

NORTH PLATTE

R-I



PERSONNEL

MANUAL

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NORTH PLATTE R-I SCHOOL DISTRICT
Students Parents Patrons

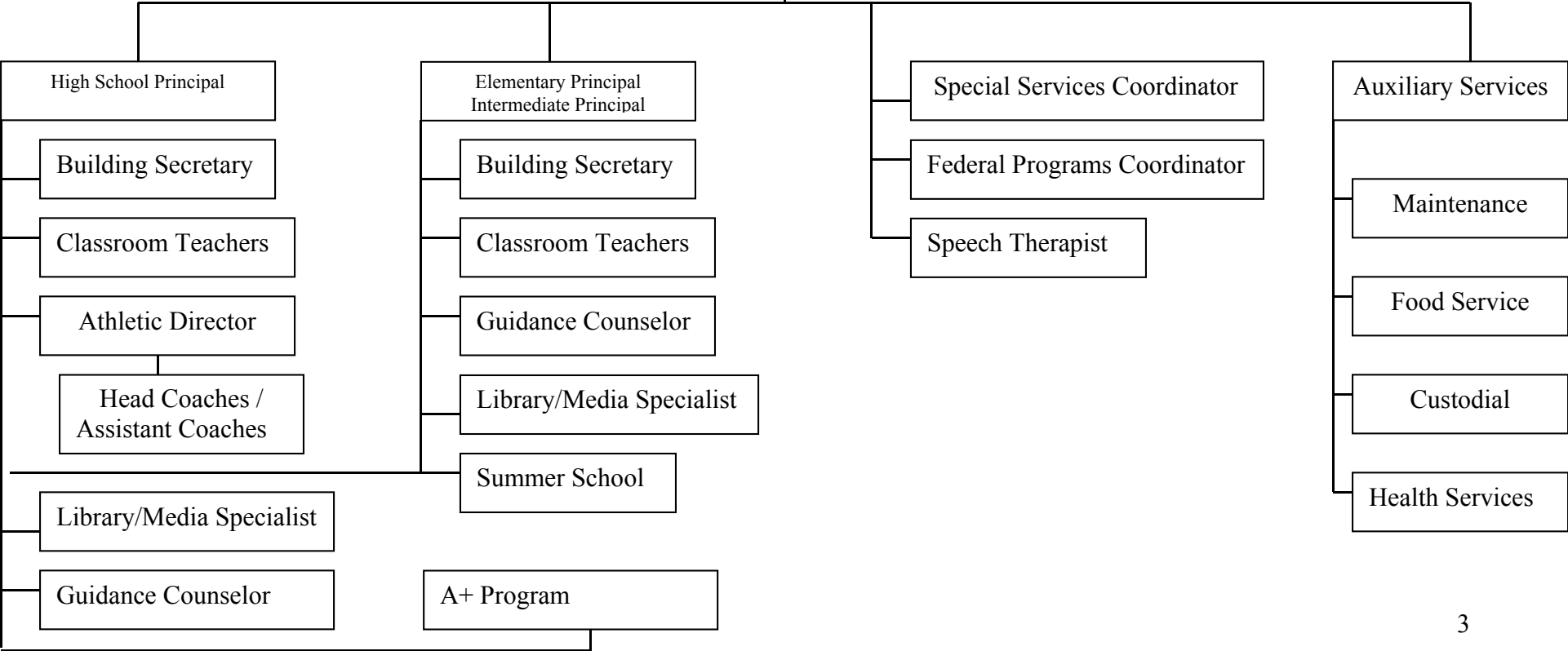
Board of Education – 7 Members

Superintendent of Schools

Technology Coordinator

Administrative Assistant

Bookkeeping



**NORTH PLATTE R-I SCHOOL DISTRICT
Staff Salary and Benefit Plan for 2010-11**

New Certified Personnel

A candidate for a teaching or administrative position in the NORTH PLATTE R-I School District must meet the minimum certification requirements as specified by the MO State Board of Education and the NORTH PLATTE R-I Board of Education.

Previous Teaching Experience and Permanent Teacher Status (tenure)

Upon recommendation of the Superintendent of Schools, teachers may be allowed credit for up to eleven previous years teaching experience earned in other school systems. They may be placed on the salary schedule reflecting their years of approved teaching experience. Teachers will be placed on tenure after 5 successive years (as teachers) in the NORTH PLATTE R-I District (beginning on the first day of the 6th contract). If a teacher has reached tenure at NORTH PLATTE, resigns, and later is re-employed by the District, re-employment does not constitute an indefinite contract. However, if the teacher is employed for the succeeding year, the teacher is then considered on permanent status. New teachers will be awarded 1 year toward tenure if they have taught for 2 years in the same school district immediately prior to coming to NORTH PLATTE.

Summer School

The purpose of the summer school program is to enrich and/or remediate students' skill levels. The number and type of staff members hired for the summer session depends solely on the needs of the students attending. Reimbursement for teaching and/or other summer school duties will be determined each year. The final decision in this regard may not be made until the first week of summer school.

Substitute Teachers

Substitute teachers will be paid at the rate of \$80 per day. For a substitute teacher to be considered for long-term substitute teachers' pay, he or she must teach 10 consecutive days. The substitute teacher will receive the short-term pay for the first 9 consecutive days at \$80 per day. On the 10th day long-term substitutes are paid \$120 per day.

Sick Leave

All staff members will receive paid sick days in September annually in accordance with the following scale. New non-certified staff will receive one sick day per month of employment during the first year. Staff members may carry over up to a maximum of 120 sick days. If at the end of any year a staff member has more than 120 days of sick leave accumulated, then he or she will receive one half of substitute pay for each day over 120.

Sick leave of 10 days per year for all certified staff

Sick leave of 9 days per year for a non-certified 9 month employee (can accumulate 45 days – all days above 45 are compensated at \$10 per day at the end of the year)

Sick leave of 10 days per year for a non-certified 10 month employee (can accumulate 50 days – all days above 50 are compensated at \$10 per day at the end of the year)

Sick leave of 12 days per year for a non-certified 12 month employee (can accumulate 60 days – all days above 60 are compensated at \$10 per day at the end of the year)

Sick Leave Pool

All new certified employees to the District are required to contribute two sick leave days to the District sponsored sick leave pool during the first year of service. District employees may be required to contribute additional days depending on the balance of days in the pool.

Personal Days

Four personal days are available for each certified staff member. Only two days can be used consecutively. The days do not accumulate from year to year, however any time not used is added to unused sick leave for the individual.

Bereavement Leave

All staff members receive up to three (3) bereavement days per school year to be deducted from sick leave days.

Early Resignation Incentive

Any certificated employee who for any reason intends to retire at the end of the school year, and informs the Board by turning in his/her resignation by March 1st, will receive a \$300 early resignation incentive. All of the following criteria must be met to receive the early resignation incentive:

- A formal resignation with the intent to retire must be submitted to the Superintendent by March 1st.
- The employee must complete all check out procedures with his/her building principal at the conclusion of the school year.
- Payment of the \$300 will be made following all requirements of the Missouri School Retirement System and state and federal tax laws.

Teacher and Non-teacher Retirement

All full-time personnel are members of the Public School Teacher Retirement System (PSRS) of MO or the Public Education Employee Retirement System (PEERS) of MO as provided by the law. The contribution rate of certified personnel is established by PSRS, which is matched by the Board of Education from District funds. The contribution rate of non-certified staff members is established by PEERS, which is matched by the Board of Education from District funds. The

administration will assist any certified staff member desiring additional information concerning the retirement system.

Service Recognition on Retirement (certified staff)

The District will buy unused sick leave of certified staff members who have a minimum of 15 consecutive years of service in the District and on entering the Public School retirement System, at a rate of ¼ of substitute pay of unused sick leave.

Service Recognition on Retirement (non-certified staff)

The District will buy unused sick leave of support staff members who have a minimum of 15 consecutive years of service in the District and on entering the Public Education Employee Retirement System (PEERS) at a rate of \$10 per day.

Health Insurance

Health insurance is available to full time staff members (The amount of this benefit is considered annually by the Board). Additional coverage for spouse and/or children is available at the expense of the individual.

Dental Insurance

Dental insurance is available to full time staff members (The amount of this benefit is considered annually by the Board). Additional coverage for spouse and/or children is available at the expense of the individual.

Life Insurance

Board paid life insurance is available to full time staff members. (The amount of this benefit is considered annually by the Board.)

Direct Deposit and Cafeteria Plan

All new employees will participate in the payroll direct deposit program. The District participates in a cafeteria plan whereby District employees may realize a tax savings by participating.

ADMINISTRATORS

Vacation

Administrative vacation, if applicable, is noted on each administrator's contract.

Expenses

Mileage is reimbursed at the rate of \$0.42 per mile.

NORTH PLATTE

R-I

JOB

DESCRIPTIONS

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: ATHLETIC DIRECTOR

Education Requirements

- B.S. in Education
- Missouri Teacher's Certificate in the appropriate area
- Minimum of two years school athletic experience

Knowledge/Skills Requirements

- To provide an opportunity for students to participate in a variety of extracurricular activities and to encourage the pursuit of sportsmanship, fair play, and competitive spirit.

Working Conditions

Salary schedule As per Salary Schedule	Employed for a period of 180 days / as set in the annual calendar	Reviewed annually and recommended for reemployment determined by April 15th	Reports to Principal and Superintendent
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Other Working Conditions

- Employed in March or after approval of the Board of Education with contract effective the first workshop day.
- Leave policies and fringe benefits as stated in Board policies.
- Maintain regular office hours Monday through Friday except when away at meetings representing the district, vacations, and holidays. Spend the necessary time required to fulfill the duties of the position.
- Be a member and participant in the activities of professional organizations.
- Opportunity to continue professional preparation with the prior approval of the Superintendent.
- Opportunity to attend professional meetings at district expense.
- Work cooperatively with administration and staff throughout the district.

Position Responsibilities

- Verify athlete's academic standards.
- Verify transfer students meet residency requirements.
- Make available to each head coach materials such as MSHSAA Handbook, rulebooks, monthly journals and scheduled meetings.
- Report to principal any known infractions from guidelines and by-laws set by school and MSHSAA.
- Prepare athletic budget and present to principal and superintendent.
- Prepare purchase requests of equipment, etc. by each head coach. Inventories are to be on file with each head coach
- Schedule contests and contract officials.
- Schedule game personnel (gatekeepers, scorers, timers, etc.).
- Oversee field and playing area is appropriate for practice and competition.
- Evaluate coaching staff by attending activities, talking to athletes and parents.

Position Responsibilities, Continued

Position title: ATHLETIC DIRECTOR

- Inform coaches as to their responsibility of inspecting equipment and care of their respective area.
- Mail rosters, schedules to opposing schools, officials and news media.
- Gather information for home contest programs.
- Aid principal on supervision of activities at home and away.
- Act as host for game officials.
- File bus transportation request forms with transportation director.
- Act as liaison to Booster Club, and assist in sponsoring the athletic awards following the each season.
- Coordinate any fund raising activities sponsored by the athletic department.
- Acts as coordinator of any tournament functions hosted by the school.
- Assigns and requisitions pay for extra duty for gatekeepers, scorers, timers, etc.
- Complies with any reasonable oral or written requests of the administration.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: CLASSROOM TEACHER

Education Requirements

- Bachelors Degree
- Teacher Certification or an approved teacher certification program in a specified area by the State of Missouri

Knowledge/Skills Requirements

- Understanding of the role of the classroom teacher and the public school's relationship to the community.
- Capacity to make thoughtful decisions based on facts, knowledge, and insight, and the courage to stand by the results.
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression.
- Ability to organize and plan effectively.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

Working Conditions

Salary schedule	Employed for a period of	Reviewed annually and recommended for	Reports to
Certified Staff	180 days / as set in the annual calendar	reemployment determined by April 1st	Building Principal

Other Working Conditions

- Employed in March or after approval of the Board of Education with contract effective the first workshop day.
- Leave policies and fringe benefits as stated in Board policies.
- Spend the necessary time required to fulfill the duties of the position.
- Opportunity to continue professional preparation with the prior approval of Administration.
- Work cooperatively with administration and staff throughout the district.

Position Responsibilities

- Possess a thorough understanding of, and an ability to relate to, youth.
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude.
- Participate in the total educational program of the school and exhibit interest in the student activities both inside and outside the classroom.
- Available for consultation with students, parents, and other personnel before and after regular school hours.
- Handle requests, misunderstandings, or difficulties through proper administrative channels.
- Maintain order and discipline in the classroom as will best promote the welfare of the school.
- Responsible for the safety, conduct, and instruction of students in their charge and for students outside of class hours as assigned.
- Responsible for the progress of students for whom they instruct.
- Maintain current knowledge and skill in teaching methodology, subject matter, and contemporary educational approaches.
- Maintain accurate records for student reporting (grades, attendance, IEP, etc.).
- Take proper care of school facilities and equipment to prevent abuse and misuse.
- Attend regular and special meetings as required by the administration.
- Maintain communication and a working relationship with members of the staff and central office staff.
- Maintain consistent communication and provide frequent feedback to students and parents regarding performance.
- Work cooperatively with the directors and administrators in the supervision and coordination of the respective programs.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: COACH – ASSISTANT

Education Requirements

- 60 college credit hours
- Substitute Certification by the State of Missouri
- If non-faculty, MSHSAA Approved Coaches Education Program

Knowledge/Skills Requirements

- Possess previous coaching experience, competitive playing experience, or demonstrated knowledge in the sport.
- Understanding of the relationship of the sports program to the total school program and its goal.
- Capacity to make thoughtful decisions based on facts, knowledge, and insight, and the courage to stand by the results.
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression.
- Ability to organize and plan effectively.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.
- Possesses sportsmanship and character that exemplifies the culture of the community.

Working Conditions

Salary schedule	Employed for a period of the length of assigned sport as determined by athletic director and/or administrator	Reviewed annually and recommended for reemployment determined by May 15th	Reports to
Extra Duty (as applicable to specific assignment)			Head Coach, Athletic Director and/or Administrator

Other Working Conditions

- Employed the term of the assigned sport with extra duty contract (not covered by tenure provisions).
- Spend the necessary time required to fulfill the duties of the position.
- Work cooperatively with administration and staff throughout the district.

Position Responsibilities

- Possess a thorough understanding of, and an ability to relate to, youth.
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude.
- Provide student supervision, disciplinary guidance, counseling, and assistance to self-realization.
- Project an inquiring attitude toward the continual development and improvement of the program.
- Execute the plans, policies, and duties directed by the head coach.
- Perform specific duties assigned by the head coach.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the head coach, athletic coordinator, or administrator.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: COACH – HEAD

Education Requirements

- Bachelor's Degree and Teacher Certification by the State of Missouri
- If non-faculty, MSHSAA Approved Coaches Education Program

Knowledge/Skills Requirements

- Possess previous coaching experience, competitive playing experience, or demonstrated knowledge in the sport.
- Understanding of the relationship of the sports program to the total school program and its goal.
- Capacity to make thoughtful decisions based on facts, knowledge, and insight, and the courage to stand by the results.
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression.
- Ability to organize and plan effectively.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.
- Possesses sportsmanship and character that exemplifies the culture of the community.

Working Conditions

Salary schedule Extra Duty (as applicable to specific assignment)	Employed for a period of the length of assigned sport as determined by athletic director and/or administrator	Reviewed annually and recommended for reemployment determined by May 15th	Reports to Athletic Coordinator and/or Administrator
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Other Working Conditions

- Employed the term of the assigned sport with extra duty contract (not covered by tenure provisions).
- Have a full teaching schedule and teaching responsibilities unless approved under MSHSAA non-faculty approved by-law.
- Spend the necessary time required to fulfill the duties of the position.
- Work cooperatively with administration and staff throughout the district.

Position Responsibilities

- Possess a thorough understanding of, and an ability to relate to, youth.
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude.
- Provide student supervision, disciplinary guidance, counseling, and assistance to self-realization.
- Project an inquiring attitude toward the continual development and improvement of the program.
- Ability to determine the scope and character of the program in cooperation with the administration.
- Administer and be responsible for the budget and expenditures in the sport.
- Responsible for the care, storage, and inventory of equipment.
- Assign, supervise, and evaluate assistant coaches.
- Responsible for the conduct and discipline of players.
- Cooperate with the athletic coordinator and administration in scheduling activities.
- Administer the letter recommendations within the provisions of school lettering policies.
- Plan and execute practice sessions, competitive strategy, and player assignment.
- Execute the plans, policies, and specific duties directed by the athletic coordinator and administrators.
- Responsible for the administrative details involved in eligibility qualifications and team transportation.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the athletic director or administrator.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: CUSTODIAN

Education Requirements

- High school diploma or equivalent

Knowledge/Skills Requirements

- Physical ability to perform duties required
- Ability to organize and plan effectively
- Ability to operate power cleaning equipment
- Knowledge to use various cleaning supplies and equipment in a safe manner
- Work well with others
- Work with little or no supervision
- Ability to follow directions
- Effective communication skills
- Ability to lift a minimum of 35 pounds.

Working Conditions

Salary schedule Custodian	Employed for a period of 12 Months	Reviewed annually and recommended for reemployment determined by April 15th	Reports to Grounds & Maintenance Supervisor, Building Principal and Superintendent
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Other Working Conditions

- Holidays, leave policies, and fringe benefits as stated in Board policies.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

Position Responsibilities

- Overall cleanliness of building to include cleaning floors and carpets, emptying trash (refuse), dusting furniture, washing windows, cleaning chalk / marker boards, cleaning classrooms, cleaning restrooms, showers, locker rooms, hallways, conference rooms, offices, labs, walls, etc.
- Move furniture, supplies, and other equipment as directed.
- Care for and clean grounds outside the building to include clearing building exits of snow and ice.
- Report items needing repair to maintenance director.
- Replace light bulbs and fluorescent tubes as needed each day.
- Maintain equipment and supplies in working order, requesting re-supply as needed.
- Maintain good physical condition and neat appearance.
- Be available to work special events when needed and called upon.
- Receive deliveries and store items in designated areas or as directed by building principal.
- Know location of and proper use of all fire equipment.
- Responsible for the security of classrooms and buildings, including locking windows and doors.
- Summer cleaning of all rooms and hallways from floor to ceiling.
- Continuous effort to improve operations and work processes to provide quality custodial service.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the grounds and maintenance supervisor, building principal or superintendent.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: GUIDANCE COUNSELOR, ELEMENTARY

Education Requirements

- Masters Degree
- Counseling Certification by the State of Missouri

Knowledge/Skills Requirements

- Understanding of the role of counseling and the public school's relationship to the community and the people served.
- Capacity to make thoughtful decisions based on facts, knowledge, and insight, and the courage to stand by the results.
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression.
- Ability to organize and plan effectively.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

Working Conditions

Salary schedule	Employed for a period of	Reviewed annually and recommended for	Reports to
Certified Staff with extra days as recommended by Administration	1 FTE / as set in the annual calendar	reemployment determined by April 1st	Building Principal

Other Working Conditions

- Employed in March with contract effective five days before the first in-service day.
- Leave policies and fringe benefits as stated in Board policies.
- Spend the necessary time required to fulfill the duties of the position.
- Be a member and participant in the activities of professional organizations vital to the development of professional excellence.
- Opportunity to continue professional preparation with the prior approval of Administration.
- Opportunity to attend professional meetings at district expense.
- Work cooperatively with administration and staff throughout the district.

Position Responsibilities

- Implement the guidance curriculum
- Guide and counsel students through the development of educational and career exploration.
- Counsels small groups and individual students with problems.
- Consults with teachers, staff, and parents regarding meeting the developmental needs of students.
- Meets with parents to discuss possible options for referrals of students with severe problems to appropriate community agencies.
- Coordinates, conducts, or participates in activities which contribute to the effective operation of the school.
- Evaluates and revises the guidance program.
- Pursues professional growth.
- Operate within legal limits and ethical standards.
- Attend regular and special meetings as required by the administration.
- Assist with maintaining student records.
- Coordinate scheduling of all students in the building.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: GUIDANCE COUNSELOR, SECONDARY

Education Requirements

- Masters Degree
- Counseling Certification by the State of Missouri

Knowledge/Skills Requirements

- Understanding of the role of counseling and the public school's relationship to the community and the people served.
- Capacity to make thoughtful decisions based on facts, knowledge, and insight, and the courage to stand by the results.
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression.
- Ability to organize and plan effectively.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

Working Conditions

Salary schedule	Employed for a period of	Reviewed annually and recommended for	Reports to
Certified Staff with extra days as recommended by Administration	203 days / as set in the annual calendar	reemployment determined by April 1st	Building Principal

Other Working Conditions

- Employed in March with contract effective five days before the first in-service day.
- Leave policies and fringe benefits as stated in Board policies.
- Spend the necessary time required to fulfill the duties of the position.
- Be a member and participant in the activities of professional organizations vital to the development of professional excellence.
- Opportunity to continue professional preparation with the prior approval of Administration.
- Opportunity to attend professional meetings at district expense.
- Work cooperatively with administration and staff throughout the district.

Position Responsibilities

- Implement the guidance curriculum
- Guide and counsel students through the development of educational and career exploration.
- Counsels small groups and individual students with problems.
- Consults with teachers, staff, and parents regarding meeting the developmental needs of students.
- Meets with parents to discuss possible options for referrals of students with severe problems to appropriate community agencies.
- Coordinates, conducts, or participates in activities which contribute to the effective operation of the school.
- Evaluates and revises the guidance program.
- Pursues professional growth.
- Operate within legal limits and ethical standards.
- Attend regular and special meetings as required by the administration.
- Assist with maintaining student records.
- Act as the liaison for college recruiters, armed forces recruiters and other post secondary recruiters.
- Coordinate scheduling of all students in the building.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: LIBRARY MEDIA SPECIALIST

Education Requirements

- Bachelors Degree
- Library Media Specialist Certification by the State of Missouri

Knowledge/Skills Requirements

- Two or more years of classroom teaching.
- Technology skills essential.
- Understanding of the role of the library program and the public school's relationship to the community and the people served.
- Capacity to make thoughtful decisions based on facts, knowledge, and insight, and the courage to stand by the results.
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression.
- Ability to organize and plan effectively.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

Working Conditions

Salary schedule	Employed for a period of	Reviewed annually and recommended for	Reports to
Certified Staff with extra days as recommended by Administration	180 days / as set in the annual calendar	reemployment determined by April 1st	Building Principal

Other Working Conditions

- Employed in March or after approval of the Board of Education with contract effective the first workshop day.
- Leave policies, and fringe benefits as stated in Board policies.
- Spend the necessary time required to fulfill the duties of the position.
- Be a member and participant in the activities of professional organizations vital to the development of professional excellence.
- Opportunity to continue professional preparation with the prior approval of Administration.
- Opportunity to attend professional meetings at district expense.
- Work cooperatively with administration and staff throughout the district.

Position Responsibilities

- Possess a thorough understanding of, and an ability to relate to, youth.
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude.
- Participate in the total educational program of the school and exhibit interest in the student activities both inside and outside the classroom.
- Handle requests, misunderstandings, or difficulties through proper administrative channels.
- Attend regular and special meetings as required by the administration.
- Assist students with computer skills, word processing, card catalog, Internet research, and library circulation software as requested.
- Provide students with the library materials and services most appropriate and most meaningful in their growth and development as individuals.
- Stimulate and guide students in all phases of their reading.
- Provide opportunity for students to develop helpful interests, to make satisfactory personal adjustments, and to acquire desirable social attitudes through library experience.
- Assist students in becoming skillful and discriminating users of libraries and of printed and audio-visual materials.
- Introduce students to community libraries as early as possible and cooperate with these libraries in their efforts to encourage continuing education and cultural growth.

Position Responsibilities, Continued

Position title: LIBRARY MEDIA SPECIALIST

- Work with teachers in the selection and use of all types of library materials that contribute to the instructional program.
- Cooperate with other library media specialists and community leaders in planning and development of an over-all library program for the community.
- Evaluate and select, in cooperation with faculty, books, periodicals, audio-visual materials, etc.
- Coordinate the district library program with the library media specialist staff of the district.
- Act as a consultant for teachers in curriculum development.
- Maintain communication and a working relationship with members of the staff and central office staff.
- Work cooperatively with the directors, district coordinators, and administrators in the supervision and coordination of the respective programs.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: MAINTENANCE DIRECTOR

Education Requirements

- High school diploma or equivalent.
- Must possess mechanical knowledge and skills sufficient to perform routine maintenance tasks, such as carpentry skills to be able to perform repairs as needed.
- Experience in service and repair of HVAC systems, electrical systems, as well as plumbing maintenance
- Must be able to lift a minimum of 70 pounds.

Knowledge/Skills Requirements

- Maintenance.
- Repairs to buildings and fixtures.
- General upkeep of the school and grounds.

Working Conditions

Salary schedule	Employed for a period of	Reviewed annually and recommended for reemployment determined by April 15th	Reports to
As agreed by the Board of Education	12 months		Superintendent

Other Working Conditions

- Vacations, leave, and fringe benefits as stated in Board policies.
- Work cooperatively with administration and staff throughout the district

Position Responsibilities

- Perform routine maintenance tasks as required.
- Answer emergency repair requests as they come in.
- Assist in building repair.
- Construction and installation of shelving, partitions, cabinets, etc. as needed.
- Repair of furniture, shelving, etc. as needed.
- Repair door hardware and fixtures.
- Coordinates replacement of windows.
- Repair ceiling and floor tiles and roof as needed.
- Repair and upkeep of playground equipment.
- Assist in the hauling and moving of furniture and equipment as required.
- Responsible for all phases of maintaining adequate and efficient heating, electrical, ventilating and air conditioning systems.
- Monitors all HVAC systems: units, propane, filters, etc.
- Responsible for all phases of maintenance of mechanical systems, including propane and water lines.
- Maintains all plumbing fixtures, which include all water closets, urinals and lavatories.
- Ensures all systems are energy efficient and performing properly.
- Develops and implements a systemized schedule of continuous, preventive maintenance, keeping school property and equipment in good condition.
- Responsible for safety in maintenance operations, monitoring and supervising the elimination of hazardous conditions, including asbestos, radon and lead.
- Supervises and coordinates all custodial work assignments in building.
- Locates substitute custodians or acts as substitute when the building custodian is absent.
- Coordinates the purchase and procurement of supplies and equipment with the superintendent utilizing purchase orders to order necessary supplies.
- Complies with any reasonable oral or written directive of the superintendent.
- Is visionary in the overall condition of the school buildings.
- Maintains records and reports as requested by Superintendent

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: MAINTENANCE (Temporary / Part-time)

Education Requirements

- High school diploma or equivalent.
- Must possess mechanical knowledge and skills sufficient to perform routine maintenance tasks, such as carpentry skills to be able to perform repairs as needed.
- Experience in service and repair of HVAC systems, electrical systems, as well as plumbing maintenance
- Must be able to apply for and receive a CDL license
- Must be able to lift a minimum of 70 pounds.

Knowledge/Skills Requirements

- Maintenance.
- Repairs to buildings and fixtures.
- General upkeep of the school and grounds.

Working Conditions

Salary schedule	Employed for a period of	Reviewed annually and recommended for reemployment determined by April 15th	Reports to
As agreed by the Board of Education	12 months		Superintendent

Other Working Conditions

- Vacations, leave, and fringe benefits as stated in Board policies.
- Work cooperatively with administration and staff throughout the district

Position Responsibilities

- Perform routine maintenance tasks as required.
- Answer emergency repair requests as they come in.
- Assist in building repair.
- Construction and installation of shelving, partitions, cabinets, etc. as needed.
- Repair of furniture, shelving, etc. as needed.
- Repair door hardware and fixtures.
- Coordinates replacement of windows.
- Repair ceiling and floor tiles and roof as needed.
- Repair and upkeep of playground equipment.
- Assist in the hauling and moving of furniture and equipment as required.
- Responsible for all phases of maintaining adequate and efficient heating, electrical, ventilating and air conditioning systems.
- Monitors all HVAC systems: units, natural gas, filters, boilers, etc.
- Responsible for all phases of maintenance of mechanical systems, including propane and water lines.
- Maintains all plumbing fixtures, which include all water closets, urinals and lavatories.
- Ensures all systems are energy efficient and performing properly.
- Develops and implements a systemized schedule of continuous, preventive maintenance, keeping school property and equipment in good condition.
- Responsible for safety in maintenance operations, monitoring and supervising the elimination of hazardous conditions, including asbestos, radon and lead.
- Coordinates the purchase and procurement of supplies and equipment with the superintendent utilizing purchase orders to order necessary supplies.
- Complies with any reasonable oral or written directive of the superintendent.
- Is visionary in the overall condition of the school buildings.
- Maintains records and reports as requested by Superintendent
- Performs other duties as assigned by the Superintendent

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: PARAPROFESSIONAL/AIDE

Education Requirements

- 60 college credit hours or
- Pass Paraprofessional Assessment as determined by DESE

Knowledge/Skills Requirements

- Understanding of the role of paraprofessional special education and the public school's relationship to the community and the people served.
- Physical ability to perform duties required.
- Ability to organize and plan effectively.
- Work well with others.
- Work with little or no supervision.
- Maintain confidentiality in all aspects.
- Effective communication skills.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

Working Conditions

Salary schedule	Employed for a period of	Reviewed annually and recommended for	Reports to
Aide: Paraprofessional	172 days / as set in the annual calendar	reemployment determined by April 15th	Assigned Special Education Teacher and Principal

Other Working Conditions

- Leave policies and fringe benefits as stated in Board policies.
- Beginning, ending, and lunch times may be subject to change to accommodate assigned student's needs.

Position Responsibilities

- Possess a thorough understanding of, and an ability to relate to, youth.
- Work cooperatively with the special education teacher to whom assigned.
- Perform certain physical duties for students such as lifting, tending to personal needs, etc.
- Perform duties in a manner consistent with the directions of the special education teacher to whom assigned.
- Provide instructional support and implement accommodations/modifications in regular classroom.
- Assist teacher in maintaining classroom organization.
- Assist teacher in managing students.
- Assist teacher in preparing teaching materials.
- Assist teacher in reinforcing previously taught materials as described by the teacher.
- Assist teacher in implementing policies, rules, and/or regulations.
- Take all necessary and reasonable precautions to protect students.
- Assist teacher with clerical responsibilities as assigned by the teacher or special education process coordinator.
- Meet and escort students at designated times.
- Meet the needs of the individual assigned student as outlined in the IEP under the direction of the special education and/or regular education teacher.
- Inform the teacher of any problem or information concerning the individual student, which is relevant to the student's performance at school.
- Shall NOT communicate information regarding the student with other staff members or the student's parent/guardian unless directed by the teacher.
- Supervise students when the teacher is out of the classroom.
 - a. under the recommendation of the classroom teacher
 - b. approval by the building administrator

- c. substitute certificated paraprofessionals may substitute for the teacher under the same conditions and guidelines for substitute teachers, however, the rate of pay will be as established in the letter of employment

Position Responsibilities, Continued

Position title: PARAPROFESSIONAL SPECIAL EDUCATION

- Attend parent teacher conferences and professional development as required by the administration.
- Attend regular and special meetings as required by the administration.
- Work cooperatively with the directors, district coordinators, and administrators in the supervision and coordination of the respective programs.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the administration.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: PRINCIPAL

Education Requirements

- Masters Degree
- Missouri State Principal's Certification

Knowledge/Skills Requirements

- Two or more years of classroom teaching.
- Understanding of education and the public school's relationship to the community and the people served.
- Capacity to make thoughtful decisions based on facts, knowledge, and insight, and the courage to stand by the results.
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression.
- Understand and relate to teachers, their problems, and the teaching-learning process.
- Ability to organize and plan effectively.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

Working Conditions

Salary schedule	Employed for a period of	Reviewed annually and recommended for	Reports to
As agreed by the Board of Education	As agreed by the Board of Education	reemployment determined by February 1st	Superintendent

Other Working Conditions

- Leave policies and fringe benefits as stated in Board policies.
- Maintain regular office hours Monday through Friday except when away at meetings representing the district, vacations, and holidays. Spend the necessary time required to fulfill the duties of the position.
- Be a member and participant in the activities of professional organizations.
- Opportunity to continue professional preparation with the prior approval of the Superintendent.
- Opportunity to attend professional meetings at district expense.
- Work cooperatively with administration and staff throughout the district.

Position Responsibilities

- Responsible for personnel and instructional behavior, actions, and results.
- Possess a thorough understanding of, and an ability to relate to, youth.
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude.
- Assists in the recruiting, screening, hiring, training, assigning, and evaluating of school's professional staff.
- Develop and implement instructional goals and objectives.
- Provide student supervision, disciplinary guidance, counseling, and assistance to self-realization.
- Organize and coordinate institutional activities, with ultimate responsibility for these activities.
- Assume the legal responsibility for pupil accounting, record keeping, and the execution of state regulations.
- Provide knowledge and expertise in the performance of the educational programs of the school.
- Assist teachers in achieving their personal and professional goals.
- Motivate and encourage staff and students toward achievement.
- Recognize and give credit for accomplishment.
- Awareness of developments and implications that affect education and our district by continual study and information seeking.
- Assume over-all responsibility for the cleanliness and maintenance of facilities and equipment.
- Supervise financial expenditures and handling of district funds related to the school operation.
- Maintain communication and a working relationship with members of the staff and central office staff.
- Responsible for conducting an adequate program of safety education and practice in their schools. Fire drills and other accident prevention programs to be practiced in each school.

Position Responsibilities, Continued

Position title: PRINCIPAL

- Develop ways and means to involve parents in the educational process.
- Develop and maintain a community relations program through cooperation with the information media, individual citizens, and groups.
- Coordinate district-wide programs with the school.
- Designate a certified staff member to assume administrative responsibilities and inform the central office when they are absent from the building.
- Responsible in administration of a plan that prevents students from being released to persons other than their parents without positive identification and parental authorization.
- Must take particular care in applying Board policies dealing with disciplinary procedures.
- Responsible for the administration of student records and interviews in accordance with Board policies and the requirements of the law.
- Responsible for the administration of Board policies regarding advertising, use of school buildings, solicitation and sales at school.
- Make professional decisions on the progress, promotion, and assignment of pupils.
- Responsible for the formulation of such rules and regulations necessary to achieve the goals and objectives of public education.
- Cooperate with central office administrators in the formulation and planning of district policies and procedures.
- Work cooperatively with administrators in the supervision and coordination of programs.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Superintendent. (e.g. Summer School; Curriculum, Assessment, and Instruction; School to Work

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: SECRETARY, BUILDING

Education Requirements

- Minimum high school education with training in typewriting and word processing.
- Desirable is the possession of considerable knowledge of business English, general vocabulary, spelling, arithmetic and modern office practices.
- Ability to compose routing memoranda and letters.
- Ability to maintain clerical records
- Ability to meet and deal with the public in an effective and tactful manner.
- Ability to lift a minimum of 25 pounds.

Knowledge/Skills Requirements

- To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

Working Conditions

Salary range As agreed by the Board of Education	Employed for a period of As agreed by the Board of Education	Reviewed annually and recommended for reemployment determined by April 15th	Reports to Building Principal
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Other Working Conditions

- Leave policies and fringe benefits as stated in Board policies.
- Work cooperatively with administration and staff throughout the district

Position Responsibilities

- Serves as receptionist, screens and routes telephone calls and visitors, sends and receives faxes, responds to inquiries and offers assistance when possible and appropriate in an efficient and tactful manner.
- Organizes and maintains basic record-keeping through procedures for staff and student attendance, lunch program and student cumulative records.
- Organizes and maintains specific student records that include, but are not limited to locker lists, athletic physicals, grade point averages, student fee collection, and activity participation awards.
- Prepares outgoing correspondence when appropriate.
- Operates and maintains all such office machines and equipment as provided. (calculator, copy machine, computer, word processor, etc.)
- Prepares and processes purchase orders, requisitions, manuals and all other forms and statements used by the school system when appropriate.
- Is courteous, cooperative and dependable towards the general public, students and staff.
- Verifies orders and packing slips for textbooks, consumable classroom materials, office, and instructional supplies.
- Maintains confidentiality in all matters.
- Opens and distributes mail when necessary.
- Types neatly and accurately
- Prepares and distributes progress reports every 3 weeks.
- Prepares and distributes grade cards.
- Attends Parent and Teacher Conferences by greeting and distributing grades cards to parents.
- Generates daily bulletin for distribution to building staff.

Position Responsibilities, Continued

Position title: SECRETARY, BUILDING

- Creates starting cash for events, counts money and prepares deposit slips for deposits.
- Creates athletic programs containing student and school information.
- Sends correspondences to other schools regarding student records, residency requests, athletic rosters, etc.
- Supervises student aides in the office.
- Assists with reports for DESE, other federal and state agencies and any local agencies.
- Plans and organizes commencement by ordering graduation mini-diplomas, ordering regular diplomas, ordering flowers, preparing the stage, and organizing commencement practice.
- Assists the transportation director with bus routes and field trips.
- Provides assistance to other personnel and performs any additional duties as may arise or be required. Complies with any reasonable oral or written directives of the administration. Perform other tasks and assume other responsibilities as may from time to time be assigned by the building principal.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: SECRETARY, BOARD SECRETARY – CENTRAL OFFICE (ADMINISTRATIVE ASSISTANT)

Education Requirements

- Minimum high school education with training in typewriting and word processing.
- Desirable is the possession of a considerable knowledge of business English, general vocabulary, spelling, arithmetic and modern office practices.
- Ability to compose routing memoranda and letters.
- Ability to maintain clerical records.
- Ability to meet and deal with the public in an effective and tactful manner.
- Ability to lift a minimum of 25 pounds.

Knowledge/Skills Requirements

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

Working Conditions

Salary schedule As agreed by Board of Education	Employed for a period of As agreed by the Board of Education	Reviewed annually and recommended for reemployment determined by the April 15th	Reports to The Superintendent
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Other Working Conditions

- Vacations, leave, and fringe benefits as stated in Board policies.
- Work cooperatively with administration and staff throughout the district

Position Responsibilities

- Opens and distributes mail when necessary.
- Serves as receptionist, screens and routes calls and visitors, responds to inquiries and offers assistance when possible and appropriate in an efficient and tactful manner.
- Develops and maintains basic record-keeping procedures.
- Types neatly and accurately.
- Prepares outgoing correspondence when appropriate.
- Operates and maintains all such office machines and equipment as provided. (calculator, copy machine, computer, word processor, etc.)
- Prepares and processes purchase orders, requisitions, manuals and all other forms and statements used by the school system when appropriate.
- Assumes responsibility and handles problems that arise to support and relieve the administrators in the performance of their duties.
- Is courteous, cooperative and dependable toward the general public, students and staff.
- Files correspondence, invoices, cards or other records in prescribed manner.
- Reads and sorts and distributes incoming material according to particular system in use.
- Clears files at designated intervals under a supervisor's direction.
- Mails checks to employees during summer months.
- Gives public notice and attends all meetings of the Board of Education.
- Keeps full and accurate minutes of all meetings of the Board and sends a copy of them to board members prior to regular meetings of the Board.
- Assists in the preparation of agendas setting forth all known items of business to be considered at Board meetings.

Position Responsibilities, Continued

Position title: SECRETARY, CENTRAL OFFICE (ADMINISTRATIVE ASSISTANT)

- Publishes all legal notices concerning district business.
- Publishes District newsletter
- Maintains school website
- Prepares annual public notice(s)
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the superintendent.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: SECRETARY, BOOKKEEPER – CENTRAL OFFICE (ADMINISTRATIVE ASSISTANT)

Education Requirements

- Minimum high school education with training in typewriting and word processing.
- Desirable is the possession of a considerable knowledge of business English, general vocabulary, spelling, arithmetic and modern office practices.
- Ability to compose routing memoranda and letters.
- Ability to maintain clerical records.
- Ability to meet and deal with the public in an effective and tactful manner.
- Ability to lift a minimum of 25 pounds.

Knowledge/Skills Requirements

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

Working Conditions

Salary schedule As agreed by Board of Education	Employed for a period of As agreed by the Board of Education	Reviewed annually and recommended for reemployment determined by the April 15th	Reports to The Superintendent
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Other Working Conditions

- Vacations, leave, and fringe benefits as stated in Board policies.
- Work cooperatively with administration and staff throughout the district

Position Responsibilities

- Opens and distributes mail when necessary.
- Serves as receptionist, screens and routes calls and visitors, responds to inquiries and offers assistance when possible and appropriate in an efficient and tactful manner.
- Develops and maintains basic record-keeping procedures.
- Types neatly and accurately.
- Prepares outgoing correspondence when appropriate.
- Operates and maintains all such office machines and equipment as provided. (calculator, copy machine, computer, word processor, etc.)
- Assumes responsibility and handles problems that arise to support and relieve the administrators in the performance of their duties.
- Is courteous, cooperative and dependable toward the general public, students and staff.
- Records and maintains records on staff.
- Records, summarizes and balances details of school financial transactions in appropriate journals and ledgers from such sources as requisitions, payroll records, etc.
- Reconciles and verifies bank balance statements, payroll and accounts payable checks.
- Prepares withholding, social security and tax returns.
- Files correspondence, invoices, cards or other records in prescribed manner.
- Reads and sorts and distributes incoming material according to particular system in use.
- Clears files at designated intervals under a supervisor's direction.
- Receives and computes all payrolls, making deductions for income tax, retirement, etc.
- Prepares records and reports for deductions and the proper agencies covering all deductions.
- Prepares all tax forms relating to payroll matters.

Position Responsibilities, Continued

Position title: SECRETARY, CENTRAL OFFICE (ADMINISTRATIVE ASSISTANT)

- Keeps record of staff leaves and absences.
- Publishes all legal notices concerning district business.
- Acts as custodian of all moneys belonging to the district.
- Gives detailed accounts of moneys received and disbursed prior to regular meetings of the Board.
- Prepares the Annual Secretary of The Board Report (ASBR)
- Coordinates documents needed annually by the auditor.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the superintendent.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: SCHOOL NURSE

Education Requirements

- Licensed Practical Nurse (L.P.N.) or Registered Nurse (R.N.)
- Graduate of an accredited school of nursing and licensed to practice in the state of Missouri
- Prior work in public school, public health, or related fields preferred

Knowledge/Skills Requirements

- Knowledge in computers and office equipment.
- Ability to file and keep accurate records.
- Excellent human relations skills and experience working with school age children.
- Work well with others.
- Maintain confidentiality in all aspects.
- Understanding of the role of health services and the public school's relationship to the community and the people served.
- Ability to organize and plan effectively.
- Effective communication skills.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

Working Conditions

Salary schedule	Employed for a period of	Reviewed annually and recommended for	Reports to
As agreed by the Board of Education	176 days	reemployment determined by April 15th	Health Coordinator and Building Principal

Other Working Conditions

- Leave policies and fringe benefits as stated in Board policies.
- Be a member and participant in the activities of professional organizations.
- Work cooperatively with administration and staff throughout the district.

Position Responsibilities

- Daily operation of the assigned nurse's station maintained in a clean, orderly, professional manner and stocked with all medical supplies.
- Maintain accurate student health records separate from academic record stored in a locked file cabinet.
- Obtain written authorization for release of information to outside agency (immunization records can be shared legally in Missouri).
- Maintain a confidential current health list, by grade in the nurse's station.
- Perform general office procedures up to and including requested reports and statistical information needed for planning and evaluating the school health program.
- Refers to the protocol for Emergency Care of Illness and Injuries when providing first aid, contacting the district health coordinator when appropriate.
- Coordinates any health room assistants or volunteers and assists with training of substitute health clerks.
- Applies appropriate theory as basis for decision-making in nursing practice in the school setting for nursing management of:
 - Common acute and chronic physical conditions of childhood and adolescence
 - Child and adolescent injuries
 - Child abuse and neglect
 - Adolescent pregnancy
 - Childhood and adolescent substance abuse
 - Poverty and racism and their effects on the child development and child health
- Environmental health issues
- Collects information about the health and developmental status of the student in a systematic and continuous manner in order to make a nursing assessment and establish priority for action.

Position Responsibilities, Continued

Position title: SCHOOL NURSE

- Collaborates with the district health coordinator in establishing a nursing diagnosis and developing an I.H.P. (Individual Healthcare Plan), with specific goals and nursing interventions, on each student with a special health need. Interprets any medical findings to the student, the parent, and appropriate school personnel. Recommendations for modification of the educational program will be made in consultation with the district health coordinator and will be communicated to all appropriate school personnel.
- Intervenes as guided by the nursing care plan to implement nursing actions that promote, maintain, or restore health, prevent illness and effect rehabilitation.
- Assesses student responses to nursing actions in order to revise the database and nursing care plan and to determine progress made toward goal achievement.
- Assists students and staff with health maintenance needs. When appropriate, notifies the parent or designated responsible person regarding the health status of the student. Promotes wellness and self-care.
- Arranges and assists with the presentation of faculty and/or administrator training sessions regarding health topics affecting the lives of students or staff.
- Assists in developing the Individual Educational Program (I.E.P.) for students when indicated by their health and/or developmental status. Interprets any medical findings to the student, the parent, and appropriate school personnel. Recommendations for modification of the educational program will be made in consultation with the district health coordinator and will be communicated to all appropriate school personnel.
- Coordinates the planning for the physical needs of handicapped students.
- Makes referrals and follow-ups on individual health concerns by telephone, written reports, or personal conference with parents and/or medical personnel.
- Assists in identifying and reporting suspected child abuse/neglect.
- Communicates all pertinent or new health information, accidents, incidents, and/or communicable diseases to the district health coordinator. Communicates with appropriate school personnel regarding health concerns of students. Sends an updated confidential health list to the district health coordinator with each change or addition.
- Maintains strict confidentiality, communicating health issues only to the health coordinator and to those personnel who have a need to know. Obtains written authorization for release of information to outside agency.
- Interprets immunization laws to parents and school personnel. Maintains a computer base of immunization records for all students to assure compliance with all state regulations. Assesses each student's status and notifies parents of any deficiencies.
- Assists with the district program for communicable disease controls prescribed by the State Department of Health and the school district:
 - Communicates with faculty, staff and students regarding universal precautions
 - Follows procedure for excluding students with communicable diseases
 - Arranges for isolation of ill students who are to be excluded
 - Reports all trends or outbreaks to the districts health coordinator
- Plans, conducts and/or facilitates building and/or district screening programs, in cooperation with the health coordinator, to identify health deficits of students. Observes for deviations from normal growth and counsels with parents and students when appropriate for referral and follow-up activities. Performs re-screenings and makes referrals based on criteria in the District Health Services Manual. Documents all screening information in the permanent health record.
- Works closely with principals, teachers, social workers, health coordinator and/or counselors so that they are aware of students with frequent or prolonged absences and/or current health concerns.
- Serves as a consultant and resource person for the health education needs of the building. Consults with the health coordinator for appropriate medical information. Obtains approval of all handouts from the health coordinator before distribution to students or staff.
- Is alert to the school environment for safety hazards and sanitary conditions. Reports any concerns or trends to the building principal and/or health coordinator, as appropriate.
- Uses direct health services as a vehicle for individual health education and counseling with students.
- Assists teachers and/or health coordinator in presenting health instruction in the classroom.
- Serves on school student assistance teams. Conducts group meetings for students, staff or parent regarding particular health issues.
- Promotes the application of health principles within the area of school services (food service, custodial, etc.).
- Participates in the development, implementation and revision of policies, procedures and standards for the school health program. Evaluates nursing assessment, health screenings, and care given in accordance with state and district guidelines. Provides input into district health programs and evaluations.

Position Responsibilities, Continued

Position title: SCHOOL NURSE

- Work cooperatively with the directors, district coordinators, and administrators in the supervision and coordination of the respective programs.
- Participates in faculty meetings and activities of professional development.
- Follows the policies and procedures of the school district.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal or District Health Coordinator.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: SUBSTITUTE TEACHER

Education Requirements

- 60 College Credit Hours
- Substitute Certification by the State of Missouri

Knowledge/Skills Requirements

- Understanding of the role of the substitute teacher and the public school's relationship to the community and the people served.
- Capacity to make thoughtful decisions based on facts, knowledge, and insight, and the courage to stand by the results.
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression.
- Ability to organize and plan effectively.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

Working Conditions

Salary schedule	Employed for a period of	Reviewed annually and recommended for reemployment determined by August 1st	Reports to
Substitute	Daily as requested		Building Principal

Other Working Conditions

- Spend the necessary time required to fulfill the duties of the position.
- Work cooperatively with administration and staff throughout the district.

Position Responsibilities

- Possess a thorough understanding of, and an ability to relate to, youth.
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude.
- Handle requests, misunderstandings, or difficulties through proper administrative channels.
- Maintain order and discipline in the classroom as will best promote the welfare of the school.
- Responsible for the safety, conduct, and instruction of students in their charge and for students outside of class hours as assigned.
- Maintain current knowledge and skill in teaching methodology, subject matter, and contemporary educational approaches.
- Maintain accurate records for student reporting in the absence of the assigned teacher.
- Take proper care of school facilities and equipment to prevent abuse and misuse.
- Attend regular and special meetings as required by the administration.
- Maintain communication and a working relationship with members of the staff and central office staff.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: SUPERINTENDENT

Education Requirements

- Education Specialist's Degree in Educational Administration
- Superintendent Certification by the State of Missouri

Knowledge/Skills Requirements

- Five years previous administrative and/or supervisory experience
- Ability to work effectively with personnel as individuals and in groups
- Demonstrate poise, leadership, initiative, vitality, and high purpose essential to success as an educator
- Ability to agreeably communicate verbally and in written communications with the various school publics
- Knowledgeable concerning the organization, course of study, methods of instruction, expenditures, etc; for public education in other cities

Working Conditions

Salary schedule	Employed for a period of:	Reviewed annually and recommended for reemployment determined by Board of Education at regular January meeting	Reports to
As agreed by the Board of Education	One year and not to exceed three years		Board of Education

Other Working Conditions

- Superintendent shall have until the regular February meeting to accept contractual offer for reemployment.
- Attend all regular, adjourned, and special meetings of the Board except when the election, tenure, efficiency or salary of the Superintendent is being considered.
- Maintain regular office hours Monday through Friday except when away at meetings representing the district, vacation, and holidays. Spend the necessary time required to fulfill the duties of the position.
- Vacations leave policies, and fringe benefits as stated in Board policies.
- Attend or send personnel to appropriate professional meetings at the local, state, and national level.

Position Responsibilities

- Executive officer for the Board of Education.
- Initiate and recommend revised policies for the district.
- Administer all policies, rules, and regulations adopted by the Board of Education.
- Coordinate the preparation and presentation of the annual budget for consideration in preliminary form at the regular March board meeting, and in final form by August 1. Administer the budget after final adoption.
- Coordinate the maintenance of sites and all physical facilities.
- Administers evaluation of progress and achievement of staff members and students.
- Evaluate in writing all administrators in terms of reemployment, assignment, salary, and working conditions and deliver these recommendations to the Board of Education at the regular February meeting.
- Authority to temporarily assign, suspend, or reinstate employees or pupils. Report such administrative actions to the Board of Education at its regular meeting following the date of action.
- Prepare a tentative agenda for all regular meetings of the Board of Education. Deliver the agenda to members of the Board of Education for their study and consideration prior to the meeting date.
- Inform the Board of Education concerning all aspects of the school program.
- Function in an open, professional manner in all contacts with the Board of Education and the various school publics whom are served.
- Function with the Board of Education as a whole rather than with the individual members.
- Decide all matters of administration or supervision that is not provided for in the Board of Education Policy Manual, at least on a temporary basis, until a policy can be adopted by the Board of Education.
- Perform other duties as assigned by the Board of Education.

Date approved by Board of Education:

NORTH PLATTE R-I SCHOOL DISTRICT

Position title: TECHNOLOGY DIRECTOR

Education Requirements

- Bachelor's degree (Master's degree preferred).
- Teacher Certification by the State of Missouri preferred. Certification and professional experience in Business Education/Educational Technology is preferable.

Knowledge/Skills Requirements

- Demonstrate exemplary technology assistance and support as well as possess a deep understanding of educational technology. This support includes but is not limited to Network Administration, Hardware Administration, and Software Administration.
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression.
- Ability to organize and plan effectively.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

Working Conditions

Salary schedule	Employed for a period of	Reviewed annually and recommended for	Reports to
As agreed by the Board of Education	12 Months	reemployment determined by February 1st	Superintendent

Other Working Conditions

- Leave policies and fringe benefits as stated in Board policies.
- Spend the necessary time required to fulfill the duties of the position.
- Opportunity to continue professional preparation with the prior approval of Administration.
- Work cooperatively with administration and staff throughout the district.
- Seeks technological advances that are advantageous to the district.

Position Responsibilities

PERFORMANCE AREA 1: Provides leadership in planning the district's technology program

- Criterion 1:** Chairs the district's technology committee in the development of the district's technology plan.
- Criterion 2:** Coordinates district technology program.
- Criterion 3:** Researches technology grant opportunities and is responsible for the writing of grants deemed appropriate.
- Criterion 4:** Reviews and evaluates new commercial software and hardware as it develops; and communicates such evaluation to the administrators in the district.
- Criterion 5:** Attends seminars /workshops to gain information about current practices and products.
- Criterion 6:** Assists the purchase and distribution of technology equipment and supplies throughout the district.
- Criterion 7:** Oversees the district technology budget.

PERFORMANCE AREA 2: Provides leadership in implementing district's technology program.

- Criterion 8:** Assists the integration of technology into the curriculum and instructional practice of the district.
- Criterion 9:** Provides for staff development in the use of technology throughout the district.
- Criterion 10:** Cooperates with superintendent, principals, and program directors to determine appropriate use of technology for instruction and management, at the district or building level, or each area of responsibility.

Criterion 11: Works with curriculum committees to develop and procure computer programs to meet instructional needs.

Criterion 12: Represents the district technology education program to the public through technology workshops and other presentations.

PERFORMANCE AREA 3: Provides leadership in maintaining district's technology program.

Criterion 13: Annually evaluates the district's technology program.

Criterion 14: Maintains an inventory of computer equipment and software in the district.

Criterion 15: Supervises routine preventative maintenance and schedules repairs.

Criterion 16: Administers and maintains the district's network systems, hardware and software.

Criterion 17: Works productively and respectfully with staff members.

Criterion 18: Works productively and respectfully with students.

Criterion 19: Works with student records as assigned by superintendent

Criterion 20: Performs other duties as assigned by superintendent.

Date approved by Board of Education: