assigned by the board

Terms of Employment: Twelve months a year beginning July 1. Salary will be negotiated with the Executive Board of the Cooperative.

Evaluation: Performance of this position will be evaluated at least once annually in accordance with provisions of the board's policy on evaluation of the director.

Eighth (8th) Grade Sponsor

QUALIFICATIONS: Bachelor's Degree/ Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Superintendent and/or Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school
3. Community agencies
4. Parent groups

JOB GOAL: Responsible for providing a quality 8th grade year to students at Taft Grade School District 90. The position of 8th grade sponsor shall be remunerated according to the extracurricular salary schedule.

PERFORMANCE RESPONSIBILITIES:

1. To meet with the high school counselors for placement matters.
2. To be chaperone-in-chief at the 8th grade field trip.
3. To develop an 8th grade peer tutoring program.
4. To supervise all 8th grade events – dance, graduation, awards night, and decorations for these events.
5. To act as confidant for the 8th graders to assist in their education concerns.

Executive Assistant to the Superintendent

QUALIFICATIONS: High school diploma (minimum) / Associates' degree (preferred). A reasonable degree of proficiency in typing (60 WPM), working knowledge of basic office practice and operation of machines, good human relations skills, the ability to efficiently communicate both verbally and in writing, and successful experience as a secretary

REPORTS TO: Superintendent

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: To assist in the daily administration of the school and relieve Superintendent of paper work and impediments so that he/she may devote maximum attention to the central problems of education and educational administration

PERFORMANCE RESPONSIBILITIES:

1. Confidential Secretary
 - a. Preparation of RIF letters / Letter of Intent
 - b. Updating of all personnel files (evaluations, certifications, etc.)
 - c. Posting of all job vacancies
 - d. Maintain password list, mater keys and master key list, Taft birthdays, etc.
 - e. Updating of phone trees
 - f. Assign alarm codes and maintain master list
 - g. Maintenance of Board records in the archive room / vault.
 - h. As bank signatory, writing and signing of checks for school checking accounts
 - i. Preparation of overdraft letters
 - j. Assume duties of secretary in main office when he/she is out (sick, personal, etc.)
2. School Board Recording Secretary
 - a. Collect data, prepare agenda, assemble, and distribute packets for monthly School Board Meetings
 - b. Attend meeting, record meeting minutes, prepare minutes for approval, distribute minutes

- c. Responsible for the filing of both open and closes session minutes upon approval
 - d. Collection and distribution of mail addresses to School Board Members
 - e. Publishing of Board notices
 - f. Updating of School Board policies
 - g. Preparation for board election. Board candidates, filing of notices, etc.
3. Event/ Meeting Coordinator
 - a. Organize, coordinate with caterer, and set up for Staff Development / Teacher Institute Days, Teacher Appreciation Week, Parent/Teacher conferences, Superintendent/President Cabinet Meeting, and School Board Meetings
 4. ISBE Reporting Person
 - a. Entry and updates of all district students in the State of Illinois Student Information System
 - b. Nations School Lunch Program/ Child Nutrition Claim
 - c. School Information System (enrollment, assessment data, and all other enrollment/demographic reporting)
 - d. E-report Card
 - e. Public School Calendar Submittal
 - f. End of Year Report
 5. Free / Reduced Lunch and Fees Determining Official
 - a. Collect applications
 - b. Request Direct Certification list form the Illinois Student Information System
 - c. Review applications and determine eligibility based on Direct Certifications, SNAP/TANF status, or income
 - d. Approve or deny application
 - e. Contact family and explain determination
 - f. Maintain list of eligible student for office secretary and lunchroom staff
 - g. Maintain free/reduced data integrity in the Student Information System and submit monthly claims for reimbursement
 6. Summer Registrar
 - a. Work with secretary in main office in the preparation of registration packets for 350 students – Pre – K – 8th grades.
 - b. Summer registration
 - c. Monitoring overdue fees, notify families by mail of fees owed (January, April, June)
 - d. Production of approximately 500 individual awards per quarter

- e. Printing and assembly of all diplomas and awards
 - f. Preparation of monthly school calendars
 - g. Preparation of summer newsletters to parents and students
 - h. Preparation of various memos/correspondence, announcement to parents, students, teachers and staff.
7. SchoolReach
- a. Responsible for data entry and list maintenance (Staff, Students by grade)
 - b. Compose and send out all notifications (text and email)
 - c. Default reply to email address to Superintendent's assistant for all replies from parents and staff
8. Purchasing
- a. Preparation of all purchase orders
 - b. Ordering of supplies based on purchase orders
 - c. Updating of teacher textbook inventory, responsible for all textbook orders
 - d. Record keeping of all purchase orders
9. Webmaster/ In-House IT Support
- a. Maintenance of Taft website (www.taft90.org)
 - b. Collection, editing, and posting of teacher' newsletters
 - c. Posting of School Board Agenda and minutes upon approval
 - d. Updating of school calendar
 - e. Perform desktop and server support as needed in order to save money and time that would be spent on 3rd party IT vendor
10. Support in-house LASEC (Lockport Area Special Education Cooperative) representative
- a. Coordinate transportation arrangements for District 90 students attending out of district schools
 - b. Coordinate transportation changes during the school year

Library / Technology Aid

QUALIFICATIONS: Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Principal and Superintendent

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: To Provide the necessary skills to organize and manage the library; assist in providing technology support in the labs, as well as throughout the school; provide assistance with supervision of students and/or office when requested; and provide assistance with instructional programs when requested.

PERFORMANCE RESPONSIBILITIES:

1. Comply with all school procedures and board policies
2. Plan and organize work
3. Communicate effectively with staff, students, and parents
4. Work as a professional member of team
5. Problem solve library and technology issues
6. Keep current with practices for library and technology
7. Provide support for technology in the classrooms
8. Assist staff when their classes are in the lab or library
9. Provide basic assessment/inventory of library and technology needs
10. Assist staff with appropriate library and technology training
11. Assist with instructional programs when requested (i.e. Title, ELL)
12. Manage and organize the library effectively
13. Provide proper supervision of students
14. Provide assistance in the office or classroom coverage, as needed
15. Provide assistance in the coordination of testing programs
16. Provide assistance with our Book Fair when requested
17. Assume duties of secretary in main office when he/she is out (sick, personal, etc.)
18. Assume such other duties as assigned by the Superintendent and/or Principal

Long-Term Substitute

QUALIFICATIONS: Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Principal and Superintendent

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: To provide the necessary leadership, supervision, and effective administrative skills toward the management of the school and to promote the ultimate development of each student. To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women. To perform those duties as prescribed for a regular teaching position as follows:

PERFORMANCE RESPONSIBILITIES:

1. Comply with all administrative procedures and board policies.
2. Assist with responsibility in the day-to-day operations of the district.
3. Assume responsibility for the school when the Superintendent is out of the district.
4. Recognize that the leadership of the instructional program within the school is of first priority.
5. Assist in the administration of school board policies.
6. Coordinate school-wide testing programs.
7. Be responsible for all assemblies and school programs.
8. Assist in the development, revisions, and evaluation of the curriculum.
9. Maintain high standards of student conduct. Be responsible for the enforcement of school discipline code. Assure due process to the rights of all students.
10. Is responsible for establishing and maintaining an effective learning climate in the school.
11. Is responsible, in conjunction with the Superintendent, for developing methods for implementing and evaluating students' progress toward the District's stated goals.
12. Is responsible for facilitating effective school-community relations.

13. Keep the Superintendent informed of the school's activities and problems.
14. Share responsibility for supervision of all indoor student functions.
15. Share responsibility for after school student discipline, including Saturday detentions, as decided by the Superintendent.
16. Share responsibility for attending PTA, policy, and other meetings that the Superintendent may require. Must attend all school-sponsored activities that parents may attend i.e., concerts, dances, graduation, award nights, etc.
17. In conjunction with the superintendent, develop and implement staff development and school improvement plans.
18. Is responsible to insure that IEPs and 504 plans are being followed.
19. Assist in recommending potential district employees.
20. Must keep current with teaching strategies and techniques, i.e., attend workshops approved by the Superintendent.
21. Attend local administrative meetings or other meetings assigned by the Superintendent.
22. Is responsible to coordinate tutoring programs, summer school, and remediation programs.
23. Assist in the development and implementation of program-related budgets.
24. Share responsibility for the supervision, health, and safety of all students on school property during the school day (8:00 a.m. – 4:00 p.m.).
25. Perform such duties that are requested or assigned by the Superintendent or school board.
26. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
27. Prepares for classes assigned, and shows written evidence of preparation upon request for the immediate supervisor.
28. Evaluates pupil progress on a regular basis.
29. Communicates with parents through conferences and other means to discuss student progress and interpret the school program.
30. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
31. Meets accepted standards of professional behavior.
32. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
33. 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.
34. Maintains a professional competence through in-service education activities provided by the district or self-selected professional growth activities.

Night Custodian**QUALIFICATIONS:****REPORTS TO:** Principal and Superintendent**MAINTAINS LIASON WITH:**

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: To provide leadership and assistance in the cleanliness and maintenance of the physical facility that will provide for a safe, clean and habitable environment.

PERFORMANCE RESPONSIBILITIES:

1. **Clean Room Daily**
 - a. Garbage
 - b. Floors: sweep, wet mop, if necessary daily (minimally twice per week), vacuum carpeted areas daily
 - c. Chalkboards/Rails: Use wet rag (clean daily unless it says SAVE on board)
 - d. Door glass: Clean daily, if necessary
 - e. Fans: Dust weekly unless needed daily
 - f. Dust: desks- daily/ windows – weekly
 - g. Desk Tops: Weekly- Clean desk tops with foam
2. **Bathrooms (Classrooms, Boy/Girls, Locker Rooms, and Staff)**
 - a. Daily: Clean Toilets/ urinals
 - i. Check and fill toilet paper, towels, air fresheners, soap
 - ii. Wet mop floors daily
3. **Staff Lounge (Room 30)**
 - a. Garbage
 - b. Tidy the room up
 - c. Clean table – Wipe off with wet rag
 - d. Wipe microwave (inside AND outside)
 - e. Vacuum floor
 - f. Empty refrigerator weekly

Before You Leave:

Check all doors and windows to make sure they are all closed and locked. Make sure everyone is out of the building. If there are people in the building, advise them you are the night custodian and you are leaving for the night. They will need to set the alarm. If no one is in the building and after you checked the doors, shut off all lights, except night lights, set alarm.

Nurse

QUALIFICATIONS: R.N. / Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Principal and Superintendent

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school
3. Community agencies
4. Parent groups

JOB GOAL: To provide care of students with injuries or health concerns; to maintain all student health records for the building; to keep parents informed of student injuries/health concerns, as well as communicable disease outbreaks and healthy practices.

PERFORMANCE RESPONSIBILITIES:

1. Provide services including first aid, assessment of ill students and emergency care to students and staff.
2. Notify parents of student injury or illness of their child if necessary; help them plan for follow-up care.
3. Organize and maintain a cumulative health folder for each student according to Illinois School Code and the Illinois Department of Health Requirements.
4. Plan, administer, and supervise an annual screening for pupils as mandated by law for vision testing, hearing testing, and retesting when necessary or requested.
5. Maintain the following records: updated cumulative health records of all students, including immunization status reports; daily records of all student visits to the health office; annual Health Service Reports; and accident/injury reports.
6. Maintain confidentiality regarding all school and health-related issues.
7. Monitor District's AED and maintains records according to state mandates.
8. Administer medication and/or monitors self-administration of medication as ordered according to school policy.
9. In-service staff on Bloodborne pathogens and follow-up procedures.
10. In-service staff regarding administration of Epi-pen
11. Assist in monitoring of peanut-free zones.
12. Conduct head lice checks.
13. Prepare letters to notify parents when a student has a contagious illness.

14. Complete health histories as a component of case study evaluations as a member of the multi-disciplinary team and attend team meetings, as necessary.
15. Dress professionally and display professional demeanor through communication with colleagues, supervisors, parents, students and staff.
16. Provide staff with current information about student's health care needs, as necessary.
17. Assist with current CDC identified epidemic preparations and procedures.
18. Attend school nurse meetings.
19. Maintain health office in a clean and sanitary fashion.
20. Recommend the proper equipment and materials needed.
21. Be available as a resource person to school staff and community groups in matters of health education.
22. Assist with the formulation of policies and procedures which relate to the school nurse services.
23. Prepares and submits mandated state reports regarding physicals and immunizations, vision and hearing screenings, and dental exams.
24. Accept duties as assigned by the Superintendent or Principal.
25. Coordinate and maintain record of annual required trainings in partnership with the building principal (i.e. Mandated reporter, diabetes, food allergies, suicide prevention, etc.).
26. Assume duties of secretary in main office when he/she is out (sick, personal, etc.)
27. Such other duties as assigned by the Superintendent and/or Principal

Part- time Secretary / Receptionist / Registrar

QUALIFICATIONS: High school diploma (minimum) / Associates' degree preferred. A reasonable degree of proficiency in typing (60 WPM), working knowledge of basic office practice and operation of machines, good human relations skills, the ability to efficiently communicate both verbally and in writing

REPORTS TO: Principal and/or Superintendent

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: To provide the school with a clean, safe environment.

PERFORMANCE RESPONSIBILITIES:

1. During Student Attendance days, responsible for keeping the daily attendance and telephone the guardians of absent students.
2. During Student Attendance days, responsible for tallying and ordering lunches.
3. All filing, typing, and clerical duties assigned by the Principal and/or Superintendent.
4. Answering the telephone when on duty
5. Opening, sorting and distributing mail
6. Scheduling of photo sessions and dissemination of information regarding fall/spring/graduations photos
7. Copying the 8th grade records at the conclusion of the academic year and forwarding them to the appropriate high school
8. Prepare document for transferring students. Setting up cum folders and preparing exiting student records
9. Preparation of materials for kindergarten round-up and orientation, and a speaker at the annual Kindergarten Round-Up
10. Maintain current record of fees collected/paid (registration, student activities, yearbook, etc.)
11. Maintenance of student records management (cumulative, permanent, and disciplinary)
12. Facilitation of student registration.

13. Set up Teacherease at the start of each year, assignment of teachers' sections, enrollment of students into sections, and modifications throughout the year as needed
14. Entry and updating of all student into the student data base system (TeacherEase)
15. Updating of all registrations materials from year to year
16. In-House LASEC (Lockport Area Special Education Cooperative) Representative
 - a. Preparation and distribution of LASEC conference notifications
 - b. Maintain confidential files of LASEC students
17. Any other duties that may be assigned by the Principal and/or Superintendent

Principal

QUALIFICATIONS: Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Superintendent

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: To provide the necessary leadership, supervision, and effective administrative skills toward the management of the school and to promote the ultimate development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Comply with all administrative procedures and board policies
2. Assist with responsibility in the day-to-day operations of the district
3. Assume responsibility for the district when the superintendent is out of the building
4. Recognize his/her primary responsibility is the improvement of instruction
5. Responsible for formal evaluation of school employees
6. Assist in the administration of school board policies
7. Coordinate school-wide testing programs
8. Be responsible for all assemblies and school programs
9. Assist in the development, revision, and evaluation of the curriculum
10. Maintain high standards of student conduct. Be responsible for the enforcement of school discipline code. Assure due process for the rights of all students.
11. Establishing and maintaining an effective learning climate in the school
12. Responsible, in conjunction with the superintendent, for developing methods for implementing and evaluation of students' progress toward the District's stated goals
13. Responsible for facilitating effective school-community relations
14. Keep the superintendent informed of the school's activities and concerns
15. Assumes Primary responsibility for supervision of all student functions.
16. Assumes primary responsibility for after school student discipline, including Saturday detentions, as decided by superintendent

17. Share responsibility for attending PTA, Policy, and other meetings that the superintendent may require. Attend all school sponsored activities that parents may attend, i.e. Concerts, dances, graduation, award nights, etc.
18. In conjunction with the superintendent, develop and implement staff development school improvement and other required plans.
19. Responsible to insure that IEPs and 504 plans are being followed
20. Assist in recommending potential District employees
21. Must keep current with teaching strategies and techniques, i.e. attend workshops approved by superintendent
22. Attend local administrative meeting or other meeting assigned by the superintendent
23. Responsible to coordinate tutoring program, summer school, and remediation programs
24. Assist in the development and implementation of program related budgets
25. Assumes primary responsibility for the supervision, health, and safety of all students on school property during the day
26. Perform such duties that are requested or assigned by the superintendent.
27. Meets accepted standards of professional behavior
28. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives

Reading Intervention Teacher

QUALIFICATIONS: Applicable certification / licensure for highly qualified status

REPORTS TO: Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL:

The remedial reading teacher will administer diagnostic test to each individual student enrolled in the Title 1 program to determine his present reading level. The instructor will take each individual student from where he is and work with them to develop his potential. The teachers will develop and individualized instructional plan for each student. The teacher will stress developmental work in vocabulary and comprehension skills. During periods of 20 to 30 minutes the teacher will serve a minimum of five (5) students in small groups in order to provide the most individual attention possible. The Title 1 teacher will select students according to the selection criteria outlined within this document serving the neediest first whenever scheduling permits. The teacher will send to parents, and least once every nine weeks, an evaluation report that details the student's needs and progress. The Title 1 teacher will pre-test and post-test as required by Title 1 regulations. The Title 1 teacher will in-service the staff on meeting the individual needs of Title 1 students in reading.

PERFORMANCE RESPONSIBILITIES:

1. The most important function of the remedial reading and reading coordinator is to work with individuals or small groups of children, identified by the building superintendent, as needing the services of the remedial reading teacher.
2. To provide leadership in all areas of reading
3. To work closely with and be responsible to the superintendent while working within a particular building
4. To cooperate with special education personnel in selecting materials for youngsters so classified
5. Meet with grade level groups early in the year for reading program planning, and meet regularly with grade level groups or building group

6. Be available to talk to teachers about materials and programs for their reading classes
7. To organize and establish an evaluation program for the reading curriculum which will enable changes to be made
8. To coordinate ordering of reading materials through the district and to keep an accurate up-to-date inventory on all reading materials
9. To keep abreast of new materials and techniques in the field of reading and to keep all staff members informed of these developments

Reading Interventionist / Reading Coordinator

QUALIFICATIONS: Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: The Remedial Reading Teacher shall be remunerated from Title 1 Federal funds under the Public Law 93-380. The Remedial Reading Teacher shall have the following duties:

PERFORMANCE RESPONSIBILITIES:

1. Give diagnostic tests to student to determine strengths and weaknesses
2. Develop an individually instruction program for each student in the Title 1 reading program, developing and stressing vocabulary and comprehension skills
3. Develop selection criteria for placing children in the remedial reading program and also criteria for graduation for the remedial program
4. Be responsible for evaluation and reporting student progress to parents. Administrators, and the Board of Education
5. Pre-test and Post-test all student in the remedial reading program
6. Adhere to all Title 1 regulations
7. Provide in-service to the staff on meeting the needs of Title 1 students in the regular reading program
8. Be responsible for coordination the Parent Advisory Council for Title 1
9. Be responsible for supervision of the Title 1 program and the preparation of information necessary for the yearly Title 1 application
10. Be responsible for coordinating the regular reading program
11. Be responsible for the supervision of the medial and audio visual centers
12. Be responsible for recruiting volunteer parents for the media center and supervising their efforts
13. Be responsible for all school equipment under his/her care
14. Be responsible for the supervision of all students under his/her care
15. Accept such responsibilities sand duties as assigned by the Superintendent or his designee

Softball Coach

QUALIFICATIONS: Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Superintendent and/or Principal

MAINTAINS LIASON WITH:

6. Students of Taft Grade School District 90
7. All staff members of school
8. Community agencies
9. Parent groups

JOB GOAL: Responsible for providing a quality softball program to students at Taft Grade School District 90. The position of softball coach shall be remunerated according to the extracurricular salary schedule.

PERFORMANCE RESPONSIBILITIES:

24. Teach and develop the basic skills associated with the game of softball.
25. Develop in students a fundamental understanding of the sport.
26. Coach all conference games and adhere to all conference rules.
27. Promote sportsmanship at all times.
28. Practice on all non-game weeknights during the softball season for at least 60 minutes.
29. Supervise students under their care at all times.
30. Be responsible for the supervision of student's after all home games and all away games upon their return to school for dismissal.
31. Coordinates the ordering of supplies and materials for softball.
32. Attend all conference coaches' meetings pertaining to softball.
33. Participate in practice games with the Principals' approval.
34. Be responsible for all equipment and school property under their care.
35. Be responsible for disseminating all information pertaining to softball to students, parents, teachers, administrators, and the Board of Education.
36. Obtain Principal's permission before canceling practice or games.
37. Be responsible for rescheduling postponed games, reporting changes to the Principal.
38. Be responsible for paying officials. Request payment for officials at least two days prior to game.
39. Complete all required reports as required by the conference and the school district.

40. It is preferred that girl and boy sport events maintain the identical amount of games and/or events.
41. A calendar of practices and events will be given to the Principal for approval prior to the start of each sport. The electronic calendar will then be maintained for all events (practices, games, meetings, etc.)
42. Sports fees will be collected by the coach before the official start of the season and turned in prior to season and given to the Office. No student can participate in the sport event without a physical and/or fees paid.
43. No extra money will be collected unless approved in writing by the Superintendent.
44. A roster will be turned in to the Office before the first event
45. Be responsible for checking eligibility for your group every Thursday morning and reporting ineligibility for the following Monday thru Saturday by the last day of the current week to parents/guardians.

Student Council Sponsor

QUALIFICATIONS: Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Superintendent and/or Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school
3. Community agencies
4. Parent groups

JOB GOAL: There are a wide variety of responsibilities which come with being the Student Council Advisor. This list is not inclusive of all responsibilities, but is a general overview of expectations for the position. The majority of student activities require planning time and/or supervision beyond the school day, the stipend for the Advisor is in place for this reason. The Advisor must follow all school district policies and regulations and must enforce the rules of the charter of the Student Council. The Advisor will make all attempts to advance the district's professional image and maintains open/effective communications.

PERFORMANCE RESPONSIBILITIES:**Conferences/Meetings**

1. The Advisor supervises the election and installation of student council representatives.
2. The Advisor is expected to meet with Student Council members at least twice per month.
3. The Advisor is expected to communicate regularly with administration and the 8th grade sponsors regarding planning for activities and events.
4. Develops a program schedule and outline of activities. Coordinates activities with the school calendar.
5. Consults with staff to ensure that shared resources/facilities are used effectively.

Dances and Activities

1. The Advisor is responsible for planning as many Open Gym/Dances as the school calendar allows (at least 6 per school year)
2. The Advisor will work with members of the student council to select, plan and run a variety of student activities throughout the school year (dodgeball, open

gyms, dances, Trunk-or-Treat, Blood Drive/Bake Sale, movie nights, or other appropriate events.).

3. The Advisor will coordinate 2 Blood Drives per school year (one in the fall, one in the spring). This includes making arrangements with a local blood center coordinating student council members to assist at the drive and signing up parents/community members to donate.
4. The Advisor will coordinate fundraising efforts which support Taft School District activities (8th grade graduation and dance, supplies needed, Teacher Appreciation Week) and have designated fundraisers and in-house drives such as toys and canned food.
5. The Advisor will work with Student Council to recognize Teacher Appreciation Week.
6. The Advisor is ultimately responsible for all student council events and activities. Student Council members are under the Advisors supervision.
7. Encourages participation in council activities (e.g., spirit days, assemblies, social events, etc.).

Collaboration with the PTA

1. The Advisor shall establish a working relationship with the PTA. The Advisor shall communicate directly with the PTA President regarding needs for support (chaperones for activities/dances, refreshments and/or funding).
2. Each year the Advisor will attend at least two of the evening PTA meetings to provide a report and to establish a working relationship.

Communication

1. The Advisor will promote Student Council activities through a variety of outlets: The Taft School District website, local newspaper articles, etc.
2. The Advisor will ensure that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
3. The Advisor will maintain a communication bulletin board for Student Council members as well as maintaining an Awareness Month bulletin board.
4. Be responsible for checking eligibility for your group every Thursday morning.

Superintendent

- QUALIFICATIONS:**
1. Experience in teaching and school administration with appropriate licensure to ensure highly qualified status of assigned position.
 2. Master's degree and hold a valid administrative certificate issued by the State Certification Board and approval as Director of Special Education

REPORTS TO: Board of Education

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: To inspire, lead, guide, and direct every member of the administrative, instruction, and support services teams in achieving the highest standard of excellence; to ensure that each student be provided with a complete, valuable, meaningful, and personally rewarding education; and to oversee and maximize efficient use of all financial resources available to the district and oversee proper utilization and maintenance of the district facilities.

PERFORMANCE RESPONSIBILITIES:

1. Must possess valid Administrative certificate
2. Comply with all administrative procedures and board policies
3. Assist with responsibility in the day-to-day operations of the district including personnel, parent, and student issues when necessary
4. Attends, participates, and prepares the necessary information for meetings of the Board and committees
5. Supervision and evaluation of the principal includes reviewing the planning of curriculum and instructional practices; reviewing student progress on standardized tests; and reviewing the school improvement plan
6. Administers as chief executive officer, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board
7. Monthly Board packet preparation included coordinating of all information with administrative assistant, bookkeeper, and principal.

- Prepares and submits to the board recommendations requiring action with the proper documentation to make informed decisions
8. Reports to the board such matters as deemed necessary for the understanding and proper management of the district or as the board may request
 9. Ensures that all constitutional and statutory laws, federal and state regulations, and Board policies are effectively implemented. Also. To keep current on all legislative issues, seek legal opinion when necessary, and represent the district on legal issues
 10. District Representative for Special Education Cooperative, Lockport Area Benefit Plan, City of Lockport Departments, PTA, Rotary, Chamber of Commerce, and business with neighboring districts
 11. Personnel decisions: assist in the hiring process and recommends the best qualified and certified staff member; review with the principal staff performance. Recommend the number of classroom sections based on enrollment
 12. Finance: Assumes responsibility for the overall financial planning of the district; preparation of the annual budget with the bookkeeper and submit to the Board for review and approval; continuous monitoring of all fund balances; approval of purchase orders; audit preparation with the bookkeeper
 13. Constant monitoring and exploring of options to increase revenue sources, such as referendum, fund-raising, general state aid. Etc.
 14. Responsible for grant applications and all state and federal required reports with the bookkeeper
 15. Responsible for facilitating effective school-community relations
 16. Transportation needs are coordinated with the executive assistant, bookkeeper, and Special Education Coordinator
 17. Share responsibility for supervision of all indoor student functions. Arrival/dismissal times, lunchroom, hallways, and being as visible as possible throughout the building
 18. Responsible for overseeing the maintenance and upkeep of the school building. Continually reviewing all building issues, addressing the concerns. And keeping the board informed of all related issues
 19. Responsible for technology assessment. Needs. Purchases and coordinating maintenance with consultant. Administrative assistant, library aid and staff members
 20. Recommends to the Board for adoption new courses and textbook materials to be utilized in the school
 21. Performs other duties assigned by the Board.

Teacher / Administrator / Lead Teacher

QUALIFICATIONS: Type 75 certification or equivalent; Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Principal and/or Superintendent

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: To provide the necessary leadership, supervision, and effective administrative skills toward the management of the school and to promote the ultimate development of each student. 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. Must have a Type 75 Certificate (or equal)
2. Comply with all administrative procedures and board policies.
3. Assist with responsibility in the day-to-day operations of the district.
4. Assume responsibility for the school when the Superintendent is out of the district.
5. Recognize that the leadership of the instructional program within the school is of first priority.
6. Assist in the administration of school board policies.
7. Coordinate school-wide testing programs.
8. Be responsible for all assemblies and school programs.
9. Assist in the development, revisions, and evaluation of the curriculum.
10. Maintain high standards of student conduct. Be responsible for the enforcement of school discipline code. Assure due process to the rights of all students.
11. Is responsible for establishing and maintaining an effective learning climate in the school.
12. Is responsible, in conjunction with the Superintendent, for developing methods for implementing and evaluating students' progress toward the District's stated goals.
13. Is responsible for facilitating effective school-community relations.

14. Keep the Superintendent informed of the school's activities and problems.
15. Share responsibility for supervision of all indoor student functions.
16. Share responsibility for after school student discipline, including Saturday detentions, as decided by the Superintendent.
17. Share responsibility for attending PTA, policy, and other meetings that the Superintendent may require. Must attend all school-sponsored activities that parents may attend i.e., concerts, dances, graduation, award nights, etc.
18. In conjunction with the superintendent, develop and implement staff development and school improvement plans.
19. Is responsible to insure that IEPs and 504 plans are being followed.
20. Assist in recommending potential district employees.
21. Must keep current with teaching strategies and techniques, i.e., attend workshops approved by the Superintendent.
22. Attend local administrative meetings or other meetings assigned by the Superintendent.
23. Is responsible to coordinate tutoring programs, summer school, and remediation programs.
24. Assist in the development and implementation of program-related budgets.
25. Share responsibility for the supervision, health, and safety of all students on school property during the school day (8:00 a.m. – 4:00 p.m.).
26. Perform such duties that are requested or assigned by the Superintendent or school board.
27. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
28. Prepares for classes assigned, and shows written evidence of preparation upon request for the immediate supervisor.
29. Evaluates pupil progress on a regular basis.
30. Communicates with parents through conferences and other means to discuss student progress and interpret the school program.
31. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
32. Meets accepted standards of professional behavior.
33. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.

Track Coach

QUALIFICATIONS: Appropriate licensure to ensure highly qualified status of assigned position.

REPORTS TO: Superintendent and Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school
3. Community agencies
4. Parent groups

JOB GOAL: Responsible for providing a quality track program to students at Taft Grade School District 90. The position of track coach shall be remunerated according to the extracurricular salary schedule.

PERFORMANCE RESPONSIBILITIES:

1. Teach and develop the basic skills associated with the game of track.
2. Develop in students a fundamental understanding of the sport.
3. Coach all conference games and adhere to all conference rules.
4. Promote sportsmanship at all times.
5. Practice on all non-game weeknights during the track season for at least 60 minutes.
6. Supervise students under their care at all times.
7. Be responsible for the supervision of students after all home games and all away games upon their return to school for dismissal.
8. Participate in the ordering of supplies and materials for track.
9. Attend all conference coaches' meetings pertaining to track.
10. Participate in practice games with the Principal's approval.
11. Be responsible for all equipment and school property under their care.
12. Be responsible for disseminating all information pertaining to track to students, parents, teachers, administrators, and the Board of Education.
13. Obtain Principal's permission before canceling practice or games.
14. Be responsible for rescheduling postponed games, reporting changes to the Principal.
15. Be responsible for paying officials.
16. Complete all required reports as required by the conference and the school district.

17. It is preferred that girl and boy sport events maintain the identical amount of games and/or events.
18. A calendar of practices and events will be given to the Principal for approval prior to the start of each sport. The electronic calendar will then be maintained for all events (practices, games, meetings, etc.)
19. Sports fees will be collected by the coach before the official start of the season and turned in prior to season and given to the Office. No student can participate in the sport event without a physical and/or fees paid.
20. No extra money will be collected unless approved in writing by the Superintendent.
21. A roster will be turned in to the Office before the first event.
22. Be responsible for checking eligibility for your group every Thursday morning and reporting ineligibility for the following Monday thru Saturday by the last day of the current week to parents/guardians.

Treasurer of the Board

QUALIFICATIONS: Such qualification as the Board of Education may find appropriate and acceptable

REPORTS TO: Superintendent and Board President

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school (aides and classroom helpers)
3. Community agencies
4. Parent groups

JOB GOAL: Efficiently and expeditiously to relieve the Board of all unnecessary concern with the actual handling of district moneys, enabling the Board to devote maximum attention to the central problems of education and policy determination

PERFORMANCE RESPONSIBILITIES:

1. Acts as custodian of all moneys and investments belonging to the district
2. Deposits moneys received in banks designated by the Board
3. Gives a bond in such sun as shall be required before entering on the duties of the office, the premium on such bond to be paid by the board
4. Pays out district moneys on written order of the Board of Education
5. Keeps record of the financial transactions of the district by funds and reports moneys received and disbursed at least once a month to the board
6. Performs such other tasks as may from time to time be assigned.

Volleyball Coach

QUALIFICATIONS: Appropriate Certification

REPORTS TO: Superintendent and/or Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school
3. Community agencies
4. Parent groups

JOB GOAL: Responsible for providing a quality volleyball program to students at Taft Grade School District 90. The position of volleyball coach shall be remunerated according to the extracurricular salary schedule.

PERFORMANCE RESPONSIBILITIES:

1. Teach and develop the basic skills associated with the game of volleyball.
2. Develop in students a fundamental understanding of the sport.
3. Coach all conference games and adhere to all conference rules.
4. Promote sportsmanship at all times.
5. Practice on all non-game weeknights during the volleyball season for at least 60 minutes.
6. Supervise students under their care at all times.
7. Be responsible for the supervision of student's after all home games and all away games upon their return to school for dismissal.
8. Participate in the ordering of supplies and materials for volleyball.
9. Attend all conference coaches' meetings pertaining to volleyball. Participate in practice games with the Principal's approval.
10. Be responsible for all equipment and school property under their care.
11. Be responsible for disseminating all information pertaining to cheerleading to students, parents, teachers, administrators, and the Board of Education.
12. Obtain Principal's permission before canceling practice or games.
13. Be responsible for rescheduling postponed games, reporting changes to the Principal.
14. Be responsible for paying officials.
15. Complete all required reports as required by the conference and the school district.
16. It is preferred that girl and boy sport events maintain the identical amount of games and/or events.

17. A calendar of practices and events will be given to the Principal for approval prior to the start of each sport. The electronic calendar will then be maintained for all events (practices, games, meetings, etc.)
18. Sports fees will be collected by the coach before the official start of the season and turned in prior to season and given to the Office. No student can participate in the sport event without a physical and/or fees paid.
19. No extra money will be collected unless approved in writing by the Superintendent.
20. A roster will be turned in to the Office before the first event
21. Be responsible for checking eligibility for your group every Thursday morning and reporting ineligibility for the following Monday thru Saturday by the last day of the current week to parents/guardians.

Yearbook Sponsor

QUALIFICATIONS: Bachelor's Degree/Appropriate Certification

REPORTS TO: Superintendent and/or Principal

MAINTAINS LIASON WITH:

1. Students of Taft Grade School District 90
2. All staff members of school
3. Community agencies
4. Parent groups

JOB GOAL: Responsible for providing a quality newspaper and yearbook to students at Taft Grade School District 90. The position of newspaper and yearbook sponsor shall be remunerated according to the extracurricular salary schedule.

PERFORMANCE RESPONSIBILITIES:

1. Develop and teach the necessary journalism skills to have an effective school newspaper program.
2. Develop a selection procedure for determining the newspaper staff.
3. Order all supplies and equipment needed with Superintendent approval.
4. Be responsible for all aspects of the publication of the Taft newspaper.
5. Be responsible for all aspects for the publication of the school yearbook.
6. Be responsible for developing criteria for selection of the yearbook staff.
7. See that all school rules are adhered to.
8. Be responsible for all school property under his/her care.
9. Be responsible for the supervision at all times of students under his/her care.
10. Accept such duties and responsibilities as assigned by the Superintendent or his designee.
11. Be responsible for checking eligibility for your group every Thursday morning