

GALENA CITY SCHOOL DISTRICT

**JOB DESCRIPTIONS
And
JOB EVALUATIONS**

MANUAL

2002/2003

TABLE OF CONTENTS

Accountant	6
Activities Coordinator.....	8
Administrative Assistant.....	10
Administrative/Board Secretary	11
Administrator for Technology	13
Alternative Programs Coordinator	15
Art Teacher.....	16
Assistant Business Manager	18
Assistant Principal	20
Assistant Principal - PERS	22
Assistant Superintendent	24
Athletic Director	26
Baker/Cook.....	28
Birchwood Hall Manager	29
Bookkeeper.....	31
Budget Officer.....	32
Bus Driver	34
Business Manager	35
Clerical Assistant III	37
Coach.....	39
Community Schools Grant Aide	40
Cook	41
Cook's Helper	42
Counselor	43
Custodian.....	45
Custodial II / Maintenance.....	47
Daytime Resident Advisor.....	49
Deaf Education Specialist/Interpreter	51
Dean of Students	52
Director of Technology and Medial Services	54
Dormitory Counselor.....	55
Dormitory Wing Advisor.....	57
Early Learning Center - Assistant Administrator/Director.....	59
Early Learning Center - Classroom Aide.....	61
Early Learning Center - Cook	63
Early Learning Center - Head Teacher - Infant/Toddler Section.....	65
Early Learning Center - Head Teacher - Pre-School Section.....	67
Early Learning Center - Janitor	69
Elementary Classroom Teacher – First Grade	71
Elementary Classroom Teacher – Second Grade.....	73
Elementary Classroom Teacher – Third Grade.....	75
Elementary Classroom Teacher – Fourth Grade.....	77
Elementary Classroom Teacher – Fifth Grade.....	79
Elementary Classroom Teacher – Sixth Grade	81
English Teacher.....	83
Federal Programs Director.....	85

Female Dormitory Manager	87
Finance Director.....	89
First Floor Dormitory Aide.....	91
Food Service Manager/Chef.....	92
Foreign Language Teacher	94
Head Cook.....	96
Home Economics Teacher.....	97
Industrial Education Teacher.....	99
Junior High Teacher.....	101
Kindergarten Teacher	103
Librarian	105
Library Aide.....	107
Maintenance Director	109
Male Dormitory Manager	111
Mathematics Teacher.....	113
Media Center Aide.....	115
Media Specialist.....	116
Music Teacher.....	118
Native Language/Cultural Instructor.....	120
Physical Education Teacher.....	121
Playground Aide	123
Preschool Teacher.....	124
Purchasing Agent.....	126
Recreation Director.....	128
Registrar/Secretary.....	130
Residence Hall Floor Manager.....	132
Residence Life Counselor.....	134
Residence Life Secretary	136
Resident Advisor.....	138
School Principal	140
School Program Administrative Assistant	143
School Psychologist.....	145
Science Teacher	147
Secretary.....	149
Social Studies Teacher.....	150
Special Education Aide – Elementary.....	152
Special Education Aide – High School.....	154
Special Education Teacher - Elementary	156
Special Education Teacher – High School.....	158
Special Programs Director.....	160
Substitute Teacher.....	162
Summer School Director	163
Superintendent of Schools	165
Swimming Pool Manager	169
Technology Assistant.....	171
Technology Training Specialist.....	172
Title IX and Section 504 Coordinator.....	174
Vocational Education Director	176
Wilderness Hall Front Desk Operator.....	178
Wilderness Hall Manager of Student Programming.....	180
Wilderness Hall Manager of Student Safety.....	182

Wilderness Hall Night Security Aide.....	184
GALENA CITY SCHOOL DISTRICT – Evaluation Forms.....	185
Accountant	186
Activities Coordinator.....	188
Administrative Assistant.....	190
Administrative/Board Secretary	191
Administrator for Technology.....	193
Alternative Programs Coordinator	195
Art Teacher’s.....	196
Assistant Business Manager	198
Assistant Principal	200
Assistant Principal - PERS	202
Assistant Superintendent	204
Athletic Director	206
Baker-Cook	208
Birchwood Hall Manager	209
Bookkeeper.....	211
Budget Officer.....	213
Bus Driver	215
Business Manager	216
Clerical Assistant III	218
Coach.....	219
Community Schools Grant Aide	220
Cook	222
Cook’s Helper	223
Counselor	224
Custodian.....	226
Custodial II / Maintenance.....	228
Daytime Resident Advisor.....	230
Deaf Education Specialist/Interpreter	232
Director of Technology and Medial Services	233
Dorm Administrator.....	234
Dorm Counselor.....	236
Dormitory Wing Advisor.....	238
Early Learning Center - Assistant Administrator/Director.....	240
Early Learning Center - Classroom Aide.....	242
Early Learning Center - Cook	244
Early Learning Center - Head Teacher - Infant/Toddler Section.....	246
Early Learning Center - Head Teacher - Pre-School Section.....	248
Early Learning Center - Janitor	250
Elementary Classroom Teacher – First Grade	252
Elementary Classroom Teacher – Second Grade.....	254
Elementary Classroom Teacher – Third Grade.....	256
Elementary Classroom Teacher – Fourth Grade.....	258
Elementary Classroom Teacher – Fifth Grade.....	260
Elementary Classroom Teacher – Sixth Grade.....	262
English Teacher.....	264
Federal Programs Director.....	266
Female Dormitory Manager	268
Finance Director.....	269
First Floor Dormitory Aide.....	270

Food Service Manager/Chef.....	271
Foreign Language Teacher	272
Head Cook.....	274
Home Economics Teacher.....	275
Industrial Education Teacher.....	277
Junior High Teacher.....	279
Kindergarten Teacher	281
Librarian	283
Library Aide.....	285
Maintenance Director	286
Male Dormitory Manager.....	288
Mathematics Teacher.....	290
Media Center Aide.....	292
Media Specialist.....	293
Music Teacher.....	295
Native Language/Cultural Instructor.....	297
Physical Education Teacher.....	298
Playground Aide	300
Preschool Teacher.....	301
Purchasing Agent.....	303
Recreation Director.....	305
Registrar/Secretary.....	307
Residence Hall Floor Manager.....	309
Residence Life Counselor.....	311
Residence Life Secretary	313
Resident Advisor.....	315
School Principal	317
School Program Administrative Assistant	320
School Psychologist.....	322
Science Teacher	324
Secretary.....	326
Social Studies Teacher.....	327
Special Education Aide – Elementary.....	329
Special Education Aide – High School.....	330
Special Education Teacher - Elementary	331
Special Education Teacher – High School.....	333
Special Programs Director.....	335
Substitute Teacher.....	337
Summer School Director	338
Superintendent of Schools	340
Swimming Pool Manager	344
Technology Assistant.....	346
Technology Training Specialist.....	347
Title IX and Section 504 Coordinator.....	349
Vocational Education Director	351
Wilderness Hall Front Desk Operator.....	353
Wilderness Hall Manager of Student Programming.....	355
Wilderness Hall Manager Student Safety	357
Wilderness Hall Night Security Aide.....	359

GALENA CITY SCHOOL DISTRICT
Job Description

Accountant

TITLE: Accountant

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

SUPERVISES: Staff members designated by the Board or the Superintendent.

JOB GOAL:

To administer the fiscal affairs of the district efficiently, expeditiously, and to the ultimate benefit of each student enrolled.

PERFORMANCE RESPONSIBILITIES:

1. Act as general accountant and preserve all accounts, vouchers, and contracts relating to the schools.
2. Direct all financial accounting.
3. Set up and control an encumbrance accounting system.
4. Provide accounting services essential to the preparation, administration, supervision, and control of the budget.
5. Obtain the annual budget requirements for all departments and prepare preliminary budget estimates.
6. Prepare payrolls, including deductions for withholding tax, pension, Social Security, Blue Cross, Blue Shield, major medical, life insurance, health insurance, and other required salary deductions.
7. Prepare and maintain all necessary earnings records, deduction records, and similar personnel payment records.
8. Report monthly to the Board treasurer the amount for which warrants have been drawn during the preceding month, the accounts against which the warrants have been drawn, and the balance to the credit of each account.
9. Serve as accountant for regular budget and all federal, state, and private projects approved by the Board.
10. Collect tuition, rental, and other moneys due the Board, except moneys apportioned by the federal, state, or local government.
11. Establish and maintain an effective inventory control and property accounting system.
12. Prepare, enter, and record all disbursements of district funds.

13. Provide advance warning of potential over expenditure of budgeted funds.
14. Supervise accounts payable processes and procedures. Verify by affidavit every such account or demand, except for salaries, exceeding five dollars.
15. Supervise payroll authorization preparations and all related files.
16. Serve as treasurer for the Food Service Fund, the Summer School Account, the Rental of School Facilities Account, the Music Instruments Rental Fund, and the Adult Education Account.
17. Maintain separate accounts for the Athletic Fund, the Food Service Fund, and the Summer School.
18. Verify personally all bank accounts monthly.
19. Supervise preparation of monthly reports on personnel and non-personnel accounts.
20. Deposit all miscellaneous revenue collected and render a monthly report to the Board treasurer of the receipts during the preceding month.
21. Make all reports that are the result of the accounting function.
22. Prepare financial and other budget reports at regular intervals.
23. Make a full and complete itemized report of the finances of the district to the Board treasurer at the close of each school year.
24. Supervise clerical aspects of all insurance matters such as maintenance of policy registers, premiums, and claims.
25. Report to the business manager on the accounting affairs of the district and recommend changes and improvements as necessary.
26. Examine and audit all accounts and demands against the Board.
27. Arrange for audits of all accounts and records annually by an independent, certified public accountant selected by the Board.
28. Cooperate with the auditors and provide information to them as requested.
29. Recommend the purchase of and oversee the maintenance of accounting equipment.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Activities Coordinator

TITLE: 21st Century Activities Coordinator

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Special Programs Director

JOB GOAL:

To activate the district's commitment to the ideal of service to the entire community by providing a wide range of recreational activities of a primarily physical nature appropriate to the needs and interests of as many community residents as practical in order to promote health, fitness, and well-being.

PERFORMANCE RESPONSIBILITIES:

1. Organize and administer a series of regularly scheduled, ongoing activities using school playgrounds, swimming pool, gymnasium, and other recreation facilities during non-school hours and during summer vacation periods.
2. Devise and establish special programs to meet the needs of such groups as the physically handicapped, senior citizens, and preschoolers, as well as community adults and youths.
3. Screen applicants for positions in recreational programs and recommend appointment.
4. Plan and direct inservice training for recreational staff members.
5. Administer and coordinate schedules for recreational activities to enable the program to derive maximum use of physical facilities available.
6. Work with the physical education director in selecting and purchasing equipment and supplies.
7. Coordinate with the building and grounds director the installation of new and additional playground equipment.
8. Supervise the collection of revenues, payroll, and accounts payable for the recreation program.
9. Prepare and submit a monthly attendance report for each separate recreation program in operation, and submit an annual report at the end of each summer.
10. Work towards a continuous evaluation of program activities through surveys, polls, evaluation ratings by participants, and similar tools.
11. Regularly attend, on a rotating basis, the activities of the recreation programs for the purpose of observation, evaluation, and guidance.
12. Oversee the keeping of all necessary administrative records.

13. Maintain and replenish supplies of games and sports equipment.
14. Keep abreast a professional development in the recreational field.
15. Serves as a consultant to the physical education staff, as requested.
16. Prepare and administer the department budget.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Administrative Assistant

TITLE: Administrative Assistant

QUALIFICATIONS:

1. Strong planning, writing, and communication skills required
2. Ability to work successfully with a wide range of groups required
3. Working knowledge of grant writing and grant management preferred
4. Successful experience is working with advisory groups preferred
5. Such Alternative to the above Qualifications as the Board may Find Appropriate and Acceptable

REPORTS TO: Superintendent

JOB GOAL:

Serve as consultant and resource for issues concerning funding and operations of district's programs.

PERFORMANCE RESPONSIBILITIES:

1. Review funding information and opportunities for educational grants relevant to the educational goals of the school district.
2. Maintain close working relationship with school administrators and other district personnel.
3. Promote positive image of the District and positive public relations at all times.
4. Maintain liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
5. Attend Board meetings and prepare such reports for the Board as the Superintendent may request.
6. Other duties assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve-month year, salary appropriate for training and experience.

EVALUATION: Performance will be evaluated annually by the board's administrative designee.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Administrative/Board Secretary

TITLE: Administrative/Board Secretary

QUALIFICATIONS:

1. High School Diploma plus training
2. Demonstrated Computed Skills
3. Good Clerical Skills
4. Good Interpersonal Skills
5. Such Alternative to the above Qualifications as the Board may Find Appropriate and Acceptable

REPORTS TO: President of the Board or his Designee

*SUPERVISES: (Staff members designated by the Board or the Superintendent.)

JOB GOAL: To complete the written work of Board operations and coordinate board operations; serve the communications needs, events scheduling, and clerical needs of the boards administrative designee.

PERFORMANCE RESPONSIBILITIES:

1. Take and transcribe dictation of various types, correspondence, reports, notices, and recommendations from the administrative designee.
2. Obtain, gather and organize pertinent data as needed and puts it into usable form.
3. Maintain a regular filing system, as well as a set of locked confidential files, and process incoming correspondence as needed.
4. Place and receive telephone calls and record messages.
5. Order and maintain supplies as needed
6. Perform the scheduling and bookkeeping tasks associated district purchase orders and travel.
7. Maintain a schedule of appointments and make arrangements for conferences and interviews.
8. Welcome visitors and arrange for their comfort, and screen unexpected callers in accordance with predetermined policy.
9. Operate word processors, computers, calculators, copiers, and facsimile machines.
10. Respond to administrative correspondence as requested, composing those responses as needed.
11. Schedule and ticket student and staff travel as approved by the appropriate administrative designee.
12. Give public notices and attends all meetings of the Board.
13. Keeps full and accurate minutes of the Board and sends a copy of such minutes to each member of at least one week prior to the next meeting.
14. Assist in the preparation of agenda setting forth all known items of business to be considered at Board meetings to be delivered to board members one week prior to meetings.
15. Publishes all legal notices concerning district business.
16. Performs such other tasks as may from time to time be assigned.

TERMS OF EMPLOYMENT: Twelve-month year, salary appropriate for training and experience.

EVALUATION: Performance will be evaluated annually by the board's administrative designee.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Administrator for Technology

TITLE: Administrator for Technology

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or the Superintendent

JOB GOAL:

Manage all Information Support Programs, including the resources, budget, operations, and staff. Provide technical assistance to schools and departments in the district. Implement, maintain, and update the Technology Plan. Coordinate technology applications with instructional goals through a close interface with appropriate administrators.

PERFORMANCE RESPONSIBILITIES:

1. Develop/modify staff development programs and materials to meet specific district needs related to the instructional use of microcomputers.
2. Provide consultation to district administrators and teachers on planning and implementing curriculum with technology integrated.
3. Assist in grant writing, completing needs assessments, preparing evaluative documents, and contributing to district publications.
4. Provide liaison with other agencies/organizations as requested.
5. Develop, coordinate, and manage the Information Support, including assessing district's educational technology needs, implementing program services, and monitoring and evaluating service delivery.
6. Provide staff supervision and the direct evaluation of staff in developing and implementing services and programs.
7. Communicate information about the district's training center services and research.
8. Develop and monitor the operating budgets for the Information Support Programs.
9. Organize and chair all meetings of the Technology Steering Committee and serve as a liaison with other departments.
10. Participate in the training center support network, which includes attendance at district technical site support meetings as needed.
11. Manage assigned technology-related grants, including identifying needs, writing grant proposals, and monitoring grant implementation.
12. Determine that technology purchases adhere to acquisition plan.
13. Develop a software selection process.
14. Organize and supervise the district network.

15. Review and update acquisition procedures and plans.
16. Establish a training center.
17. Institute preventative maintenance, repair, and safety procedures for school sites and the district.
18. Supervise technical assistance on computer applications.
19. Work with a grant writing team, grant writer and business/community to establish alternative funding for technology.
20. Act as the district's technology liaison to the community.
21. Update personal technological knowledge and skills.
22. Assist with the district telecommunication/teleconferencing efforts of project promotion, contracting for services, troubleshooting, staff development, student class coordination, and teleconferences.
23. Determine technology needs and secure materials and equipment.
24. Assist schools and departments with long-range technology planning.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Alternative Programs Coordinator

TITLE: Alternative Programs Coordinator

QUALIFICATIONS:

1. High School Diploma and two or more years of college-level courses.
2. Experience working with children.
3. Training or willingness to complete training in confidentiality, discipline, and selected instructional strategies, including technology.
4. Such alternatives to the above qualifications as the Board and/or Special Education Team may deem appropriate and acceptable.

REPORTS TO: School Principal, Special Education Teacher, Counselor or Special Education Director based on primary student placement and individualized education or behavioral plan.

JOB GOAL: To work closely with one or a few identified students on a regular basis in effort to provide them with the academic support they need to gain full benefits from the district's alternative program or assistance with the regular education curriculum.

PERFORMANCE RESPONSIBILITIES:

1. Attend meetings as a member of the Special Education/Alternative Team.
2. Develop and monitor individualized plans with certified staff members.
3. Work in one-to-one or small-group situations to assist students with assigned or modified assignments and/or skills, including behavioral goals. *The Coordinator will have access to such information as needed in order to assist the student, i.e., samples, answer keys, duplicate assignments, etc.*
4. Demonstrate positive reinforcement and encouragement for completed tasks and/or movement toward completing tasks.
5. Maintain a record of completed assignments and behavior plans.
6. Attend conferences in order to update networking resources and skills.
7. Seek out and offer information for parents upon request.
8. Request assistance as needed following the appropriate programs chain-of-command.

TERMS OF EMPLOYMENT: Nine months. Additional employment may be offered based on student individual needs and team recommendations.

EVALUATION: Performance of this job will be evaluated by the Special Education Director.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Art Teacher

TITLE: Art Teacher

***QUALIFICATIONS:**

1. Must have a valid State of Alaska Teaching Certificate
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

JOB GOAL:

To develop in each student an interest in and the ability for creative expression in visual terms, using skills and techniques or artistic expression appropriate to the student's interests and abilities; to develop aesthetic understandings and appreciations; to discover and develop talents of students in the field of art.

PERFORMANCE RESPONSIBILITIES:

1. Teach knowledge and skill in art, including crafts, drawing, painting, lettering, design, commercial art, art history, and three-dimensional art, following the course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Provide instruction by which students develop aesthetic concepts and appreciations and the ability to make qualitative judgments about art.
4. Demonstrate techniques in activities such as drawing, painting, and modeling, using standard and teacher-prepared instructional aids.
5. Develop instructional plans and organize class time to provide a balanced program of instruction, demonstration, and working time.
6. Provide individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual and artistic abilities, and to accommodate a variety of instructional activities.
7. Establish and maintain standards of student behavior needed to provide an orderly and productive studio environment.
8. Instruct students in proper care and use of tools and equipment.
9. Organize storage areas and control use of materials, equipment and tools to prevent loss or abuse, and to minimize time required for distribution and collection.
10. Evaluate each student's performance and growth in knowledge and aesthetic understandings, and prepare progress reports.

11. Select and requisition books, instructional materials, tools, instructional aids, and maintain required inventory records.
12. Plan and present art displays and exhibitions designed to exhibit students' work for the school and the community.
13. May sponsor exhibits from outside the school.
14. Maintain professional competence through inservice education activities provided by the district and/or in self-selected professional growth activities.
15. Maintain an auditable record of student attendance and make daily reports of students absent each period.
16. Assign citizenship and scholarship marks.
17. Communicate with parents and school counselors on student progress.
18. Participate in curriculum and other developmental programs within the school or on a district level.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Assistant Business Manager

TITLE: Assistant Business Manager

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

JOB GOAL:

Assist in the administration of the district's business affairs so as to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Assist with the management of the financial affairs of the school.
2. Act as general accountant and preserve all accounts, vouchers, payments, and contracts relating to the schools.
3. Assist with payroll, including deductions for withholding tax, pension, Social Security, Blue Cross, Blue Shield, major medical, life insurance, health insurance, and other required salary deductions.
4. Assist with the budget development and long-range financial planning.
5. Serve as accountant for regular budget and all federal, state, and private projects approved by the Board.
6. Establish and maintain an effective inventory control and property accounting system.
7. Compute and record cash receipt summaries.
8. Reconcile canceled payroll and accounts payable checks with bank statements and verify bank balance with statements.
9. Operate word processors, computers, calculators, copiers, and facsimile machines.
10. Assist with the internal auditing of school accounts.
11. Perform other duties as assigned by the Business Manager.

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

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

Approved by: _____

Date: _____

Reviewed and agreed to by: _____
(Incumbent)

Date: _____

GALENA CITY SCHOOL DISTRICT
Job Description

Assistant Principal

QUALIFICATIONS:

1. Five Years Teaching Experience
2. Must have valid State of Alaska Certificate and Possess a Master's of Education with a Type B Certification, or a Master's of Education and Actively Seeking Type B Certification
3. Must Exhibit Leadership, Integrity, and Good Moral Character, Having Nothing in His or Her Professional Career to Negate these Characteristics

REPORTS TO: Superintendent or Principal

Supervises: General Student Operations and Staff Management

JOB GOAL: Supervise all student and program activities to provide direction to meeting school district goals. Co-ordinate school activities with the school Principal supervising students, teachers, and program directors.

PERFORMANCE RESPONSIBILITIES:

1. The Assistant Principal is in charge of student welfare, behavior, discipline, and suspensions.
2. The Assistant Principal is in charge of all intra-school student activities.
3. The Assistant Principal shall provide leadership in the implementation and coordination of the school curriculum delivery and monitor school climate.
4. The Assistant Principal shall present and advocate the school programs and policies to the staff, parents, and community members as part of the overall relations to the district.
5. The Assistant Principal shall supervise athletic activities and coordinate activities with Galena City Schools and facilitate all student transportation.
6. The Assistant Principal shall work cooperatively with the Assistant Superintendent and Principal in the writing of grants and seeing grants from implementation to evaluation.
7. The Assistant Principal shall work cooperatively with the district counseling team and organize district career fairs.
8. The Assistant Principal shall participate in the selection of new staff, as well as mentor REPP interns.
9. The Assistant Principal shall participate in the assignment or transfer of building personnel.
10. The Assistant Principal shall attend regular staff meetings and district board meetings.
11. The Assistant Principal shall attend conferences and workshops regarding the various educational requirements of special education, Chapter 1, and Carl Perkins grants.
12. The Assistant Principal shall facilitate student welfare in dorm operations between the dorm director and Principal at the residential school.
13. The Assistant Principal shall establish and communicate with a chain of command in instances of his/her absence.
14. Other duties as assigned by the Principal.

(Amended 5-13-02)

*TERMS OF EMPLOYMENT: Two Hundred and Twenty Days (Holidays during the school year are inclusive in the count.)

*EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy, evaluation of certified personal. (BP 4115/4116) (BP 4315)

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

GALENA CITY SCHOOL DISTRICT
Project Education Charter School
Job Description

Assistant Principal - PERS

TITLE: Assistant Principal

QUALIFICATIONS:

1. Five Years Teaching Experience
2. Possess a Master's of Education with a Type B Certification, or a Master's of Education and Actively Seeking Type B Certification
3. Must Exhibit Leadership, Integrity, and Good Moral Character, Having Nothing in His or Her Professional Career to Negate these Characteristics

REPORTS TO: Principal

JOB GOAL:

PERFORMANCE RESPONSIBILITIES:

Academic

1. The Assistant Principal is in charge of student behavior, discipline, and suspensions.
2. The Assistant Principal is in charge of all intra-school student activities.
3. The Assistant Principal shall provide leadership in the implementation and coordination of the Charter School's alternative curriculum delivery.
4. The Assistant Principal shall present and advocate the school programs and policies to the staff, parents, and community members as part of the overall relations to the district.
5. The Assistant Principal shall supervise athletic activities and coordinate activities with Galena City Schools.
6. The Assistant Principal shall work cooperatively with the Principal in the writing of grants and seeing grants from implementation to evaluation.
7. The Assistant Principal shall work cooperatively with the district counseling team and organize district career fairs.
8. The Assistant Principal shall participate in teacher job fairs with the selection of new staff, as well as mentor REPP interns.
9. The Assistant Principal shall participate in the assignment or transfer of building personnel.
10. The Assistant Principal shall attend regular staff meetings and district board meetings.
11. The Assistant Principal shall attend conferences and workshops regarding the various educational requirements of special education, Chapter 1, and Carl Perkins grants.
12. The Assistant Principal shall establish and communicate with a chain of command in instances of his/her absence.
13. Other duties as assigned by the Principal.

Dormitory

1. The Assistant Principal will assign, supervise, and direct the work of dormitory employees.
2. The Assistant Principal shall participate in the selection, assignment, or transfer of dormitory personnel.
3. The Assistant Principal shall resolve informal grievances and complaints.
4. The Assistant Principal shall evaluate dormitory personnel.
5. The Assistant Principal shall maintain attendance reports.
6. The Assistant Principal shall attend regular staff meetings.
7. The Assistant Principal shall establish and communicate with a chain of command in instances of his or her absence.
8. Other duties as assigned by the Charter School Principal.

TERMS OF EMPLOYMENT: This position is for 220 days.

EVALUATION: Evaluation of this position will be done twice yearly. The Charter School Principal evaluates the Assistant Principal.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Assistant Superintendent

TITLE: Assistant Superintendent

QUALIFICATIONS:

1. At least ten years' successful experience in teaching and school administration.
2. Master's Degree or higher.
3. Valid Superintendent's license.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Such staff members as the Superintendent may designate.

JOB GOAL:

To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Attend Board meetings and prepare such reports for the Board as the Superintendent may request.
2. Assist in the determination of types of programs needed by the schools and make appropriate recommendations.
3. Report on the status of district programs and services at the request of the Superintendent.
4. Prepare drafts of needed Board policies and administrative rules for the Superintendent's review and action.
5. Play a significant leadership role in curriculum planning and inservice education for the professional staff.
6. Serve upon assignment by the Superintendent as a resource person to all division directions in the district.
7. Interpret the programs, philosophy, and policies of the district to staff, students, and the community at large.
8. Maintain liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
9. Establish necessary procedures for referral and cooperative planning with other agencies, both local and state, that provide services to children.
10. Communicates to the superintendent the requirements and needs of the district as perceived by staff members.
11. Recommend and assist in the recruitment of special services personnel.
12. Prepare state reports, claims, and grants as required.
13. Serve as Director of Special Education.

14. Play a significant leadership role in fostering professional growth and building of staff morale throughout the district.
15. Confer with appropriate division directors on matters of concern.
16. Perform such other tasks and assume such other responsibilities as the Superintendent may assign from time to time.

TERMS OF EMPLOYMENT: Two hundred twenty day work year. Salary and work year to be established by the Board.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Athletic Director

TITLE: Athletic Director

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Must have a working knowledge of all athletic programs.
5. Must be willing to work flexible hours.

REPORTS TO: Building Administrator

SUPERVISES: All coaches

JOB GOAL:

To provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Organize and administer the overall program of extracurricular athletics, both intramural and interscholastic, for the district.
2. Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assume responsibility for the organization and scheduling of all interscholastic athletic events.
5. Hire coaches, officials, team physicians, and policemen as required, and assume general responsibility for the proper supervision of home games.
6. Arrange transportation for athletic contest participants.
7. Arrange provisions for meals for athletes and coaches when necessary.
8. Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities.
9. Verify each athlete's eligibility according to established physical and academic requirements for eligibility for participation in each sport.
10. Prepare and administer the athletic program budget.
11. Requisition program supplies and equipment.
12. Supervise all ticket sales and fund-raising events of the athletic program, and assume responsibility for proper handling of funds.

13. Arrange all details of visiting teams' needs, including lodging, meals, towels, gymnasium services, and field assistance, as appropriate.
14. Make arrangements for non-school use of playing fields and facilities.
15. Arrange field and gym practice schedules.
16. Provide for the physical examination of all athletes prior to the beginning of each season.
17. Administer the insurance program covering school athletes, and assume responsibility for all processing of reports and claims.
18. Keep records of the results of all junior and senior high school athletic contests, and maintain a record file of all award winners, stating the date and type of award, including athletic scholarships.
19. Direct an in school, extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
20. Plan and supervise an annual recognition program for school athletes.
21. Become familiar with Galena City School District and ASAA policies.
22. Set goals for each program (long term and short term).

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Baker/Cook

TITLE: Baker/Cook

QUALIFICATIONS:

1. High School Diploma or Equivalency
2. Demonstrated Aptitude for the Work to be Performed
3. Ability to Work with Adults and Students

REPORTS TO: Head Cook

JOB GOAL: To provide for the safe and sanitary operation of the kitchen while preparing wholesome and appealing food.

PERFORMANCE RESPONSIBILITIES:

1. Make sure all freezer pulls are done in a timely and sanitary manner.
2. Assist in the preparation and serving of breakfast.
3. Prepare all baked items needed for menu: bread, rolls, biscuits, pizza crusts, etc.
4. Bake cookies every other day or as often as needed to maintain a fresh supply.
5. Bake pastries or other special treats two times a week or as often as necessary to maintain a fresh supply.
6. Prepare scratch pancake batter when called for on menu.
7. Sweep and mop bakery floors daily.
8. Scrape wooden baker's table daily.
9. Wipe down and sanitize mixer daily.
10. Wipe down and sweep under bulk bins daily.
11. Clean bread slicer daily.
12. Keep food preparation and bakery areas clean.
13. Other duties as assigned.

TERMS OF EMPLOYMENT: Ten-month basis.

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

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

(Incumbent)

GALENA CITY SCHOOL DISTRICT
Project Education Charter School
Job Description

Birchwood Hall Manager

TITLE: Birchwood Hall Manager

***QUALIFICATIONS:**

1. Bachelor's Degree
2. Minimum of two years in residence life.

REPORTS TO: Dean of Students

SUPERVISES: Post-secondary student residents of Birchwood Hall and secondary students of Wildness Hall.

JOB GOAL:

To manage the physical needs of Birchwood Hall while maintaining a safe and positive living/learning environment for the postsecondary student residents. To offer a well-rounded variety of programming opportunities for Birchwood Hall and Wilderness Hall residents.

PERFORMANCE RESPONSIBILITIES:

1. Work cooperatively with the remainder of the Residence Life staff to maintain a structured, supportive, living and learning environment within the residence halls and to develop a strong sense of community.
2. Work to facilitate the Resiliency of Residence Life Grant and to fulfill obligations and expectations of grant program team members.
3. Facilitate special-event programs for secondary students and weekly programs of post-secondary students.
4. Compile secondary student program attendance logs and reports summaries for the Century 21st Grant. Serve on the Century 21st Grant Steering Committee.
5. Serve as a mentor and positive role model to all student residents of the PERS/GTC campus.
6. Manage student behavior and take disciplinary action to enforce the PERS/GTC code of conduct.
7. Maintain physical status of Birchwood Hall, replenish building supply stock, submit work orders to the physical plant, maintain building inventories, and issue room keys. Supervise upkeep and cleaning of residence hall, assign student community chores as necessary.
8. Monitor student and visitor use of Birchwood Hall and ensure proper guest registration.
9. Coordinate any quest service in Birchwood Hall as necessary for school district visitors.
10. Design and maintain bulletin boards throughout the building monthly.
11. Maintain complete documentation of behavioral, health-related, and other incidents as they occur.
12. Maintain close interpersonal contact with students, make appropriate counseling, health, and academic referrals as needed.

13. Attend weekly Residence Life staff meetings.
14. Submit formal, typed weekly reports to the Dean of Students.
15. Assist in the training of new staff members and the coordination of quarterly staff Inservice.
16. Complete any other tasks necessary to achieve the objective so the Residence Life staff and the PERS/GTC administration, as deem necessary by the Dean of Students.

TERMS OF EMPLOYMENT: This position is for a period of 210 days.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Bookkeeper

TITLE: Bookkeeper

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

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

PERFORMANCE RESPONSIBILITIES:

1. Maintain a complete and systematic set of records of all financial transactions of the district.
2. Record detail of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions and payroll records.
3. Summarize and balance entries recorded in individual journals and ledgers and transfer data to general ledgers.
4. Prepare financial statements, income statements, and cost reports to reflect financial condition of the district.
5. Trace errors and record adjustments to correct charges or credits posted to incorrect amounts.
6. Compute and record cash receipt summaries.
7. Reconcile canceled payroll and accounts payable checks with bank statements and verify bank balance with statements.
8. Prepare withholding, Social Security, and tax returns.
9. Operate word processors, computers, calculators, copiers, and facsimile machines.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Budget Officer

TITLE: Budget Officer

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

JOB GOAL:

Direct the process of allocating school funds in such a way as to ensure that the district derives maximum benefits from the prudent expenditure of every school dollar.

PERFORMANCE RESPONSIBILITIES:

1. Develop budget guidelines, coordinate preparation of the budget, and assist key administrators in review of the budget.
2. Prepare analyses of budget requests and program proposals.
3. Arrange for and supervise preparation, publication, and distribution of budgets as approved by the Superintendent and the Board.
4. Coordinate the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal for action by the Board.
5. Assist in the execution of the enacted budget, including the recommendation of administration controls where required.
6. Take the lead in developing improvements in the financial management of the school system, including budget methods, format, and presentation.
7. Prepare analyses of program costs and methods of financing, including long-range projections of requirements.
8. Work with community organizations and citizens in interpreting the financial needs and impact of the school system by providing program and financial data and analyses, through personal appearance, as appropriate.
9. Coordinate, process, and control transfers of budget funds as requested by program directors.

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

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

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Bus Driver

TITLE: Bus Driver

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or the Superintendent

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses.
3. Maintain discipline when students are on bus.
4. Report undisciplined students to the proper authority.
5. Keep assigned bus clean.
6. Keep to assigned schedule.
7. Check bus before each operation for mechanical defects.
8. Notify the proper authority in case of mechanical failure or lateness.
9. Discharge students only at authorized stops.
10. Exercise responsible leadership when on out-of-district school trips.
11. Transport only authorized students.
12. Report all accidents and complete required reports.
13. Enforce regulations against smoking and eating on the bus.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Business Manager

TITLE: Business Manager

***QUALIFICATIONS:**

5. Certificate, license, or other legal credentials
6. Degree(s) required and area of major study
7. Kind and amount of prior job experience
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

SUPERVISES: Staff members designated by the Board or the Superintendent.

JOB GOAL:

To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the management of the financial affairs of the schools.
2. Assume responsibility for budget development and long-range financial planning.
3. Establish and supervise a program of accounting adequate to record in detail all money and credit transactions.
4. Supervise all accounting operations.
5. Act as payroll officer for the district.
6. Supervise the collection, safekeeping, and distribution of all funds.
7. Manage the district's real estate and insurance programs.
8. Supervise the district's supporting services, through the directors of property services, transportation, purchasing, food services, and business services.
9. Develop a facility expansion program and supervise plan construction.
10. Administer a budget control system for the district.
11. Act as adviser to the Superintendent on all questions relating to the business and financial affairs of the district.
12. Assist in recruiting, hiring, training, supervising, and evaluating all clerical, financial, and support staff personnel.
13. Arrange for the internal auditing of school accounts.
14. Interpret the financial concerns of the district to the community.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Clerical Assistant III

TITLE: Business Manager

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

SUPERVISES: Staff members designated by the Board or the Superintendent.

JOB GOAL:

To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Maintaining all student enrollment paperwork (enrollment, re-enrollment, siblings' add-ons and demographic changes).
2. Maintains Indian Ed., Impact Aide and Migrant paperwork for IDEA students.
3. Maintain all equipment assignment agreements for each family.
4. Process requisitions for Fairbanks Field Office.
5. Scheduling check out and service of company vehicles.
6. Expedite office supplies needs.
7. Assist in program projects (i.e. Curriculum Fair, I.D.E.A. Graduation, etc).
8. Back up for the receptionist as needed.
9. Other duties as assigned.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Coach

TITLE: Coach

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Athletic Director

JOB GOAL: To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Coach individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plan and schedule a regular program of practice in season.
3. Work closely with the athletics director in scheduling intramural and interscholastic contests.
4. Recommend purchase of equipment, supplies, and uniforms, as appropriate.
5. Maintain necessary attendance forms, insurance records, and similar paperwork.
6. Oversee the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
7. Establish performance criteria for eligibility in interscholastic competition in the coach's sport.
8. Enforce discipline and sportsmanlike behaviors at all times, and establish and oversee penalties for breach of such standards by individual students.
9. Follow all Galena City School District Extracurricular Activities Handbook.
10. Follow ASAA rules and regulations.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Community Schools Grant Aide

TITLE: Community Schools Grant Aide

QUALIFICATIONS:

1. 21 years or older
2. Be able to work flexible hours
3. Coordinate with Athletic Director or building administrator
4. Good interpersonal skills

REPORTS TO: Athletic Director

JOB GOAL: To provide evening activities for the community and to provide entertainment for community adults.

PERFORMANCE RESPONSIBILITIES:

1. Open gym at appropriate time in evening and Saturdays.
2. Keep individuals who are not part of the designated group out of the gym and school.
3. Keep participants in appropriate area of building.
4. Keep safety foremost in mind.
5. Schedule planned activities.
6. Instruct participants on how to engage in activities.
7. Use activities that encourage the participation of all present.
8. Put equipment away in proper places after activities.
9. Sweep gym floor after activities are over each night, clean weight room, clean and mop locker-rooms.
10. Secure building at the end of each evening.
11. Collection of nightly usage fee.
12. Keep records of usage of the school each night.
13. Enforce all Galena City School rules.
14. Maintain equipment that is used.
15. Find a substitute if unable to attend and notify the Athletic Director.
16. Assist Athletic Director in establishing and improving rules.
17. Other duties as assigned.

TERMS OF EMPLOYMENT: Two hours every weeknight and two hours on Saturday.

EVALUATION: Performance of this job will be evaluated annually by the Athletic Director.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Cook

TITLE: Cook

QUALIFICATIONS:

1. High School Diploma or Equivalency
2. Demonstrated Aptitude for the Work to be Performed
3. Ability to Work with Adults and Students

REPORTS TO: Head Cook

JOB GOAL: To provide for the safe and sanitary operation of the kitchen while preparing wholesome and appealing food.

PERFORMANCE RESPONSIBILITIES:

1. Preparation of milk, Jell-O, and salad bar items.
2. Assist in the serving line.
3. Wipe down and sanitize steam table after every meal.
4. Keep food preparation area clean.
5. Preparation of hot entrees, vegetable and starch side dishes, soups, sauces, etc.
6. Assist in maintaining cleanliness of the kitchen and dining room areas.
7. Perform other duties as assigned.

TERMS OF EMPLOYMENT: Ten-month basis.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Cook's Helper

TITLE: Cook's Helper

QUALIFICATIONS:

1. High School Diploma or Equivalency
2. Demonstrated Aptitude for the Work to be Performed
3. Ability to Work with Adults and Students

REPORTS TO: Head Cook

JOB GOAL: To provide for the clean and safe operation of the kitchen.

PERFORMANCE RESPONSIBILITIES:

1. Preparation of milk, Jell-O, and salad bar items.
2. Assist in the serving line.
3. Wipe down and sanitize steam table after every meal.
4. Wipe off lunch tables as needed, using sanitizer.
5. Daily mop kitchen floors and under all equipment, bathroom, storeroom, hallway, and behind doors.
6. Operate the dishwasher machine.
7. Clean top of dishwasher daily.
8. Wash all pots, pans, utensils, and glassware.
9. Keep all food preparation areas clean.
10. Perform other duties as required.

TERMS OF EMPLOYMENT: Ten-month basis.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Counselor

TITLE: Counselor

QUALIFICATIONS:

1. Master's Degree in Counseling and Human Services
2. Class A Certificate
3. Two Years Experience in School Counseling
4. Excellent Written, Oral, and Interpersonal Communication Skills
5. Understanding and Appreciation for Cross-Cultural Counseling and Ethnic Diversity

REPORTS TO: Principal

JOB GOAL: To provide comprehensive counseling program for all children. To consult with teachers, parents, staff, and community to enhance their effectiveness in helping students. To provide support to other educational programs.

PERFORMANCE RESPONSIBILITIES:

1. Guides individuals and groups of students through the development of educational and career plans.
2. Implements the guidance curriculum through delivery of classroom lessons and infusion in content areas.
3. Supports and reinforces the key role of the classroom teacher.
4. Serves as a consultant to staff and parents.
5. Counsels individuals and small groups toward social and emotional resiliency.
6. Counsels parents and other family members on individual student needs.
7. Provides counseling and support to students and their families during a crisis situation.
8. Participates in research, evaluation, and data analysis to develop, enhance, and improve various programs.
9. Maintains thorough and accurate client records.
10. Acts as a liaison among school staff, parents, and public or private agencies.
11. Conducts parent group meetings, workshops, and in-service training.
12. Devises and implements appropriate counseling techniques to accommodate a variety of functioning levels.
13. Is accessible to all students for career, educational, and personal counseling.
14. Acts as a student advocate.
15. Organizes, administers, assists, and refers to testing programs.
16. Participates in counseling and guidance program development, maintenance and enhancement.
17. Uses an effective referral process for assisting students and others to use special programs and services.
18. Responsible for completing Safe and Drug-Free Schools grant application.
19. Assumes a leadership role in promoting a positive school climate.
20. Pursues continuous professional growth.

TERMS OF EMPLOYMENT: _____

EVALUATION: Performance of this job will be evaluated annually by the Principal.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Custodian

TITLE: Custodian

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or the Superintendent

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

PERFORMANCE RESPONSIBILITIES:

1. Keep building and premises, including sidewalks, driveways, and play areas, neat and clean at all times.
2. Shovel, plow, and sand walkways, driveways, parking areas, and steps as appropriate.
3. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
4. Sweep classrooms daily and dust furniture.
5. Clean corridors after school each day and during the day when their condition requires it.
6. Scrub, hose down, and disinfect toilet floors daily, and clean all sanitary fixtures and drinking fountains daily.
7. Wash all windows on both the inside and outside at least twice each year, and more frequently if necessary.
8. Keep the grounds free from rubbish.
9. Keep all floors in a clean and attractive condition and in a good state of preservation.
10. Clean all chalkboards at least once a week.
11. Make minor building repairs.
12. Report major repairs needed promptly to the head custodian.
13. Report immediately to the principal any damage to school property.
14. Assume responsibility for the opening and closing of the building each school day and for determining before leaving that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
15. Conduct an ongoing program of general maintenance, upkeep, and repair.
16. Move furniture or equipment within buildings as required for various activities and as directed by the principal.
17. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
18. Assume responsibility for the safe condition of the swimming pool, if the building has one, making all necessary water tests, backwashing the filters, and refilling the pool as necessary.

19. Conduct periodic inspections and tests of all electrical installations in the school to ensure their safe condition.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Custodial II / Maintenance

TITLE: Custodial Maintenance

***QUALIFICATIONS:**

1. (Any health, literacy, citizenship, or other such requirements.)
2. Training/experience in construction trades. (plumbing, electrical, welding, building)
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Driver's License
5. Experience using multiple tools and equipment

REPORTS TO: Director of Maintenance

SUPERVISES: Assigned Custodial Help

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Examine school buildings on a regular basis for needed repairs and maintenance.
2. Establish and recommend priorities on repair projects.
3. Be conservative toward repair of projects in terms of labor, material, and overhead.
4. Supervise crews as assigned for maintenance work such as replacing worn or defective wiring, switches, faucets, and plumbing fixtures, and repairing fencing, asphalt, concrete, and ceilings.
5. Lay out, inspect work, and assist crew members as assigned or directed.
6. Deal with emergency repair problems with efficiency.
7. Prepare reports on cost of work done, materials used, and labor expended.
8. Request materials as needed and make recommendations of supplies and equipment for purchase through maintenance director.
9. Perform work orders, check drawings and plans.
10. Consult with building principals regarding the establishment of regular preventive maintenance programs.

11. Maintain such personnel and other records as are required.
12. Assist in training all workers necessary to the maintenance program.
13. Advise on the hiring of contractors to perform certain maintenance or repair services.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Project Education Charter School
Job Description

Daytime Resident Advisor

TITLE: Daytime Resident Advisor

***QUALIFICATIONS:**

1. Bachelor's Degree
2. Minimum of one year working with high-school students or experience in residence life.

REPORTS TO: Floor Manager, Wilderness Hall Managers, Dean of Students

SUPERVISES: Housekeeper, Student residents of Wilderness Hall

JOB GOAL:

To assist in daytime operations of Wilderness Hall, including transporting students to appointments and enforcing community cleanliness standards through daily chore and room checks, in addition to upholding regular Resident Advisor responsibilities for assigned residents.

PERFORMANCE RESPONSIBILITIES:

1. Work cooperatively with the remainder of the Residence Life staff to maintain a structured, supportive, living and learning environment within the residence hall and to develop a strong sense of community.
2. Ensure that all students have left Wilderness Hall for school by 8:45am, making wake-up as necessary.
3. Perform all room inspections and chore checks during the school day.
4. Manage cleaning supply levels and ordering new materials when needed.
5. Transport students to daytime appointments as needed.
6. Work with Residence Life Secretary to make sure front desk is covered and work-related errands are accomplished during the school day.
7. Manage student behavior and take disciplinary action to enforce the PERS code of conduct.
8. Maintain complete documentation of behavioral, health-related, and other incidents as they occur.
9. Maintain close interpersonal contact with students, particularly assigned residents, make appropriate counsel, health, and academic referrals as needed.
10. Work to build positive assets in each resident during their stay in the residence hall as per the Resiliency in Residence Life Grant.
11. Serve as a mentor and positive role model to all student residents of the residence hall.
12. Contribute to the design and implementation of weekend student programming as established by the Programming Coordinator.
13. Ensure that residents adhere to residence hall policies and daily schedules.

14. Contact the parents of each assigned resident monthly in writing to update them on the endeavors, behavior, well being, and development of their child.
15. Design corridor bulletin boards and passive programming monthly.
16. Perform duty responsibilities on scheduled duty dates.
17. Perform a minor assigned ancillary responsibility in facility management or staff relations.
18. Attend weekly Residence Life staff meeting.
19. Submit formal, typed weekly report to the Dean of Students.
20. Meet monthly with the Dean of Students.
21. Complete any other tasks necessary to achieve the objective of the Residence Life Staff and the PERS administration.

TERMS OF EMPLOYMENT: This position is for a period of 210 days.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Deaf Education Specialist/Interpreter

TITLE: Deaf Education Specialist/Interpreter

QUALIFICATIONS:

1. Bachelor's Degree in Educational Interpreting
2. Minimum of two years experience working with deaf children in an educational setting.
3. RID (Register of Interpreters for the Deaf) certification
4. Fluent in American Sign Language

*REPORTS TO: Site Administrator

*JOB GOAL:

PERFORMANCE RESPONSIBILITIES:

1. Facilitate communication between the deaf student and teachers, classmates, and others.
2. Translate spoken English into the deaf student's natural language (ASL) and voice the student's signed communication to other people.
3. Work with classroom teachers, special education teachers, and other staff to assure that the deaf student has full access to information provided to hearing students.
4. Present material to the deaf student and his or her level of understanding.
5. Assist other teachers to understand the special needs of deaf children and help implement strategies to assure the student's success.
6. Work with the deaf student individually on language development.
7. Provide tutoring in other content areas as needed.

*TERMS OF EMPLOYMENT:

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT

Job Description

Dean of Students

QUALIFICATIONS:

1. Successful experience working in a student dormitory situation.
2. Successful experience supervising work schedules and personnel.
3. Student services background in education or recreational functions.
4. No prior arrests and convictions.
5. Abilities as a team builder and organization leader.
6. Bachelors Degree demonstrating professional training.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent or Project Education Residential School Principal.

SUPERVISES: All dorm students and staff.

JOB GOAL: Supervise student and personnel functions in the Project Education Residential School dormitory; provide clean and sanitary living conditions for occupants, and work and live within the guidelines of the Galena City Schools Board Policy.

PERFORMANCE RESPONSIBILITIES:

1. Share with the principal the responsibility for protecting the health and welfare of students.
2. Oversee all matters of student dorm life.
3. Counsel individual students and, when necessary, make appropriate referrals for guidance and counseling.
4. Administer the recreational and activities schedules for student dorm life during non-class hours.
5. Confer with parents, teachers, counselors, support service personnel, and students on matters of discipline and welfare.
6. Resolve all discipline problems in a fair and just manner, and maintain records of any disciplinary action taken in accordance with due process from the Galena City Schools District Policy.
7. Supervise all registration and assignments of rooms, duties, scheduling, and discipline of staff and students in the dorm.
8. Participate in the coordination, implementation and supervision of co-curricular and interschool activities.
9. Assist in the interpretation of school and district programs, policies, and procedures to students, parents, staff, and community.
10. Work with community and government agencies on problems relating to drug abuse and truancy from school.
11. Develop and administer practices dealing with campus control and security.
12. General supervision responsibility for student dorm activities, programs, and orientation.
13. Promote and hold pre-service and in-service education training for dorm staff.
14. Supervise and coordinate the ordering and use of materials needs for dorm operations.
15. Participate in the screening, interview, application, and background checks making recommendations for hire to the Assistant Superintendent for all new dorm employees.
16. Organize a corps of substitute dorm workers for employee absences.

17. Supervise and evaluate all staff serving the dorm.
18. Attend regular meeting of the Assistant Superintendent's staff and serve actively to improve communication, cooperation, and planning.
19. Keep the Assistant Superintendent and the PERS's principal informed of the dorms activities and problems.
20. Supervise the maintenance of all required building records and reports.
21. Provide for adequate inventories of school property and for the security and accountability for that property.
22. Other duties as assigned.

TERMS OF EMPLOYMENT: Two hundred and ten days scheduled by the Assistant Superintendent of Schools.

EVALUATION: Formal evaluation will be processed quarterly in the first year of employment. In following years this process will be administered semi-annually in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

(Edited 5-10-02)

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

**GALENA CITY SCHOOL DISTRICT
Job Description**

Director of Technology and Medial Services

TITLE: Director of Technology and Media Services

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

***REPORTS TO:** Person designated by the Board or Superintendent

JOB GOAL:

Provide leadership and coordination in the use of technology, including all support services and educational operations. Implement, maintain and update the district's Five-year Technology Plan. Plan and implement comprehensive staff training programs.

PERFORMANCE RESPONSIBILITIES:

1. Organize and supervise the implementation of the district's Five-year Technology Plan.
2. Consult with building administrators and teachers to plan and implement technology infusion into the curriculum.
3. Supervise and advise on matters relating to the School Library Media Centers.
4. Supervise the operation of the district Media Library.
5. Supervise the operation of the district technology repair services.
6. Supervise the operation of the district staff development services.
7. Chair the Superintendent's Technology Advisory Committee and its subcommittees.
8. Act as a resource to all district personnel.
9. Work with the Director of Curriculum, Director of Business, and the community to seek alternate sources of funding for technology programs.
10. All other duties as assigned by the Superintendent or Assistant Superintendent.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

(Incumbent)

GALENA CITY SCHOOL DISTRICT
Project Education Residential School
Job Description

Dormitory Counselor

TITLE: Dormitory Counselor

QUALIFICATIONS:

1. Degree in Guidance Counseling
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Dormitory Principal

JOB GOAL:

To work on a one-on-one and/or group basis with those students in a dormitory setting to help them reach their full potential as students and as young adults, in a constructive, supportive, and nonjudgmental manner.

PERFORMANCE RESPONSIBILITIES:

1. Counsel with students seeking such counseling on either a regularly scheduled appointment basis or a spontaneous basis as appropriate.
2. Remain readily available to students in order to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
3. Work with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
4. Communicate to students the availability of counseling services at all times, as well as the complete independence of the services from such authority representatives as the school administration and the police.
5. Serve as liaison between students and such public health and social service agencies as have occasion to work with the students.
6. Provide group counseling programs for secondary school students who have ineffective social skills, excessive fears and anxieties, drug abuse problems, or similar problems, establishing programs in such a manner that participation in them is entirely voluntary and confidential.
7. Meet with or call parents of troubled students when, based on professional judgment, such a meeting would be beneficial to the student.
8. Maintain an ongoing dialogue with secondary school administrators, guidance counselors, teachers, and health services personnel regarding programs and services.
9. Work with the guidance personnel on matters of mutual interest and concern.
10. Maintain such records as necessary to meet the needs of the job.
11. Maintain confidentiality in all appropriate oral and written matters.
12. Work to prevent students from dropping out of school.
13. Encourage students in their participation in school and community activities.
14. Pursue continuous professional growth.
15. Maintain availability 24 hours a day, except for days off.

- 16. Reside in the dorm.
- 17. Be responsible for transportation to medical services.

TERMS OF EMPLOYMENT: The position is for a period of 190 days. The Dormitory Counselor is expected to work Thursday through Monday from 9 a.m. to 11 a.m. and 4 p.m. to 10 p.m.

EVALUATION: Performance of this job will be done twice yearly. The Dormitory Principal evaluates the male dormitory manager.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Project Education Residential School
Job Description**

Dormitory Wing Advisor

TITLE: Dormitory Wing Advisor/Attendant

***QUALIFICATIONS:**

3. High school diploma
4. Minimum one year experience working with high school students
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Dormitory Principal

SUPERVISES: Student residents of the dormitory

JOB GOAL:

To use leadership and supervisory skills to create a safe and supportive home environment for the district's boarding school students.

PERFORMANCE RESPONSIBILITIES:

1. Help maintain a structured supportive living environment in the dormitory.
2. Help manage student behavior and discipline of dormitory students.
3. Work cooperatively with the other dormitory advisors to coordinate dormitory activities.
4. Attend all dormitory staff meetings.
5. Communicate with a chain of command to provide for better working and living conditions and in instances of his/her absence.
6. Enforce the PERS's code of conduct and document any inconsistencies or infractions involving the students.
7. Help perform room inspections.
8. Participate in the morning wake-up schedule for students and follow through with related duties.
9. Supervise the front desk when necessary.
10. Supervise his/her designated dorm floor.
11. Know the location of dorm students at all times.
12. Create, organize, and participate in dormitory activities.
13. Fulfill all other obligations and work necessary to achieve the objectives of the dormitory as these obligations arise.

TERMS OF EMPLOYMENT: This position is for a period of 190 days.

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

Approved by: _____

Date: _____

Reviewed and agreed to by: _____
(Incumbent)

Date: _____

GALENA CITY SCHOOL DISTRICT
Job Description

Early Learning Center - Assistant Administrator/Director

TITLE: Early Learning Center - Assistant Administrator/Director

***QUALIFICATIONS:**

1. Certification, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Demonstrates ability, energy and commitment to work daily with children and staff in an early childhood setting. Must hold CPR and First Aid, and able to lift 50 pounds as well as be mobile. Possess the personal qualities of a positive model for all persons in the center in meeting the physical, intellectual and emotional needs of children and their families.

REPORTS TO: Director/Administrator and the Board or the Superintendent

CONTACT WITH OTHERS:

1. Reports to and receives general direction form the Director/Administrator and/or Board or Superintendent. Assists in the supervision of all employees of ELC. Has contact with families, children, state and municipal agencies, community childcare programs and the public.

PURPOSE OF POSITION:

1. Assist in the planning, organization, implementation and evaluation of a developmental/educational program that meets the emotional, physical intellectual and social needs of the individual child, their family and the group.
2. Assists in the overall operation of ELC.
3. Assists in setting policies, establishing budgets, interviewing and hiring employees, evaluating personnel planning in-service training, providing orientation, etc.
4. Assists in the compliance of all state and municipal licenses and permits.

MAJOR RESPONSIBILITIES:

1. Assists in the direction of the schools program assuring that the education and developmental needs of the individual child is met. Ensures that all health, safety and staffing ratio standards established by licensing agencies are maintained.
2. Assists in developing and maintaining a system of recording, accounting and billing. Complies statistical information needed. Assures confidentiality of individual files and information.
3. Assist in preparing the annual budget for the school - when required. Recommends and implements approved policy and procedure changes.

4. Assists in ensuring that the school is kept in good physical condition. Coordinates all necessary maintenance services.
5. Assists in supervising the staff of the school. Performs interviews, evaluations, counseling, termination and all other personnel functions.
6. Assists in developing and maintaining effective relationships between parents and the school through daily contact and planned conferences. Interprets the school philosophy and program.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Early Learning Center - Classroom Aide

TITLE: Classroom Aide

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Demonstrates ability, energy and commitment to work daily with children and staff in an early childhood setting. Must hold CPR and First Aid, and able to lift 50 pounds as well as be mobile. Possess the personal qualities of a positive model for all persons in the center in meeting the physical, intellectual and emotional needs of children and their families. Practices professional confidentiality.

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

JOB GOAL:

Under the direct supervision of the Administrator and/or Head Teacher, participates in providing a developmentally appropriate early childhood program in the assigned classroom. The Administrator and/or Head Teacher has primary responsibility for the curriculum interactions, supervision of the role assisting in all areas as necessary. The two work together as a team toward a mutually beneficial goal for the good of the Early Learning Center and its clients as professionals. The aides scheduled in a classroom will assist and participate in an active roll in every aspect of the classroom supporting, sharing and following through on assigned tasks that help maintain the quality of the program and encourage healthy happy children.

PERFORMANCE RESPONSIBILITIES:

1. Assist with curriculum planning and classroom a management. Must have knowledge of developmentally appropriate practices and familiar with appropriate curriculum at the preschool level. Must show an interest in the children by sharing the planning daily activities that incorporate the concept of a holistic child in terms of physical, social-emotional and cognitive area. Understand and deliver positive guidance techniques.
2. Cares for the physical needs of the children including feeding, diapering, toilet training, dressing, administering prescription medications [when directed by the Administrator and/or Head Teachers] and supervising field trips. A referral with documentation will be made to the Administrator if there is a problem with a child that needs attention. Reports any suspicions of child abuse to the Administrator and/or Head Teacher.
3. Communicates with parents on a regular basis through conversation, offering positive feedback from daily activities. Discusses behavioral problems with the Administrator and/or Head Teacher and parents. Documents any problems, concerns and medical treatment given.

Notes addressed to Administrator and/or Head Teacher concerning a child's behavior shall be written and left in a confidential manner.

4. Maintains the strictest confidence in terms of sensitive information about the children in the Center.
5. In the absence of the Administrator and/or the Head Teacher, the Aide will assume all supervisor responsibility for classroom staff, substitutes and volunteers. Provides training, orientations to new staff and feedback as necessary to the Administrator and/or Head Teacher.
6. Shares in the responsibility for a clean, safe environment in the classroom. Helps maintain attendance, meal counts and activity records, other administrative duties where applicable, assists with food preparation, service and cleanup. Is equally responsible for abiding by the playground policies, asking children to pick up and put away toys and riding toys before leaving the yard. Takes the initiative to be informed.
7. Record observations or concerns. Document medical treatment given and record any injury or incident of the Injury/Incident Form. The Administrator should review and sign these reports on the same day before they are issued to the parent for signature.
8. Works as a team member at the center. Supports staff members in a positive manner to work towards the goals and objectives of the program. When conflict arises, it is taken care of immediately with person involved in a timely manner.
9. All personnel policies shall be in accordance with the Education Support Personnel Agreement.
10. Emergency Evacuation: Is trained, knowledgeable and practices the proper evacuation for each emergency, such as fire, earthquake, hostage, bomb and flood.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

Maintain 15hrs per year of professional training related to job performance.

GALENA CITY SCHOOL DISTRICT
Job Description

Early Learning Center - Cook

TITLE: ELC Cook

***QUALIFICATIONS:**

1. High School Diploma or Equivalency
2. Demonstrated Aptitude for the Work to be Performed
3. Ability to Work with Adults and Young Children
4. Demonstrates ability, energy and commitment to work daily with children and staff in an early childhood setting. Must hold CPR and First Aid, and able to lift 50 pounds as well as be mobile. Possess the personal qualities of a positive model for all persons in the center in meeting the physical, intellectual and emotional needs of children and their families. Practices professional confidentiality.
5. An individual must meet all of the “Qualifications and responsibilities of individuals having contact with children in a childcare facility” as outlined in 4 AAC 62.210. That includes but is not limited to: completion of a Galena City Schools Application, Employment Application for State Child Care Facility, three positive character references, no CPS or licensing problems, no convictions for specified crimes, no domestic violence, alcohol or substance abuse, no physical, health, mental or behavioral problems, attend orientation training, complete 20 hours appropriate training per year, complete a positive State Background Check, tuberculin clearance, complete a Release of Information Form and submit two sets of finger prints.

REPORTS TO: Director or Assistant Director of the ELC

JOB GOAL:

To provide for the safe and sanitary operation of the kitchen while preparing wholesome and appealing food. To overall support the goals of the Early Learning Center by participating in an active role in ways that help maintain the quality of the program and encourage healthy happy children.

CONTACT WITH OTHERS:

1. Report to and receives direction from the Assistant Director or Director of Childcare Section of ELC.
2. Have positive contact with families, children and the public.
3. Interact with co-workers in both the Childcare and Pre-K sides of the ELC in a positive and supportive manner.

PERFORMANCE RESPONSIBILITIES:

1. Maintains all records of inventory related to the kitchen
2. Keep a running list of grocery needs and then order and shop for food and supplies in an efficient manner.
3. Store food in a way that preserves it and keeps it free from contaminants.
4. Keep food preparation area clean.

5. Preparation of well-balanced meals for breakfast, lunch and snacks in compliance with guidelines provided.
6. Accommodate special dietary needs or restrictions of children and staff members.
7. Prepare food for special occasions such as birthday parties, staff trainings, open house, etc.
8. Set tables for meals and help in serving, if childcare providers need assistance.
9. Arrange portions in serving dishes for both food and beverages that aid the childcare providers in sitting down with children for a family style meal.
10. Assist in maintaining cleanliness of the kitchen and dining room areas.
11. Wipe down and sanitize tables after every meal.
12. Clean refrigerator and freezer on a weekly basis.
13. Check refrigerator temperature for acceptable range.
14. Make sure all equipment is in good working order.
15. Preparation of weekly menus for the ELC Assistant Director's approval and then posting menus for parents to view.
16. Wipe down all surfaces and sinks in the kitchen with hot soapy water and bleach before leaving for the day.
17. Use the three-sink system properly. Maintain accurate levels of bleach water. Wash all pots, pans, utensils, cups and plates used in the Childcare side of the ELC. Assure dishes are properly dried before they are put away.
18. Perform other duties as assigned.
19. Maintains the strictest confidence in terms of sensitive information about the children in the Center.
20. From time-to-time, work with children on special projects related to cooking.
21. Provide short-term coverage for a childcare provider when needed, if it does not intervene with immediate needs of the kitchen.
22. Work as a team member at the Center. Support staff members in a positive manner to work towards the goals and objectives of the program.
23. Share the kitchen space with staff members who need to use it.
24. Maintain professional competence through in-service educational activities provided by the district and self-selected professional growth activities. Maintain 20 hrs per year of professional training related to job performance. Attend trainings offered to ELC staff.
25. All personnel policies shall be in accordance with the Education Support Personnel Agreement.
26. Become trained and knowledgeable and in the proper evacuation for each emergency, such as fire, earthquake, hostage, bomb and flood.

TERMS OF EMPLOYMENT: Nine-month basis.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Early Learning Center - Head Teacher - Infant/Toddler Section

TITLE: Head Teacher - Infant/Toddler Section

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

(A minimum of a Child Development Associate (CDA), an AA, BA, BS in Early Childhood Education or in an appropriate field. In cases where staff members do not meet these qualifications, a training plan, both individualized and center-wide will be developed for the staff member.)

Demonstrates ability, energy and commitment to work daily with children and staff in an early childhood setting. Must hold CPR and First Aid, and able to lift 50 pounds as well as be mobile. Possess the personal qualities of a positive model for all persons in the center in meeting the physical, intellectual and emotional needs of children and their families. Practices professional confidentiality.

REPORTS TO: Person designated by the Board or the Superintendent. (Likely to report the Administrator of the Galena Early Learning Center.)

JOB GOAL:

To create a flexible pre-school/early learning center program and environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for further participation in the higher total school program, in accordance with each student's ability; and to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Curriculum Planning and Classroom Management: Primary responsibility for the educational components of each day including written lesson plans that meet individual needs as well as the group needs, and a written schedule that is posted in the classroom. Weekly and monthly lesson plans must be posted and visible to the parents on a regular basis. Communicate with parents through a variety of means.
2. Developmentally appropriate practice will be the primary curriculum planning for the whole child: physical, social-emotional and cognitive. Use positive guidance techniques. Redirecting children as the preferred method of discipline.
3. Develop and use instructional materials suitable for verbal or visual instructions of students with wide range of mental, physical and emotional maturities. Create an effective environment for learning through functional and attractive displays, bulletin boards and interest centers.

4. Child and Family Interactions: Primary responsibility for the quality of each center day; works with each child in the class; cares for the physical needs of children including feeding, diapering, toilet training, dressing, administering prescription medications, supervising field trips. A referral with documentation will be made to the Administrator if there is a problem with a child that needs attention.
5. Record observations or concerns. Document medical treatment given and record any injury or incident on the Injury/Incident Form. The Administrator should review and sign these reports on the same day before they are issued to the parent for signature. In the absence of the Administrator's behalf. The Head Teacher along with the finding staff reports any suspicion of child abuse immediately to the Administrator accompanied by proper documentation.
6. Personnel Supervision: Primary responsibility for the classroom assistants and volunteers. Provides training, orientations and evaluates classroom staff each semester or on an as need basis.
7. Interactions with Co-workers: Works as a team member at the center. Supports staff members in a positive manner to work towards the goal and objectives of the program. When conflict arises, it is taken care of immediately with person involved in a timely manner.
8. Attendance: Responsible for requesting a substitute prior to the absence when taking vacation or personal leave. Maintains efficiency in staffing to meet ratio requirements. Adequately manages classroom staff ratios.
9. Classroom Inventory: Classroom inventory is the responsibility of the Head Teacher. Select and requisition books and instructional aids. Accurate records must be maintained. New items must be inventoried.
10. Maintain professional competence through in-service educational activities provided by the district and self-selected professional growth activities, with a minimum of 15 hours per year.
11. Ensure a comfortable room environment through control of heating, lighting and ventilation to the extent possible.
12. Supervise students in out-of classroom activities during the assigned working day.
13. Serving Meals and Snacks: It is the responsibility of the Head Teacher to train and guide staff about the rules and regulations for USDA. Family style meals are an important part of interacting with a child. Staff should be seated at the table with the children during meal times to encourage conversation and dialogue. The strictest of health standards will be adhered to.
14. Emergency Evacuations: Is trained, knowledgeable and practices the proper evacuation for each emergency, such as fire, earthquake, hostage, bomb and flood.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Early Learning Center - Head Teacher - Pre-School Section

TITLE: Head Teacher - Pre School Section

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Demonstrates ability, energy and commitment to work daily with children and staff in an early childhood setting. Must hold CPR and First Aid, and able to lift 50 pounds as well as be mobile. Possess the personal qualities of a positive model for all persons in the center in meeting the physical, intellectual and emotional needs of children and their families. Practices professional confidentiality.

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

JOB GOAL:

To create a flexible pre-school/early learning center program and environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for further participation in the higher total school program, in accordance with each student's ability; and to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Provide learning experiences in language arts, social studies, pre-reading, arithmetic, science, art and music to students, using the course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop and use instructional materials suitable for verbal or visual instructions of students with wide range of mental, physical and emotional maturities.
4. Provide individual and group instruction designed to meet individual needs and help the students make a satisfactory transition to school.
5. Establish and maintain standards of student behavior needed to achieve effective participation in all activities without interfering with the naturally informal atmosphere of a preschool.
6. Evaluate academic and social growth of students and keep appropriate records.
7. Communicate with parents through a variety of means. Hold parent conferences to discuss the individual student's progress and interpret the school program.
8. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude and learning problems.

9. Create an effective environment for learning through functional and attractive displays, bulletin boards and interest centers.
10. Maintain professional competence through in-service educational activities provided by the district and self-selected professional growth activities, with a minimum of 15 hours per year.
11. Select and requisition books and instructional aids, maintain required inventory records.
12. Ensure a comfortable room environment through control of heating, light and ventilation to the extent possible.
13. Supervise students in out-of-classroom activities during the assigned working day.
14. Participate in curriculum and other development programs as required.
15. Participate in faculty committees and the sponsorship of student activities.
16. Serving Meals and Snacks: It is the responsibility of the Head Teacher to train and guide staff about the rules and regulations for USDA. Family style meals are an important part of interacting with a child. Staff should be seated at the table with the children during meal times to encourage conversation and dialogue. The strictest of health standards will be adhered to.
17. Emergency Evacuation: Is trained, knowledgeable and practices the proper evacuation for each emergency, such as fire, earthquake, hostage, bomb and flood.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Early Learning Center - Janitor

TITLE: Janitor

***QUALIFICATIONS:**

1. High School Diploma or Equivalency preferred
2. Demonstrate aptitude for the work to be performed
3. Acceptable past work experience.
4. Must be able to lift 50 pounds as well as be mobile. Posses the personal qualities of a positive model for all persons in the center in meeting the physical, intellectual and emotional needs of children and their families. Must be dependable, reports to work on time and has few absences. Practices professional confidentiality.
5. Must comply with all regulations of the state agency licensing the ELC.

REPORTS TO: The ECL Director.

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Keep building and premises, including sidewalks, driveways, and play areas, neat and clean at all times. If walkways or parking area need to be cleared of snow or ice, place a work order with the head of Maintenance.
2. Keep the grounds free of rubbish.
3. Complete list of specific cleaning tasks provided by the Director or Assistant Director.
4. Keep all hazardous cleaning supplies in a locked cabinet. Keep utility room free of hazardous (i.e. nothing set on the boiler).
5. Sweep and vacuum all classrooms, entry way and kitchen daily and dust furniture.
6. Mop daily to keep all floors in a clean and attractive condition and in a good state of preservation.
7. Shampoo carpets at least once a month.
8. Wipe down all tables and counters with hot soapy water and disinfect daily.
9. Scrub, hose down and disinfect toilet floors, both inside and out, wall behind toilets, and bathroom floors daily, and clean all sanitary fixtures and sinks, waste cans, light fixtures, doorknobs and drinking fountains daily.
10. Wash all windows on both the inside and outside at least twice each year and more frequently if necessary.
11. Restock paper towels and toilet paper each day.
12. Remove trash from the premises daily. Comply with local laws and procedures for the storage and disposal of trash, rubbish and waste, especially the diaper pail.
13. Clean all whiteboards once a week unless requested to save information.
14. Make minor building repairs.

15. Report major repairs needed promptly to the Director, Assistant Director or the Head Teacher.
16. Report immediately to the Director, Assistant Director or the Head Teacher any damage to school property.
17. Assume responsibility for the opening and closing of the building each school day and determining before leaving that all exit doors and windows are secured, and all lights, except for those left on for safety reason, are turned off.
18. Conduct an ongoing program of general maintenance, upkeep and repair.
19. Move furniture or equipment within the building as required for various activities and as directed by Director, Assistant Director or the Head Teacher.
20. Arrange for a substitute janitor when work will be missed.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Incumbent)

Maintain 15hrs per year of professional training related to job performance.

GALENA CITY SCHOOL DISTRICT
Job Description

Elementary Classroom Teacher – First Grade

TITLE: Elementary Classroom Teacher – First Grade

***QUALIFICATIONS:**

1. Must have a valid State of Alaska Teaching Certificate
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or the Superintendent

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Teach reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop lesson plans and instructional materials and provide individualized and small-group instruction in order to adapt the curriculum to the needs of each student.
4. Translate lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluate students' academic and social growth, keep appropriate records, and prepare progress reports.

7. Communicate with parents through conferences and other means to discuss student's progress and interpret the school program.
8. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
9. Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintain professional competence through inservice education activities provided by the district and self-selected professional growth activities.
11. Select and requisition books and instructional aids; maintain required inventory records.
12. Supervise students in out-of-classroom activities during the assigned working day.
13. Administer group standardized tests in accordance with district testing program.
14. Participate in curriculum development programs as required.
15. Participate in faculty committees and the sponsorship of student activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Elementary Classroom Teacher – Second Grade

TITLE: Elementary Classroom Teacher – Second Grade

***QUALIFICATIONS:**

1. Must have a valid State of Alaska Teaching Certificate
2. Degree(s) required and area of major study
3. Prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

***REPORTS TO:** (Person designated by the Board or the Superintendent)

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Teach reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
4. Translate lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluate students' academic and social growth, keep appropriate records, and prepare progress reports.

7. Communicate with parents through conferences and other means to discuss student's progress and interpret the school program.
8. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
9. Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintain professional competence through inservice education activities provided by the district and self-selected professional growth activities.
11. Select and requisition books and instruction aids; maintain required inventory records.
12. Supervise students in out-of-classroom activities during the assigned working day.
13. Administer group standardized tests in accordance with district testing program.
14. Participate in curriculum development programs as required.
15. Participate in faculty committees and the sponsorship of student activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Elementary Classroom Teacher – Third Grade

TITLE: Elementary Classroom Teacher – Third Grade

***QUALIFICATIONS:**

1. Must have a valid State of Alaska Teaching Certificate
2. Degree(s) required and area of major study
3. Prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

***REPORTS TO:** (Person designated by the Board or the Superintendent)

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Teach reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities. Teachers need not teach art, physical education, or music when these areas are covered by a designated teacher.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
4. Translate lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluate students' academic and social growth, keep appropriate records, and prepare progress reports.
7. Communicate with parents through conferences and other means to discuss student's progress and interpret the school program.
8. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
9. Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintain professional competence through inservice education activities provided by the district and self-selected professional growth activities.

11. Select and requisition books and instruction aids; maintain required inventory records.
12. Supervise students in out-of-classroom activities during the assigned working day.
13. Administer group standardized tests in accordance with district testing program.
14. Participate in curriculum development programs as required.
15. Participate in faculty committees and the sponsorship of student activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Elementary Classroom Teacher – Fourth Grade

TITLE: Elementary Classroom Teacher – Fourth Grade

***QUALIFICATIONS:**

1. Must have a valid State of Alaska Teaching Certificate
2. Degree(s) required and area of major study
3. Prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Knowledge of cultural difference of students and ability to incorporate differences into teaching.
6. Familiarity with area/state cultures and ability to use these cultures in teaching.

***REPORTS TO:** (Person designated by the Board or the Superintendent)

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Teach reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
4. Translate lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluate students' academic and social growth, keep appropriate records, and prepare progress reports.
7. Communicate with parents through conferences and other means to discuss student's progress and interpret the school program.
8. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
9. Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.

10. Maintain professional competence through in-service education activities provided by the district and self-selected professional growth activities.
11. Select and requisition books and instruction aids; maintain required inventory records.
12. Supervise students in out-of-classroom activities during the assigned working day.
13. Administer group standardized tests in accordance with district testing program.
14. Participate in curriculum development programs as required.
15. Participate in faculty committees and the sponsorship of student activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Elementary Classroom Teacher – Fifth Grade

TITLE: Elementary Classroom Teacher – Fifth Grade

***QUALIFICATIONS:**

1. Must have a valid State of Alaska Teaching Certificate
2. Degree(s) required and area of major study
3. Prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

***REPORTS TO:** (Person designated by the Board or the Superintendent)

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Teach reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
4. Translate lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluate students' academic and social growth, keep appropriate records, and prepare progress reports.
7. Communicate with parents through conferences and other means to discuss student's progress and interpret the school program.
8. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
9. Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintain professional competence through inservice education activities provided by the district and self-selected professional growth activities.
11. Select and requisition books and instruction aids; maintain required inventory records.

12. Supervise students in out-of-classroom activities during the assigned working day.
13. Administer group standardized tests in accordance with district testing program.
14. Participate in curriculum development programs as required.
15. Participate in faculty committees and the sponsorship of student activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Elementary Classroom Teacher – Sixth Grade

TITLE: Elementary Classroom Teacher – Sixth Grade

***QUALIFICATIONS:**

1. Must have a valid State of Alaska Teaching Certificate
2. Degree(s) required and area of major study
3. Prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

***REPORTS TO:** (Person designated by the Board or the Superintendent)

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Teach reading, language arts, social studies, mathematics, science, art, and health to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
4. Translate lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluate students' academic and social growth, keep appropriate records, and prepare progress reports.
7. Communicate with parents through conferences and other means to discuss student's progress and interpret the school program.
8. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
9. Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintain professional competence through inservice education activities provided by the district and self-selected professional growth activities.
11. Select and requisition books and instruction aids; maintain required inventory records.

12. Supervise students in out-of-classroom activities during the assigned working day.
13. Administer group standardized tests in accordance with district testing program.
14. Participate in curriculum development programs as required.
15. Participate in faculty committees and the sponsorship of student activities.
16. Maintain a safe classroom environment.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

English Teacher

TITLE: English Teacher

***QUALIFICATIONS:**

1. Must have a valid State of Alaska Teaching Certificate
2. Degree(s) required and endorsed in Language Arts
3. Teaching Experience desired
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Principal

JOB GOAL:

To develop in each student skills of listening, speaking, reading, and writing that are fundamental to good communication and literate citizenship; to develop appreciation of good literature of all types; to motivate students to read widely for information and recreation; to develop standards for critical judgment of written and oral communications transmitted by mass media; to discover and develop special talents of students in the field of English; and to prepare the student for the graduation test.

PERFORMANCE RESPONSIBILITIES:

1. Develop curriculum in alignment with current technology.
2. Teach content and skills in English language, literature, composition, reading, and journalism to secondary students, utilizing course of study adopted by the Board of Education and other appropriate learning activities.
3. Instruct students in citizenship and basis subject matter specified in state law and administrative regulations and procedures of the school district.
4. Adapt English material and methods to develop relevant sequential assignments that guide and challenge students.
5. Select and requisition books and instructional aids appropriate to the interest and maturity level of students; maintain required inventory records.
6. Adapt the curriculum to provide individual, small-group, or remedial instruction to meet the needs of the individual student.
7. Develop standards for critical analysis through group discussions based on a variety of mass media and classical and contemporary literature.
8. Encourage students to think independently and to express original ideas.
9. Evaluate each student's progress in English skills (listening, speaking, reading, and writing).
10. Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
11. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
12. Supervise students in out-of-classroom activities during the assigned working day.

13. Communicate with parents and school counselors on student progress.
14. Work with students and other classroom teachers in such activities as preparing material for the school newspaper or yearbook, assisting with PTA programs, or coordinating entries in essay contests.
15. Administer or monitor group tests.
16. Participate in curriculum and other developmental programs.
17. Participate in faculty committees and the sponsorship of student activities.
18. Maintain professional competence through inservice education activities provided by the district and in self-selected professional growth activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Federal Programs Director

TITLE: Federal Programs Director

QUALIFICATIONS:

1. Teaching Certification and working towards masters in education
2. Strong planning, writing, and interpersonal communication skills required
3. Ability to work successfully with a wide range of groups required
4. Experience in school supervision preferred
5. Demonstrated skills in managing complex projects preferred
6. Working knowledge of grant writing and grant management preferred
7. Successful experience in working with advisory groups preferred

REPORTS TO: Assistant Superintendent

JOB GOAL:

Serve as Director of Federal Programs in cooperation with Assistant Superintendent, in the coordination of Federal and State grant-funded programs and in the development, implementation, and evaluation of new grants and contracts.

PERFORMANCE RESPONSIBILITIES:

1. Direct programs within the Federal Programs Department and ensure compliance with all policies and laws.
2. Establish funding source communications in both the public and private sector.
3. Review funding information and opportunities for educational grants relevant to the educational goals of the school district.
4. Provide assistance with conceptualization, preparation, and processing of proposals for grant submission in accordance with Board policies and applicable laws.
5. Ensure program guidelines, application materials, and relevant information is easily accessible to school district staff. Provide grant writing support to other unit administrators upon request.
6. Compile and maintain written program records and reports on results of projects directly supervised for required audits. Disseminate this information to educational institutions, community groups and appropriate funding agencies.
7. Supervise certified and classified staff in accordance with applicable collective bargaining agreements and personnel procedures.
8. Maintain close working relationship with school principals, teachers, program staff, and other district personnel.
9. Coordinate program committees for each federal program as required.
10. Promote positive image of the District and positive public relations at all times.
11. Other duties assigned by the Assistant Superintendent.

*TERMS OF EMPLOYMENT: Two hundred and ten days scheduled by the Assistant Superintendent of Schools.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Project Education Charter School
Job Description

Female Dormitory Manager

TITLE: Female Dormitory Manager

***QUALIFICATIONS:**

1. High school diploma.
2. Minimum of one year experience working with high school students.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Dormitory Principal

SUPERVISES: Dormitory Aides/Advisor

JOB GOAL:

To use leadership, supervisory, and administrative skills to create a safe and supportive home environment for the district's boarding school students.

PERFORMANCE RESPONSIBILITIES:

1. Assign, supervise, and direct the work of the female dormitory staff.
2. Establish and maintain a supportive living environment in the dormitory.
3. Work to maintain student behavior and discipline of female dormitory students.
4. Work cooperatively with the male dormitory manager to coordinate dormitory activities.
5. Work closely with the dormitory counseling team.
6. Attend all dormitory staff meetings.
7. Establish and communicate with a chain of command when she will be absent.
8. Enforce the PECS's code of conduct and document any inconsistencies or infractions involving the students.
9. Perform random room inspections.
10. Organize the morning wake-up schedule and follow through with related duties.
11. Fulfill all other obligations and work necessary to achieve the objectives of the dormitory, as necessary.

TERMS OF EMPLOYMENT: This position is for a period of 190 days.

EVALUATION: Performance of this job will be evaluated twice yearly. The dormitory principal evaluates the dormitory manager.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____
(Incumbent)

Date: _____

GALENA CITY SCHOOL DISTRICT
Job Description

Finance Director

TITLE: Finance Director

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

JOB GOAL: To ensure that the school district derives maximum benefits from the prudent expenditure of every school dollar.

PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for the receipt and expenditure of school district funds.
2. Assist the business manager in preparing and implementing the school budget.
3. Provide monthly accounting of all income and expenditures.
4. Prepare and analyze all financial statements.
5. Reconcile all bank accounts maintained by the Board.
6. Maintain a continuous internal auditing program for all funds.
7. Prepare reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.
8. Maintain general, revenue, and appropriates ledgers on an encumbrance basis.
9. Approve all vouchers authorizing the expenditures of moneys.
10. Submit claims for refunds on sales and fuel taxes.
11. Recommend new accounting methods as desirable and necessary.
12. Assume responsibility for insurance records and insurance accounting.
13. Assist the business manager in the projection of revenue and expenditures, preparation of prospectus for bond sales, management of short-term investment portfolio, and similar activities.

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

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

Approved by: _____

Date: _____

Reviewed and agreed to by: _____
(Incumbent)

Date: _____

**GALENA CITY SCHOOL DISTRICT
Project Education Charter School
Job Description**

First Floor Dormitory Aide

TITLE: First Floor Dormitory Aide/Front Desk

QUALIFICATIONS:

1. High School diploma
2. Minimum one year experience working with high school students.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Dormitory Principal

JOB GOAL: Assist dormitory staff in making PECS's dormitory a safe, secure, and well-run dormitory.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a record of incidents in the Incident Log.
2. Fill out discipline referrals as necessary.
3. Answer and transfer phone calls and take messages as necessary.
4. Make sure windows are shut on the first floor.
5. Make sure that the front door is locked at 9 p.m.
6. Make routine walks around the dormitory to ensure that students are in their rooms and dorm policy is being followed.
7. Remain awake during all hours of assigned shift.
8. Fulfill all other obligations and work necessary to achieve the objectives of the dormitory as they arise.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Food Service Manager/Chef

TITLE: Food Service Manager/Chef

QUALIFICATIONS:

1. Graduate of Culinary Accredited Program
2. Minimum Two Years Experience in Comparable Size Environment
3. Ability to Work with Students and Adults
4. Strong Organizational and Planning Skills

REPORTS TO: Superintendent

JOB GOAL:

1. Provide a smooth-running food service program which includes nutritious meals.
2. Participate in School-to-Work program.
 - Provide employment opportunities.
3. Culinary Arts Program
 - Teach basic through advanced culinary skills
4. Entrepreneurial Program
 - Coordinate community events
 - Scholarship program
 - Student store

PERFORMANCE RESPONSIBILITIES:

1. Inventory control and record keeping.
2. Order food and all materials required to perform tasks listed in Job Goals.
3. Supervise all employees on the kitchen staff and students enrolled in Culinary Arts Program and School-to-Work Program.
4. Responsible for maintaining equipment; submit work orders in a timely manner.
5. Prepare and submit time sheets.
6. Employee evaluations.
7. Interview and hire employees for kitchen staff according to guidelines provided by the Galena City School Board.
8. Supervise use of all kitchen equipment.
9. Responsible for cleanliness of dining hall facility and general appearance.
10. Prepare monthly menus.
11. Other duties as assigned by Superintendent.

TERMS OF EMPLOYMENT: Ten-month basis

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

Approved by: _____

Date: _____

Reviewed and agreed to by: _____
(Incumbent)

Date: _____

GALENA CITY SCHOOL DISTRICT
Job Description

Foreign Language Teacher

TITLE: Foreign Language Teacher

***QUALIFICATIONS:**

1. Alaska Certification
2. Language endorsement
3. Teaching experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Principal

JOB GOAL:

To motivate each student to develop competencies, knowledge, and skills in orally comprehending, speaking, reading, and writing a foreign language, in accordance with each student's ability; to interpret to students the culture of the countries where foreign language is spoken; to discover and develop special talents of students in foreign language communication.

PERFORMANCE RESPONSIBILITIES:

1. Teach skills and knowledge in foreign language instruction to secondary students, using course of study adopted by the Board of Education and other appropriate learning activities. Modern foreign language teachers (French, German, and Spanish) teach aural comprehension, speaking, reading, and writing. Latin teachers concentrate primarily on the study of syntax, morphology, and vocabulary, with emphasis on reading and translation of classical literature.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop lesson plans and supplementary materials compatible with the basic instructional philosophy.
4. Provide learning experiences that develop the basic communication skills, using tape recorders and other electronic equipment as appropriate.
5. Provide individualized and small-group instruction to adapt the curriculum to the needs of each student.
6. Instruct students in safe operation of electronic equipment used in language instruction. Make minor adjustments and request repairs as required.
7. Develop student understanding and appreciation of culture of countries where the studied language is spoken.
8. Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
9. Evaluate each student's progress in aural comprehension, speaking, reading, and writing the foreign language in relationship to the level being taught.

10. Select and requisition books, instructional aids, and instructional supplies.
11. Maintain required inventory records.
12. Communicate with parents and school counselors on student progress.
13. Identify student needs and cooperate with other professional staff members in helping students solve health, attitude, and learning problems.
14. Participate in curriculum and other developmental programs.
15. Participate in faculty committees and the sponsorship of student activities.
16. Maintain professional competence through inservice education activities provided by the district, and in self-selected professional growth activities, such as foreign language workshops.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Head Cook

TITLE: Head Cook

QUALIFICATIONS:

1. High School Diploma or Equivalency
2. Two Years Experience as Head Cook in Comparable Size Institution
3. Ability to Work with Adults and Students
4. Organization and Planning Skills

REPORTS TO: Superintendent

JOB GOAL: To provide a smooth-running food service program which includes nutritious meals.

PERFORMANCE RESPONSIBILITIES:

1. Maintains all records of inventory.
2. General appearance and cleanliness of work area.
3. Supervision of all kitchen employees.
4. Make sure all equipment is in good working order and that those in charge are informed.
5. Preparation of monthly menus for Superintendent's approval.
6. Preparation of all meals.
7. Supervise use of steam table and other equipment.
8. Preparation of all sports meals.
9. Other duties as assigned.

TERMS OF EMPLOYMENT: Ten-month basis.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Home Economics Teacher

TITLE: Home Economics Teacher

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

JOB GOAL:

To develop in each student an awareness of the importance of a good home environment as a basis for satisfactory home and family living; to motivate each student to acquire competencies, knowledge, and skills relating to child development, clothing and textiles, consider education, family relations, food, nutrition, home nursing, safety, home decoration, and household equipment; and to discover and develop special talents of students in home economics fields.

PERFORMANCE RESPONSIBILITIES:

1. Teach concepts and skills in foods and nutrition, clothing and textiles, home management, family relationships, and consumer education to secondary students, using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Organize class activities so that preparation, instruction or laboratory work, and clean-up activities can be accomplished within the allotted class time.
4. Demonstrate skill techniques in home economics and prepare appropriate instructional aids and display materials to enhance learning.
5. Provide individualized and small-group instruction to adapt the curriculum to the needs of each student.
6. Instruct students in use, care, and safe operation of household equipment and appliances. Make minor adjustments and request repairs to equipment as required.
7. Establish and maintain standards of student behavior needed to provide an orderly, productive environment in the laboratory-type classroom.
8. Evaluate each student's progress in concepts and skills of subject taught and contribution to a group, project, or goal.
9. Select and requisition books, instructional aids, and equipment; maintain required inventory records; purchase groceries and other supplies as authorized.
10. Encourage students to demonstrate learned techniques at home with their families.
11. Communicate with parents and school counselors on student progress.

12. Identify student needs and cooperate with other professional staff members in helping students solve health, attitude, and learning problems.
13. Supervise students in out-of-classroom activities during the assigned working day.
14. Participate in curriculum and other developmental programs.
15. Participate in faculty committees and the sponsorship of student activities.
16. Maintain current vocational information for students interested in professional careers and resource materials for those who plan to be homemakers.
17. Maintain professional competence through inservice education activities provided by the district and in self-selected professional growth activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Industrial Education Teacher

TITLE: Industrial Education Teacher

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

JOB GOAL:

To develop in each student an insight and understanding of industry and its place in our society; to discover and develop talents of students in the technical fields; to develop practical problem-solving skills related to the materials and processes of industry; and to develop in each student skill in the safe use of tools and machines.

PERFORMANCE RESPONSIBILITIES:

1. Teach skills and knowledge in one or more courses in auto mechanics, drafting, electricity, electronics, metals, machine shop, graphic arts, photography, woodworking, power mechanics, or general shop to secondary students, using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop lesson plans and organize class time so that preparation, instruction, shop work, and clean-up activities can be accomplished within the allotted time.
4. Demonstrate industrial materials, equipment, tools and processes, using standard or teacher-prepared models, mock-ups, sketches, and other instructional aids.
5. Guide students in selection of appropriate elective projects or experiments.
6. Maintain an audible record of student attendance and make daily reports of students absent each period. Assign citizenship and scholarship marks.
7. Instruct students in use of eye protection and safety guards, and in the use, care, and safe operation of tools, machines, and equipment.
8. Maintain control of storage and use of school-owned property. Make minor adjustments and request repairs to tools and equipment as required.
9. Establish and maintain standards of student conduct needed to provide an orderly, safe, and productive environment in an activity-type classroom with many potential hazards.
10. Keep informed of the industrial community's job entry requirements and instruct students in the rudiments of getting and retaining these jobs.
11. Evaluate each student's performance, knowledge, and skills.

12. Select and requisition instructional aids and equipment, maintain required inventory records, and make purchases as authorized.
13. Maintain professional competence through inservice education activities.
14. Communicate with parents and school counselors on the individual student's progress.
15. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
16. Supervise students in out-of-classroom activities during the assigned working day.
17. Participate in curriculum and other developmental programs. May work with citizens advisory committees in development of specific vocational education programs.
18. Participate in faculty committees and the sponsorship of student activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Junior High Teacher

TITLE: Junior High Teacher

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or the Superintendent

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Teach reading, language arts, social studies, mathematics, science, art, health, and music to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop lesson plans and instructional materials and provide individualized and small-group instruction in order to adapt the curriculum to the needs of each student.
4. Translate lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluate students' academic and social growth, keep appropriate records, and prepare progress reports.
7. Communicate with parents through conferences and other means to discuss student's progress and interpret the school program.
8. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
9. Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintain professional competence through inservice education activities provided by the district and self-selected professional growth activities.
11. Select and requisition books and instructional aids; maintain required inventory records.

12. Supervise students in out-of-classroom activities during the assigned working day.
13. Administer group standardized tests in accordance with district testing program.
14. Participate in curriculum development programs as required.
15. Participate in faculty committees and the sponsorship of student activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Kindergarten Teacher

TITLE: Kindergarten Teacher

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

JOB GOAL:

To create a flexible kindergarten program and kindergarten environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for further participation in the total school program, in accordance with each student's ability; and to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Provide learning experiences in language arts, social studies, pre-reading, arithmetic, science, art, and music to students, using the course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop and use instructional materials suitable for verbal or visual instruction of students with wide range of mental, physical, and emotional maturities.
4. Provide individual and group instruction designed to meet individual needs and help the students make a satisfactory transition to school.
5. Establish and maintain standards of student behavior needed to achieve effective participation in all activities without interfering with the naturally informal atmosphere of a kindergarten.
6. Evaluate academic and social growth of students and keep appropriate records.
7. Communicate with parents through a variety of means. Hold parent conferences to discuss the individual student's progress and interpret the school program.
8. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
9. Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintain professional competence through inservice education activities provided by the district and self-selected professional growth activities.
11. Select and requisition books and instructional aids; maintain required inventory records.

12. Ensure a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
13. Supervise students in out-of-classroom activities during the assigned working day.
14. Participate in curriculum and other developmental programs as required.
15. Participate in faculty committees and the sponsorship of student activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Librarian

TITLE: Librarian

QUALIFICATIONS:

1. Certificate, license, or other legal credential required.
2. Degree(s) required and area of major study.
3. Kind and amount of prior job experience required.
4. Such alternatives to the above qualifications as the Board may find appropriated and acceptable.

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

SUPERVISES: Staff members designated by the Board or the Superintendent.

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

PERFORMANCE RESPONSIBILITIES:

1. Develops/modifies staff development programs and materials to meet specific district needs related to the instructional use of the library services.
2. Provides consultation to district administration and teachers on planning and implementing curriculum with available resources integrated.
3. Assists in staff development, completing needs assessments, preparing teacher resources, and logging district publications.
4. Provides liaison with IDEA library services.
5. Coordinates and manages the Information Support, including assessing district's educational library needs, implementing program services, and monitoring and evaluating services delivery.
6. Provides supervision of staff working and implementing services at the two Galena sites.
7. Communicates information about the district's library services and research.
8. Monitors the operating budgets for the Library Support Programs.
9. Participates in Technology training and serves as a liaison with other departments.
10. Participates in teacher training to support improved instructional practices, which includes attendance at site support meetings as needed.
11. Manages assigned library-related grants, including identifying needs, writing grant proposals, and monitoring grant implementation.
12. Determines that library purchases adhere to school district purchasing policies.
13. Develops a software implementation process.
14. Organizes and supervises the Galena library materials accounting.
15. Reviews and guides library acquisition procedures and plans.
16. Establishes library services training program.

- 17. Institutes preventative maintenance, repair, and safety procedures for City School's sites and the district.
- 18. Supervises technical assistance on library services applications.
- 19. Provides student instructions relating to using library services.
- 20. Acts as the district's library liaison to the community.
- 21. Updates personal library knowledge and skills.
- 22. Assists with procurement of educational materials for project promotion, services, troubleshooting, staff development, student class coordination, and other student learning services.
- 23. Determines library needs and requests materials and equipment. Keeps libraries in clean and safe profiles.
- 24. Directs long-range library planning.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Library Aide

TITLE: Library Aide

QUALIFICATIONS:

1. High School Education
2. Demonstrable Computer Skills
3. Good Clerical Skills

REPORTS TO: Librarian

JOB GOAL: To assist Librarian in maintaining the library as a learning resource.

PERFORMANCE RESPONSIBILITIES:

1. Circulates books using Winnebago system.
2. Processes new books and materials.
3. Tracks interlibrary loan requests.
4. Assists students and staff in locating materials.
5. Performs other duties as required.

TERMS OF EMPLOYMENT: Four Hours Per School Day

EVALUATION: Performance of this job will be evaluated annually by the Librarian.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Maintenance Director

TITLE: Maintenance Director

*QUALIFICATIONS:

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

REPORTS TO: (Person designated by the Board or the Superintendent.)

SUPERVISES: (Staff members designated by the Board or the Superintendent.)

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Examine school buildings on a regular basis for needed repairs and maintenance.
2. Establish and recommend priorities on repair projects.
3. Estimate cost of repair projects in terms of labor, material, and overhead.
4. Assign and supervise crews for maintenance work such as replacing worn or defective wiring, switches, faucets, and plumbing fixtures, and repairing fencing, asphalt, concrete, and ceilings.
5. Lay out and inspect work, and assist crew members.
6. Develop a system for dealing with emergency repair problems with efficiency.
7. Prepare reports on costs of work done, materials used, and labor expended.
8. Order materials as needed and make recommendations of supplies and equipment for purchase.
9. Assign work orders, check drawings and plans.
10. Consult with building principals regarding the establishment of regular preventive maintenance programs.
11. Maintain such personnel and other records as are required.
12. Recruit, screen, recommend for hiring, and train all workers necessary to the maintenance program.
13. Advise on the hiring of contractors to perform certain maintenance or repair services.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Project Education Charter School
Job Description

Male Dormitory Manager

TITLE: Male Dormitory Manager

QUALIFICATIONS:

1. High school diploma.
2. Minimum of one year experience working with high school students.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Dormitory Principal

SUPERVISES: Dormitory Aides/Advisor

JOB GOAL:

To use leadership, supervisory, and administrative skills to create a safe and supportive home environment for the district's boarding school students.

PERFORMANCE RESPONSIBILITIES:

1. Assign, supervise, and direct the work of the male dormitory staff.
2. Establish and maintain a supportive living environment in the dormitory.
3. Work to maintain student behavior and discipline of male dormitory students.
4. Work cooperatively with female dormitory manager to coordinate dormitory activities.
5. Work closely with the dormitory counseling team.
6. Attend all dormitory staff meetings.
7. Establish and communicate with a chain of command when he will be absent.
8. Enforce the PECS's code of conduct and document any inconsistencies or infractions involving the students.
9. Perform random room inspections.
10. Organize the morning wake-up schedule and follow through with related duties.
11. Fulfill all other obligations and work necessary to achieve the objectives of the dormitory, as necessary.

TERMS OF EMPLOYMENT: This position is for a period of 190 days.

EVALUATION: Performance of this job will be evaluated twice yearly. The dormitory principal evaluates the male dormitory manager.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____
(Incumbent)

Date: _____

GALENA CITY SCHOOL DISTRICT
Job Description

Mathematics Teacher

TITLE: Mathematics Teacher

***QUALIFICATIONS:**

1. State teaching certification with appropriate endorsement.
2. B.S./B.A. in Secondary Education with endorsement in Mathematics.
3. Prior experience in student teaching.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL:

To help each student develop competence in basic mathematical skills and an understanding of the structure of mathematics; to motivate each student to apply mathematical understanding and skills in the solution of practical problems; to encourage students to develop their special talents in the field of mathematics; and to prepare students for the graduation examination.

PERFORMANCE RESPONSIBILITIES:

1. Teach courses in mathematics to secondary students using the course of study adopted by the Board of Education and appropriate curriculum publications as guidelines in teaching individual course content.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop lesson plans and appropriate instructional aids stressing discovery and laboratory learning methods.
4. Demonstrate mathematical concepts using models, chalkboard, overhead projector, calculators, computers, and other standard or teacher-prepared instructional aids.
5. Provide opportunities when needed for individualized and small-group instruction to adapt the curriculum to the needs of each student.
6. Design learning activities that will relate mathematics to the physical world.
7. Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
8. Evaluate each student's progress in mathematical knowledge and skills.
9. Select and requisition books, instructional aids, and instructional supplies; maintain required inventory records.
10. Communicate with parents to interpret contemporary methods in teaching mathematics and with parents and school counselors to discuss the individual student's progress.
11. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.

12. Supervise students in out-of-classroom activities during the assigned work day.
13. Participate in curriculum and other developmental programs.
14. Share in the sponsorship of student activities such as mathematics teams, and participate in faculty committees.
15. Maintain professional competence through inservice education activities provided by the district, and in self-selected professional growth activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Media Center Aide

TITLE: Media Center Aide

QUALIFICATIONS:

1. High School Education
2. Demonstrable Computer Skills
3. Good Clerical Skills
4. Good Interpersonal Skills

REPORTS TO: Media Center Specialist

JOB GOAL: To assist teachers and students in the effective use of the media center as a learning resource.

PERFORMANCE RESPONSIBILITIES:

1. Assists individual students and teachers in locating reference materials and other instructional materials.
2. Assists students and teachers in making proper use of center equipment and materials.
3. Keeps center materials and equipment in working order.
4. Operates the circulation desk and keeps complete circulation files.
5. Operates equipment and apparatus on request, either in the media center or elsewhere.
6. Assumes responsibility for cataloging and filing learning materials (vertical file).
7. Trains and supervises student media assistants.
8. Assists in preparing and maintaining special educational displays that reinforce important parts of the curriculum.
9. Search, send, distribute, and return interlibrary loan materials.
10. Process new materials using current library system.
11. Help with RIF Distribution and Book Sales.
12. Performs other duties as required.

TERMS OF EMPLOYMENT: Four Hours Per School Day

EVALUATION: Performance of this job will be evaluated annually by the Media Specialist.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Media Specialist

TITLE: Media Specialist

QUALIFICATIONS:

5. Certificate, license, or other legal credential required.
6. Degree(s) required and area of major study.
7. Kind and amount of prior job experience required.
8. Such alternatives to the above qualifications as the Board may find appropriated and acceptable.

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

SUPERVISES: Staff members designated by the Board or the Superintendent.

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

PERFORMANCE RESPONSIBILITIES:

25. Operates and supervises the media center to which assigned.
26. Evaluates, selects, and requisitions new media center materials.
27. Assists teachers in the selection of books and other instructional materials, and makes media center materials available to supplement the instructional program.
28. Informs teachers and other staff members concerning new materials the media center acquires.
29. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
30. Arrange for interlibrary loan of materials of interest or use to teachers.
31. Works with teachers in planning those assignments likely to lead to extended use of media center resources.
32. Promotes appropriate conduct of students using media center facilities.
33. Helps students to develop habits of independent reference work and to develop skill in the use reference materials in relation to planned assignments.
34. Presents and discuss materials with a class studying a particular topic, on the invitation of the teacher.
35. Participates at curriculum meetings.
36. Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.
37. Arranges frequently changing book-related displays and exhibits likely to interest the media center's patrons.
38. Prepares and administers the media center budget.
39. Supervises media center aides in the performance of their duties.

40. Weeds obsolete and worn materials from the collections.

41. Supervises the clerical routines necessary for the smooth operations of the media center.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Music Teacher

TITLE: Music Teacher

***QUALIFICATIONS:**

1. Certificate, license, or other legal credential required.
2. Degree(s) required and area of major study.
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Principal

JOB GOAL:

Develop in each student an appreciation of the art of music as part of general culture.
Teach techniques of vocal or instrumental music expression; discover and develop talents of students in the field of music, and develop knowledge and skills in listening to and reading music.

PERFORMANCE RESPONSIBILITIES:

1. Teach skills in music appreciation, harmony, and explorations in music, and in instrumental music (band, orchestra, instrumental ensemble) and choral music (chorus, choir, choral ensemble) to secondary pupils. Use the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Plan a balanced music program and organize daily class time so that preparation, rehearsal, and instruction can be accomplished within the allotted time.
4. Provide individual and small-group instruction to adapt the curriculum to the needs of each student.
5. Use repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of students.
6. Control the storage and use of school-owned property; make minor adjustments and request repairs to instruments as required.
7. Establish and maintain standards of student behavior to provide an orderly, productive environment during practice, group rehearsals, and musical performances.
8. Evaluate each student's musical growth and performance, assessing each individual's contribution to the performance of the group.
9. Plan, rehearse, and direct students in musical programs for school and community.
10. Select and requisition books, musical instruments, and instructional aids; maintain required inventory records.
11. Communicate with parents and school counselors on student progress.

12. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
13. Cooperate with school administration in providing musical programs for school productions, graduation ceremonies, and civic functions.
14. Supervise students in out-of-classroom activities as assigned.
15. Participate in curriculum and other developmental programs.
16. Participate in faculty committees and sponsorship of student activities.
17. Maintain professional competence through inservice education provided by the district, and in self-selected professional growth activities related to music.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Native Language/Cultural Instructor

TITLE: Native Language/Cultural Instructor

QUALIFICATIONS:

1. Knowledge of Native language and culture
2. Able to work well with students
3. Willing to take training and further education
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: Work with students throughout the school, instructing them in Native language and culture.

PERFORMANCE RESPONSIBILITIES:

1. In charge of all classroom functions.
2. Prepare lesson plans.
3. Prepare material orders.
4. Assess student progress.
5. Instruction students in all or part of the following:
 - (a) Local native dancing and singing.
 - (b) History as pertaining to the area.
 - (c) Arts and crafts (beading, sewing, wood work, etc.)
 - (d) Trapping, hunting, and fishing.
 - (e) Potlatches.
 - (f) Native values.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Physical Education Teacher

TITLE: Physical Education Teacher – K-12

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Administrator

JOB GOAL:

To develop in each student an understanding of the relationship of good body function and exercise; to motivate each student to cultivate physical fitness, hygienic habits, and good social and emotional adjustment; to discover and develop talents of students in physical achievement; and to develop strength, skill, agility, poise, and coordination in individual, dual, and team physical activities and sports, in accordance with each student's ability.

PERFORMANCE RESPONSIBILITIES:

1. Teach knowledge and skills in physical fitness, health education, rhythms and dance, and individual, dual, or team sports, utilizing course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Analyze, demonstrate, and explain basic skills, knowledge, and strategies of formal sports, games, rhythms, and fundamentals of body movement.
4. Provide individualized and small-group instruction to adapt the curriculum to the needs of each student to the extent feasible.
5. Teach physical education classes for handicapped students as necessary.
6. Provide appropriate safety instruction and make safety checks on equipment and field areas to ensure the overall safety of students.
7. Maintain control of storage and use of school-owned property.
8. Establish and maintain standards of student behavior needed to provide an orderly, productive environment in the physical education areas.
9. Evaluate each student's growth in physical skills, knowledge, and contribution in team sports.
10. Maintain professional competence through inservice education provided by the district, and in self-selected professional growth activities.
11. Select and requisition equipment and instructional aids.
12. Maintain required inventory records.
13. Communicate with parents and school counselors on student progress.

14. Identify student needs and cooperate with other professional staff members in helping students solve health, attitude, and learning problems.
15. Cooperate with school administration in providing specially performing groups for special occasions, PTA meetings, assemblies, and interscholastic athletic events.
16. Supervise students in out-of-classroom activities during the assigned working day.
17. Participate in curriculum and other developmental programs.
18. Participate in faculty committees and the sponsorship of student activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Playground Aide

TITLE: Playground Aide

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

JOB GOAL:

To enable students, through meaningful playground leadership, to enjoy the group interaction and physical exercise that are an integral part of the district education program.

PERFORMANCE RESPONSIBILITIES:

1. Supervise students at playtime and maintain a harmonious atmosphere on the playground.
2. Organize group games and activities.
3. Assume responsibility for play equipment.
4. Take part in inservice training programs.
5. Direct movement of groups to and from playground.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Preschool Teacher

TITLE: Preschool Teacher

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

JOB GOAL:

To create a flexible kindergarten program and kindergarten environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for further participation in the total school program, in accordance with each student's ability; and to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Provide learning experiences in language arts, social studies, pre-reading, arithmetic, science, art, and music to students, using the course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop and use instructional materials suitable for verbal or visual instruction of students with wide range of mental, physical, and emotional maturities.
4. Provide individual and group instruction designed to meet individual needs and help the students make a satisfactory transition to school.
5. Establish and maintain standards of student behavior needed to achieve effective participation in all activities without interfering with the naturally informal atmosphere of a kindergarten.
6. Evaluate academic and social growth of students and keep appropriate records.
7. Communicate with parents through a variety of means. Hold parent conferences to discuss the individual student's progress and interpret the school program.
8. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
9. Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintain professional competence through inservice education activities provided by the district and self-selected professional growth activities.
11. Select and requisition books and instructional aids; maintain required inventory records.

12. Ensure a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
13. Supervise students in out-of-classroom activities during the assigned working day.
14. Participate in curriculum and other developmental programs as required.
15. Participate in faculty committees and the sponsorship of student activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Purchasing Agent

TITLE: Purchasing Agent

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

***REPORTS TO:** School Principal

JOB GOAL:

To ensure that each student in the district derives maximum benefit from the expenditure of the per-student allocation set by the Board for the acquisition of supplies and equipment.

PERFORMANCE RESPONSIBILITIES:

1. Initiate contact with vendors relative to supply and equipment availability, invoices, purchase orders, and contracts.
2. Obtain and study comparative prices and quotations.
3. Purchase by competitive bidding, informal quotations, and negotiation, and in compliance with Board policy, items of supply and equipment necessary for the operation of the school district.
4. Study price trends and market conditions and keep informed of sources of supply and new product developments.
5. Investigate quantity and quality of commodities purchased.
6. Prepare all bidding documents, including notice to bidders, instruction to bidders, specifications, and form of proposal.
7. Monitor all purchase requisitions to determine correctness of information and price extensions.
8. Develop and maintain appropriate records, such as vendors' register, commodity register, and bidders' list.
9. Assume responsibility for correspondence relating to school district purchasing activities.
10. Prepare for the business manager periodic reports relating to the purchasing function.
11. Assume responsibility for the operation of perpetual inventory systems and central warehousing operations.
12. Act for the business manager in his or her absence.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Recreation Director

TITLE: Recreation Director

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or the Superintendent

JOB GOAL:

To activate the district's commitment to the ideal of service to the entire community by providing a wide range of recreational activities of a primarily physical nature appropriate to the needs and interests of as many community residents as practical in order to promote health, fitness, and well-being.

PERFORMANCE RESPONSIBILITIES:

1. Organize and administer a series of regularly scheduled, ongoing activities using school playgrounds, swimming pool, gymnasium, and other recreation facilities during non-school hours and during summer vacation periods.
2. Devise and establish special programs to meet the needs of such groups as the physically handicapped, senior citizens, and preschoolers, as well as community adults and youths.
3. Screen applicants for positions in recreational programs and recommend appointment.
4. Plan and direct inservice training for recreational staff members.
5. Administer and coordinate schedules for recreational activities to enable the program to derive maximum use of physical facilities available.
6. Work with the physical education director in selecting and purchasing equipment and supplies.
7. Coordinate with the building and grounds director the installation of new and additional playground equipment.
8. Supervise the collection of revenues, payroll, and accounts payable for the recreation program.
9. Prepare and submit a monthly attendance report for each separate recreation program in operation, and submit an annual report at the end of each summer.
10. Work towards a continuous evaluation of program activities through surveys, polls, evaluation ratings by participants, and similar tools.
11. Regularly attend, on a rotating basis, the activities of the recreation programs for the purpose of observation, evaluation, and guidance.
12. Oversee the keeping of all necessary administrative records.
13. Maintain and replenish supplies of games and sports equipment.

14. Keep abreast of professional developments in the recreational field.
15. Serve as a consultant to the physical education staff, as requested.
16. Prepare and administer the department budget.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Registrar/Secretary

TITLE: Registrar/Secretary

***QUALIFICATIONS:**

1. High school diploma.
2. Kind and amount of specialized training required.
3. Kind and amount of prior job experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

JOB GOAL: 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.

PERFORMANCE RESPONSIBILITIES:

Registrar:

1. Establish, maintain, and keep confidential, cumulative file and permanent student records as shall be required, i.e., demographics, health, transcript, standardized test scores, etc.
2. Request, log, and update transcripts and other records of incoming students on Power School.
3. Provide school counselor with copies of new student's PERS application, latest grade report, transcript, and standardized test scores.
4. Initiate and maintain withdrawal records.
5. Prepare an annual report of transfers and withdrawals, indicating the reason for each student's withdrawal from the district.
6. Maintain records of grades and absences for each student's permanent file.
7. Prepare and transmit transcripts and other official documents relating to students.
8. Assist teachers with student record request.
9. Assist school counselor in preparing the senior graduation list with class rank and averages.
10. Assist school counselor in responding for information about students from parents, colleges, prospective employers, and similar individuals or agencies with legitimate interests.
11. Assist school counselor with the Early Graduation record keeping.
12. Assist school counselor with generating student honor roll and class rank reports.
13. Prepare court ordered student records request.

Secretary:

1. Perform usual office routines.
2. Collect time sheets, total the hours, and provide to principal.
3. Fill in for front office secretary when needed.
4. Operate word processors, computers, calculators, copiers, and facsimile machines.
5. Run reports as requested.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Project Education Charter School
Job Description

Residence Hall Floor Manager

TITLE: Residence Hall Floor Manager

***QUALIFICATIONS:**

1. Bachelor's Degree
2. Minimum of one year working with high-school students or experience in residence life.

REPORTS TO: Dean of Students, Wilderness Hall Managers

SUPERVISES: Resident Advisors on floor, student residents of Wilderness Hall

JOB GOAL:

To promote consistent and fair staff performance and appropriate student conduct on the residential floors of Wilderness Hall to ensure that residence hall and school policies are upheld and that the needs of the students are met.

PERFORMANCE RESPONSIBILITIES:

1. Work cooperatively with the remainder of the Residence Life staff to maintain a structured, supportive, living and learning environment within the residence hall and to develop a strong sense of community.
2. Manage student behavior and take disciplinary action to enforce the PERS code of conduct.
3. Maintain complete documentation of behavioral, health-related, and other incidents as they occur.
4. Maintain close interpersonal contact with students, particularly assigned residents, make appropriate counsel, health, and academic referrals as needed.
5. Work to build positive assets in each resident during their stay in the residence hall as per the Resiliency in Residence Life Grant.
6. Serve as a mentor and positive role model to all student residents of the residence hall.
7. Contribute to the design and implementation of weekend student programming as established by the Programming Coordinator.
8. Contact the parents of each assigned resident monthly in writing to update them on the endeavors, behavior, well being, and development of their child.
9. Ensure that residents adhere to residence hall policies and daily schedules.
10. Maintain inventory of room furnishings for the assigned floor.
11. Manage the rooms, halls, and lounges of the floor. Monitor and preserve the physical condition and cleanliness of the building and its furnishings.
12. Design bulletin boards and passive programming in corridor monthly.
13. Supervise Resident Advisors on floor, promoting consistency and positive performance.
14. Coordinate weekend sleepovers and level three television and refrigerator checkout privileges.

15. Plan and facilitate regular floor meetings for residents and staff.
16. Tabulate student chore performance and room cleaning earnings and distributing incentive pay.
17. Perform duty responsibilities on scheduled duty dates and operating the front desk if needed.
18. Perform a minor assigned ancillary responsibility in facility management or staff relations.
19. Attend weekly Residence Life staff meeting.
20. Submit formal, typed weekly report to the Dean of Students.
21. Meet monthly with the Dean of Students.
22. Complete any other tasks necessary to achieve the objective of the Residence Life Staff and the PERS administration.

TERMS OF EMPLOYMENT: This position is for a period of 210 days.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Project Education Charter School
Job Description

Residence Life Counselor

TITLE: Residence Life Counselor

***QUALIFICATIONS:**

1. Master's degree in Counseling or Social Work, a Masters of Education in School Counseling, or a mater's degree in a closely related field preferred. Experience in both personal counseling and working with teenagers required. Demonstrated training and experience in substance abuse, anger management, grief, and depression counseling preferred.

REPORTS TO: Dean of Students, PERS Program Director

JOB GOAL: To promote a healthy living and learning environment at PERS and within Wilderness and Birchwood Residence Halls by providing personal counseling crisis management, and developmental programming services.

PERFORMANCE RESPONSIBILITIES:

1. Work cooperatively with the remainder of the Residence Life staff, PERS counselor and PERS administrative team to maintain a structured, supportive, living and learning environment within the residence halls, and to develop a strong sense of community.
2. Providing personal counseling to secondary and postsecondary PERS students.
3. Facilitating appropriate group therapy as needed.
4. Facilitating regular developmental programming and personal growth activities to students.
5. Maintaining complete documentation of counseling sessions and student wellness observations and interventions.
6. Providing on-call services for crisis management needs outside of the scheduled work week. Fulfilling Crisis Response Team duties as needed.
7. Attending administrative team meetings and residence life staff meetings.
8. Serving as the liaison between PERS and Yukon-Koyukuk Mental Health Services, facilitating referrals and obtaining appropriate documentation and consent from parents.
9. Assist in providing career, vocational, and higher education guidance to secondary and post postsecondary students.
10. Serving as a mentor and positive role model to all student residents of the residence halls.
11. Communicating with appropriate school and residence live staff in the interests of individual student safety and behavioral supervision needs.
12. Fulfilling a flexible schedule that may sometimes include a Saturday or Sunday in the 40-hour scheduled work week.
13. Facilitating mental health-related in-service sessions for PERS staff as requested.
14. Ensuring that residents adhere to residence hall policies and schedules, enforcing the PERS Code of Conduct.

- 15. Completing any other tasks necessary to achieve the objectives of the residence life staff and the PERS administration.
- 16. Other duties as assigned.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Project Education Charter School
Job Description

Residence Life Secretary

TITLE: Residence Life Secretary

***QUALIFICATIONS:**

1. High School Diploma
2. Experience working with high school students preferred.

REPORTS TO: Dean of Students, Residence Hall Managers

JOB GOAL:

To provide administrative assistance to the Dean of Students and Residence Hall Managers during the school day, to provide lodging and guest services for school district visitors, and to manage all documentation and files at the Wilderness Hall Front Desk.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Residence Life Staff to maintain a structured, safe, and supportive living and learning environment within the residence halls and to develop a sense of community.
2. Answer the telephone, transfer calls and take messages as necessary.
3. Sort and distribute student and staff mail and messages.
4. Provide administrative assistance for the Dean of Students and Residence Hall Managers and manage all paperwork and files at the front desk.
5. Serve, as the contact person for the school for daytime needs during the school day.
6. Coordinate guest services for the school district, including making reservations, preparing guestrooms, and arranging for room cleaning and laundry services.
7. Manage student medications and documentation of staff administering prescribed drugs.
8. Schedule and document student appointments at the Health Clinic and Mental Health Clinic.
9. Make and communicate morning sick student assessments and monitoring students in sick rooms.
10. Submit boxed dinner requests for students in sick rooms or at athletic/extracurricular meetings.
11. Arrange daytime student transport to appointments and the airport.
12. Document any behavioral, health related and other student incidents as they occur.
13. Serve as a positive role model to all student residents of the residence halls.
14. Meet monthly with the Dean of Students.
15. Fulfill any other tasks necessary to achieve the objectives of the Residence Life Staff as determined by the Dean of Students.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Project Education Charter School
Job Description

Resident Advisor

TITLE: Resident Advisor

***QUALIFICATIONS:**

2. Bachelor's Degree
3. Minimum one year experience working with high school students or experience in residence life.

REPORTS TO: Floor Manager, Wilderness Hall Managers, Dean of Students

JOB GOAL:

To uphold school and residence life policies and to promote a positive and safe living/learning environment for all students. To build relationships with students through programming and individual interaction, serving as a referral source when necessary.

PERFORMANCE RESPONSIBILITIES:

17. Work cooperatively with the remainder of the Residence Life staff to maintain a structured, supportive, living and learning environment within the residence halls, and to develop a strong sense of community.
18. Manage student behavior and take disciplinary action to enforce the PERS code of conduct.
19. Maintain complete documentation of behavioral, health-related, and other incidents as they occur.
20. Maintain close interpersonal contact with students, make appropriate counseling, health, and academic referrals as needed.
21. Work to build positive assets in each resident during their stay in the residence hall as per the Resiliency in Residence Life Grant.
22. Serve as a mentor and positive role model to all student residents of the residence hall.
23. Contribute to the design and implementation of daily student programming as established by the Programming Coordinator.
24. Ensure that residents adhere to residence hall policies and daily schedules.
25. Contact the parents of each assigned resident monthly in writing to update them on the endeavors, behavior, well being, and development of their child.
26. Design corridor bulletin boards and passive programming monthly.
27. Perform duty responsibilities on scheduled duty dates.
28. Perform a minor assigned ancillary responsibility in facility management or staff relations.
29. Attend weekly Residence Life meetings.
30. Submit formal, typed weekly reports to the Director of Residence Life.

- 31. Meet monthly with Dean of Students.
- 32. Complete any other tasks necessary to achieve the objectives of the Residence Life staff and the PERS administration, as deemed necessary by the Dean of Students.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

School Principal

TITLE: School Principal

Qualifications:

1. Alaska School Administrators Certification
2. Advanced Degree (Master's Degree or higher) of Study in School Administration
3. Successful experience in teaching and school administration
4. Such alternatives to the above qualifications as may be directed by the Galena City Schools Board of Trustees.

Reports To: Superintendent and or Assistant Superintendent of Schools

Supervises: Certified and classified school personal.

Job Goal: To use leadership, supervisory, and administrative skills to promote the educational development of each student.

Performance Responsibilities:

1. Establishes and maintains an effective learning climate in the school. (BP5000)
2. Initiates, designs, and implements programs to meet specific needs of the school. Supervises implementation of all school activities. (BP 5000)
3. Keeps the Superintendent and the Assistant Superintendent informed of the school activities and problems.
4. Make recommendations concerning the school's administration and instruction.
5. Assists in the administration of the school budget and assists in that preparation, approves or disapproves instructional supply requests. (BP 6161)
6. Supervises the maintenance of all required building records and reports.
7. Prepares or supervises the preparation of reports, records, lists, and other paperwork required or appropriate to the school's administration.
8. Works with various members of the central administration staff on problems of school importance, such as transportation and special services.
9. Interprets and enforces district policies and administrative regulations.
10. Maintain communication flows with students and parents and facilitates arrangements for instructional conferences between the two as needed. (BP 6020)
11. Budgets school time to provide for efficient conduct of school instruction and business.
12. Leads to the development, determination of appropriateness, and monitoring of the instructional program. (BP 6141-6144)
13. Schedules classes within the guidelines of meeting student needs.
14. Assists in the development, revision, and evaluation of curriculum. (BP 6141 a) (BP 6162-6164)
15. Supervises the guidance program to enhance individual student education and development. (BP 6146)
Supervises high standards of student conduct and enforces discipline as necessary, according to due process rights of students. (BP5144-5145) (6153)

16. Supervises the administration of guides for proper student conduct and maintaining student discipline, (5131 b)
17. Attends special events held to recognize special student achievement, and attends school-sponsored activities.
18. Supervises the maintenance of student grades reports, attendance, conduct, and health records.
(BP 5121-5127) (BP 5131-5136) (BP 5110-5113 / 5144-5145)
19. Keeps current through attendance at professional meetings, reading professional journals and publications, and discussion groups with other administrators. (BP 4131)
20. Participates in professional growth through meetings, journals, other publications, state and national meetings, advanced course work and telecommunications. (BP4131)
21. Supervises all professional, paraprofessional, and support personnel serving the Galena City Schools.
22. Assists in the recruiting, hiring, training, assigning, and evaluating of the school's professional staff. (BP 4111-4161 / 4211-4261)
23. Supervises the school's teaching process.
24. Assists in preparing the master teaching schedule and any special assignments.
25. Contributes to orientation of newly assigned staff members and assists in their development.
26. Evaluates and counsels all staff members regarding their individual and group performance.
(BP 4115 / 4116 / 4117)
27. Conducts meetings of the staff as necessary for the proper functioning of the school.
28. Assists with in-service and orientation of teaching staff. (BP 4131)
29. Recommends, according to established procedure, the removal of a teacher whose work is not satisfactory. (BP 4117)
30. Process and resolve parent, student, and staff complaints relating to school issues. (BP 4144)
31. Assists in directing the administration of the safety program for the school plant. (BP 6114)
32. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
33. Supervises, fire drills and other emergency preparedness programs as per School Board Policy. (BP 6114)
34. Asserts leadership in times of civil disobedience in school in accordance with established Board policy and public law.
35. Assist in maintaining adequate inventory, security and accountability for school properties in your charge.
36. Supervise the Vice-Principals duties with all student activities programs sponsored by the Galena City Schools. (BP 6145)
37. Supervise and evaluate the school's extracurricular program. (BP 6145) (6153)
38. Participate in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
39. Serve as an ex officio member of all committees and councils within the school.
40. Respond to written and oral requests for information.
41. Share accountability for all official school correspondence and news releases.
42. Act as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
43. Delegate authority to responsible personnel to assume responsibility for the school in the absence of the principal.

TERMS OF EMPLOYMENT: Two hundred and twenty days. (Holidays during the school year are inclusive in this count.)

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel. (BP 4115 and 4116 and BP 4315)

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

School Program Administrative Assistant

TITLE: School Program Administrative Assistant

Qualifications:

1. Post secondary degree, preferably in the field of management
2. Strong planning, writing, and interpersonal communication skills required
3. Ability to work successfully with a wide range of groups required
4. Experience in management and general business preferred
5. Demonstrated skills in managing complex projects preferred
6. Working knowledge of grant writing and program management preferred
7. Successful experience in working with advisory groups preferred
8. Working knowledge of city management

Reports To: Principal of PERS and/or Superintendent

Job Goal:

Serve as assistant to the PERS Principal and the Superintendent in the coordination, administration and management of school programs and in the development, implementation, and evaluation of programs.

Performance Responsibilities:

1. Undertake legislative requirements of the various school programs.
2. Coordinate programs and ensure compliance with all policies and laws.
3. Establish funding source communications in both the public and private sector.
4. Review funding information and opportunities for educational grants relevant to the educational goals of the school district.
5. Provide assistance with conceptualization, preparation, and processing of proposals for program management in accordance with Board policies and applicable laws.
6. Ensure program guidelines, application materials, and relevant information is easily accessible to school district staff. Provide management support to other unit administrators upon request.
7. Compile and maintain written program records and reports. Disseminate this information to educational institutions, community groups and appropriate funding agencies.
8. Assist certified and classified staff in accordance with applicable collective bargaining agreements and personnel procedures.
9. Maintain close working relationship with superintendent, school principals, teachers program staff, and other district personnel.
10. Promote positive image of the District and positive public relations at all times.
11. Liaise and assist the City Council administration on any joint and appropriate programs.
12. Other duties assigned by the Principal of PERS or the Superintendent.

TERMS OF EMPLOYMENT: One hundred and ninety days scheduled by the Assistant Superintendent of Schools.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

School Psychologist

TITLE: School Psychologist

QUALIFICATIONS:

1. Ed.S or Ph.D from an accredited university
2. National Certification (N.C.S.P.)
3. Type C Alaska certificate
4. Five years experience, part of which involves rural Alaskan children

REPORTS TO: Director of Special Education

JOB GOAL:

To provide support services to the staff and students of the district by providing consult and direct intervention services, as well as by conducting assessments which help enable students to derive the fullest possible education experience from school.

PERFORMANCE RESPONSIBILITIES:

1. Conduct thorough assessments on referred students through appropriate testing and diagnostic practices.
2. Participate to the extent possible in pre-referral and intervention team meetings.
3. Conduct reevaluations to the extent determined necessary on students being reassessed for special education services. Participate in reevaluation eligibility meetings to the extent possible.
4. Be knowledgeable and able to conduct functional behavioral assessments, develop and oversee behavioral programming, and provide consult services in the areas of behavior and classroom management.
5. Provide consult services to parents and teachers in the areas of child development, educational best practices, and behavior management.
6. Prepare and submit reports which are understandable to parents and teachers and which are offered in a timely manner following a consult or assessment procedure.
7. Collaborate with personnel of community health and social service agencies.
8. Able to act as a liaison between school and juvenile court if such a liaison is necessary.
9. Attend staff, professional, and interagency meetings to the fullest extent possible.
10. Provide inservice training to staff and parents.
11. Maintain up-to-date knowledge on current research and best practices.
12. Maintain and update district-wide website.
13. Maintain a pleasant and upbeat manner and smile at all times, regardless of the personal or professional stresses of life.

*TERMS OF EMPLOYMENT: One hundred and ninety days scheduled by the Assistant Superintendent of Schools.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Science Teacher

TITLE: Science Teacher

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Principal

JOB GOAL:

To develop in each student an awareness of the role of science in economic and social progress; to motivate each student to acquire knowledge of scientific facts and principles, and skills in scientific methods of problem solving; and to discover and develop special talents of students in scientific fields.

PERFORMANCE RESPONSIBILITIES:

1. Teach skills, knowledge, and scientific attitudes through courses in general science, earth science, biology, chemistry, physics, physiology, or science problems to secondary students, using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Plan a science program involving demonstrations, lectures, discussions, and student experiments; organize laboratory activities for optimal learning.
4. Demonstrate scientific concepts by use of scientific apparatus, experiments, and standard or teacher-prepared charts, sketches, and other instructional aids.
5. Provide individual or small-group instruction to adapt the curriculum to the needs of students and to accommodate circumstances where a variety of projects and experiments are being worked on simultaneously.
6. Instruct students in proper use, care, and safe handling of chemicals, science equipment, and plant and animal life.
7. Provide for safe storage and proper use of materials, equipment, and tools. Make minor adjustments and request repairs to equipment as required.
8. Establish and maintain standards of student behavior for a productive learning environment during class sessions, laboratory sessions, and field trips.
9. Evaluate each student's growth in knowledge and skills in course being taught.
10. Select and request books, instructional aids, science equipment, chemicals, and supplies, and maintain inventory records as required.

11. Maintain professional competence through inservice education activities provided by the district and self-selected professional growth activities.
12. Identify student needs and cooperate with other professional staff members in helping students solve health, attitude, and learning problems.
13. Participate in curriculum and other developmental programs.
14. Assist students in selection and development of Science Fair projects.
15. Cooperate with school administration in providing science displays and programs for the school and community, and in sponsoring science activities.
16. Communicate with parents and school counselors on student progress.
17. Supervise students in out-of-classroom activities during the assigned work day.
18. Participate in faculty committees and sponsorship of student activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Secretary

TITLE: Secretary

***QUALIFICATIONS:**

1. High school diploma.
2. Kind and amount of specialized training required.
3. Kind and amount of prior job experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

JOB GOAL: 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.

PERFORMANCE RESPONSIBILITIES:

1. Perform usual office routines.
2. Maintain such student records as shall be required.
3. Receive and route all incoming calls.
4. Maintain a daily teacher attendance log and the concomitant records for substitute teachers.
5. Ring the bells that signal school opening, class-changing time, and school closing.
6. Assist teachers in preparing instructional materials as requested.
7. Process all changes and adjustments in student schedules after the second week of the school year.
8. Maintain a log of visitors to the school.
9. Operate word processors, computers, calculators, copiers, and facsimile machines.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Social Studies Teacher

TITLE: Social Studies Teacher

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Principal

JOB GOAL:

To develop in each student an appreciation of American ideals and cultural heritage; to develop proficiency in the use of social studies inquiry skills and concepts; to motivate each student to understand and exercise the rights, privileges, and responsibilities of citizenship; to develop understanding of the geographical, historical, cultural, and political factors that influence the development of world regions; and to encourage students to develop sound opinions based on study of facts concerning operation of political and economic systems.

PERFORMANCE RESPONSIBILITIES:

1. Teach courses in social studies, history, geography, American government, political science, or humanities to secondary students, using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop a balanced social studies program involving factual background material, material on current events, discussion time, and other appropriate activities designed to encourage students to develop skills and attitudes, draw conclusions, achieve improved interpersonal relationships, and make value judgments based on scientific methods of inquiry.
4. Provide individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual abilities, attitudes, and cultural backgrounds.
5. Develop knowledge of the purpose, structure, and operation of the American governmental and economic system, and the rights and responsibilities of American citizenship.
6. Make current material from the mass-media available to students; plan and guide discussions of current problems against background of geographical environment and history of area being studied.
7. Develop an understanding of the contributions of racial, religious, and political groups to American culture.
8. Develop knowledge of political and economic systems of other nations and their influence on personal freedom, education, and living standards.

9. Encourage students to become aware of the complexity and interrelations of local, state, national, and world problems.
10. Maintain standards of student behavior to provide an orderly, productive classroom environment.
11. Maintain professional competence through inservice education.
12. Select and requisition books and instructional aids, and maintain required inventory records; may request resource speakers and field trips.
13. Communicate with parents and school counselors to discuss student progress.
14. Identify student needs and cooperate with other professional staff members in helping students solve health, attitude, and learning problems.
15. Supervise students in our-of-classroom activities as assigned.
16. Participate in curriculum and other developmental programs.
17. Participate in faculty committees and sponsorship of student activities.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Special Education Aide – Elementary

TITLE: Special Education Aide (Elementary)

QUALIFICATIONS:

1. High School Diploma
2. Experience working with children
3. Training or willingness to complete training in confidentiality, discipline, and selected instructional strategies (including technology skills).
4. Such alternatives to the above qualifications as the Board and/or Special Education Team may deem appropriate and acceptable.

REPORTS TO: Special Education Teacher and Special Education Director

JOB GOAL:

To work closely with one or a few identified special needs students on a regular basis in an effort to provide them with the physical, emotional, and/or academic support they need to gain full benefits from the district's special education program and/or regular classroom placement.

PERFORMANCE RESPONSIBILITIES:

1. Complete training in confidentiality and Alaska State Special Education Guidelines.
2. Complete training in paraprofessional skills as assigned by Special Education Teacher.
3. Work in one-to-one or small group situations to assist students with assigned or modified assignments and/or skills. The Aide will have access to such information as needed in order to assist the student, i.e. samples, answer keys, IEP goals, etc.
4. Demonstrate positive reinforcement and encouragement for completed tasks and/or movement toward completing tasks.
5. Attend meetings as requested as part of the Special Education Team.
6. Record significant incidents and reports to Special Education Teacher as deemed appropriate.
7. Collaborate with the Special Education Teacher in teaching larger groups of students in order to assist students in the regular classroom setting.
8. Participate in field trips and/or vocational training activities.
9. Request assistance as needed following the appropriate chain-of-command.

TERMS OF EMPLOYMENT: Nine months. Additional employment may be offered based on student individual needs and team recommendations.

EVALUATION: Performance of this job will be evaluated by the Special Education Director.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____
(Incumbent)

Date: _____

GALENA CITY SCHOOL DISTRICT
Job Description

Special Education Aide – High School

TITLE: Special Education Aide (High School)

QUALIFICATIONS:

1. High School Diploma
2. Experience working with children
3. Training or willingness to complete training in confidentiality, discipline, and selected instructional strategies, including technology skills.
4. Such alternatives to the above qualifications as the Board and/or Special Education Team may deem appropriate and acceptable.

REPORTS TO: Special Education Teacher and Special Education Director

JOB GOAL:

To work closely with one or a few identified special needs students on a regular basis in an effort to provide them with the physical, emotional, and/or academic support they need to gain full benefits from the district's special education program and/or regular classroom placement.

PERFORMANCE RESPONSIBILITIES:

1. Complete training in confidentiality and Alaska State Special Education Guidelines.
2. Complete training in paraprofessional skills as assigned by Special Education Teacher.
3. Work in one-to-one or small group situations to assist students with assigned or modified assignments and/or skills. The Aide will have access to such information as needed in order to assist the student, i.e. samples, answer keys, IEP goals, etc.
4. Demonstrate positive reinforcement and encouragement for completed tasks and/or movement toward completing tasks.
5. Attend meetings as requested as part of the Special Education Team.
6. Maintain a record or log of completed assignments and/or behavior as appropriate. Record significant incidents and report to teacher as deemed appropriate.
7. Teams with the teacher in teaching larger groups of students in order to assist students in the regular classroom setting.
8. Participate in field trips and/or vocational training activities.
9. Request assistance as needed following the appropriate chain-of-command.

TERMS OF EMPLOYMENT: Nine months. Additional employment may be offered based on student individual needs and team recommendations.

EVALUATION: Performance of this job will be evaluated by the Special Education Director.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____
(Incumbent)

Date: _____

GALENA CITY SCHOOL DISTRICT
Job Description

Special Education Teacher - Elementary

TITLE: Special Education Teacher (Elementary)

QUALIFICATIONS:

1. Current Alaskan State Certification in the area of Special Education
2. Such alternatives to the above qualifications as the Board and/or Special Education Team may deem appropriate and acceptable.

REPORTS TO: Special Education Director

SUPERVISES: Special Education Aide(s)

JOB GOAL:

To work closely with identified special needs students on a regular basis in an effort to provide them with the physical, emotional, and/or academic support they need to gain full benefits from the district's special education/alternative programs and regular education curriculum.

PERFORMANCE RESPONSIBILITIES:

1. Complete training in confidentiality and Alaska State Special Education Guidelines.
2. Complete academic testing for initial and on-going evaluations.
3. Attend meetings as a member of the Special Education Team.
4. Develop and monitor individualized plans.
5. Work in one-to-one or small group situations to assist students with assigned, modified, or enriched assignments and/or skills, including behavioral goals.
6. Assist regular classroom teachers in locating and implementing modified instructional strategies and materials.
7. Collaborate with the Regular Education Teacher in teaching larger groups of students in order to assist students in the regular classroom setting as developed through cooperative consultation and determination of goals and objectives.
8. Demonstrate positive reinforcement and encouragement for completed tasks and/or movement toward completing tasks.
9. Maintain records in compliance with Alaskan State Special Education Guidelines.
10. Supervise Special Education Aides and other paraprofessionals working with students who qualify for special education plans.
11. Assist in recruiting, interviewing, hiring, and training paraprofessionals in the areas of Special Education (including: Gifted).
12. Attend conferences in order to update networking resources and skills.
13. Seek out and offer information for parents upon request.
14. Request assistance as needed following the appropriate chain-of-command.

TERMS OF EMPLOYMENT: Nine months. Additional employment may be offered based on student individual needs and team recommendations.

EVALUATION: Performance of this job will be evaluated by the Special Education Director.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Special Education Teacher – High School

TITLE: Special Education Teacher (High School)

QUALIFICATIONS:

1. Current Alaskan State Certification in the area of Special Education
2. Such alternatives to the above qualifications as the Board and/or Special Education Team may deem appropriate and acceptable.

REPORTS TO: Special Education Director

SUPERVISES: Special Education Aide(s)
Alternative Program Coordinator

JOB GOAL:

To work closely with one or a few identified special-needs students on a regular basis in effort to provide them with the physical, emotional, and/or academic support they need to gain full benefits from the district's special education/alternative programs or placement in regular education curriculum.

PERFORMANCE RESPONSIBILITIES:

1. Complete training in confidentiality and Alaska State Special Education Guidelines.
2. Complete academic testing for initial and on-going evaluations.
3. Attend meetings as a member of the Special Education Team.
4. Develop and monitor individualized plans.
5. Work in one-to-one or small group situations to assist students with assigned, modified, or enriched assignments and/or skills, including behavioral goals.
6. Assist regular classroom teachers in locating and implementing modified instructional strategies and materials.
7. Teams with the teacher in teaching larger groups of students in order to assist students in the regular classroom setting as developed through cooperative consultation and determination of goals and objectives.
8. Demonstrate positive reinforcement and encouragement for completed tasks and/or movement toward completing tasks.
9. Maintain records in compliance with Alaskan State Special Education Guidelines.
10. Supervise Special Education Aides and other paraprofessionals working with students who qualify for special education plans.
11. Participate in field trips and/or vocational training activities.
12. Assist in recruiting, interviewing, hiring, and training in the areas of Special Education (including: Gifted).
13. Attend conferences in order to update networking resources and skills.
14. Seek out and offer information for parents upon request.
15. Request assistance as needed following the appropriate chain-of-command.

TERMS OF EMPLOYMENT: Nine months. Additional employment may be offered based on student individual needs and team recommendations.

EVALUATION: Performance of this job will be evaluated by the Special Education Director.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Special Programs Director

TITLE: Special Programs Director

QUALIFICATIONS:

1. Five Years Teaching Experience
2. Possess a Master's of Education with a Type Be Certification, or a Master's of Education and Actively Seeking Type B Certification
3. Must Exhibit Leadership, Integrity, and Good Moral Character, Having Nothing in His or Her Professional Career to Negate these Characteristics

REPORTS TO: ASSISTANT SUPERINTENDENT

JOB GOAL: To provide for the direct supervision of day care, summer school, swimming pool management, after-school programs, and other auxiliary services.

PERFORMANCE RESPONSIBILITIES:

AUXILIARY SERVICES

1. Responsible for student accounting, registration, supervision and behavior in all auxiliary service area note.
2. Monthly written reports for all activities concerning the summer school program, swimming pool, day care, and 21st Century Learning Grant shall be submitted to the assistant superintendent.
3. Direct coordination cooperatively with the administration writing of grants and seeing grants from implementation to evaluation.
4. Recommend and participate in the supervision, assignment, transfer, interviewing, hiring, and evaluation, of personnel under his/her leadership.
5. Attend regular staff meetings and district board meetings as requested by the assistant superintendent.
6. Establish and communicate a chain of command in instances of his/her absence.
7. Submit reports including work-schedules, participation records, inventory, purchasing, special events, transportation requests, maintenance work-orders and other accounting for programs operations.
8. Other duties and work schedule as assigned by the assistant superintendent.

SWIMMING POOL DIRECTOR

1. Coordinate a direct operations with the pool manager
2. Supervise safety, training, and recruitment for pool employees.
3. Facilitate maintenance and supply requests.
4. Supervise financial operations for the program.
5. Be responsible for written guidelines of operation.
6. Supervise record-keeping requirements and provide appropriate reports.

DAYCARE, AFTER-SCHOOL, AND SUMMER SCHOOL DIRECTOR

1. Organize the summer school, after-school, and daycare curriculums for all grade levels in consultation with appropriate members of the staff and faculty.
2. Acquire the services of teachers and aides for programs taught.
3. Establish a substitute teacher program of appropriate scope.
4. Assume responsibility for attendance accounting and submit enrollment and attendance reports.
5. Make classroom visits for administrative and supervisory purposes.
6. Supervise the summer school, after-school and daycare work schedules, supervise staff, and assume responsibility for registration and assignment of students.
7. Recommend promotion or retention of students when their successful participation in the summer school program may be the deciding factor.
8. Requisition classroom equipment, supplies, and textbooks, as needed.
9. Report and certify to proper authorities the grades achieved by summer school students.
10. Prepare and maintain required records.
11. Prepare and oversee dissemination of publicity and information concerning summer school or after-school course offerings and daycare services.
12. Prepare and administer the summer school, after-school and daycare operating budgets.

TERMS OF EMPLOYMENT: Two hundred and twenty days. (Holidays during the school year are inclusive in this count.)

EVALUATION: Formal evaluation will be processed annually in accordance with the provisions of the Board's policy guiding Evaluation of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Substitute Teacher

TITLE: Substitute Teacher

***QUALIFICATIONS:**

1. Preferred Degrees or other legal credentials
2. Past teaching or substituting experience
3. Continued positive substitute experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Appropriate School Principal

JOB GOAL: To enable each student to pursue his or her education as smoothly and completely as possible in the absence of the regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Report to the building principal or school secretary upon arrival at the school building.
2. Review with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
3. Maintain as fully as possible the established routines and procedures of the school and classroom to which assigned.
4. Teach the lesson outlined and described in the Substitute Teacher's Guide as prepared by the absent teacher.
5. Consult as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the Substitute Teacher's Guide.
6. Assume responsibility for overseeing student behavior in class and during lunch and recess periods.
7. Report in writing, on the form provided by the school secretary, on the day's activities at the conclusion of each teaching day.
8. Follow all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

TERMS OF EMPLOYMENT: Days as employed.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Summer School Director

TITLE: Summer School Director

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or the Superintendent

JOB GOAL:

To provide every student in the district with an opportunity to use vacation time in a productive and meaningful program of remedial or enrichment education.

PERFORMANCE RESPONSIBILITIES:

1. Organize the summer school curriculum for all grade levels in consultation with appropriate members of the staff and faculty.
2. Acquire the services of teachers for courses taught.
3. Establish a substitute teacher program of appropriate scope.
4. Assume responsibility for attendance accounting and submit enrollment and attendance reports.
5. Make classroom visits for administrative and supervisory purposes.
6. Prepare the summer school schedule and assume responsibility for registration and assignment of students.
7. Recommend promotion or retention of students when their successful participation in the summer school program may be the deciding factor.
8. Requisition classroom equipment, supplies, and textbooks, as needed.
9. Report and certify to proper authorities the grades achieved by summer school students.
10. Prepare and maintain required records.
11. Prepare and oversee dissemination of publicity and information concerning summer school course offerings.
12. Prepare and administer the summer school operating budget.

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

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

Approved by: _____

Date: _____

Reviewed and agreed to by: _____
(Incumbent)

Date: _____

**GALENA CITY SCHOOL DISTRICT
Job Description**

Superintendent of Schools

TITLE: Superintendent of Schools

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

***SUPERVISES:**

All administrative and supervisory personnel of the district

OR

Directly or indirectly, every district employee

OR

Those who report directly to the Superintendent

JOB GOAL:

To provide leadership in developing and maintaining the best possible educational programs and services. To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education. Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, and an ever-present, overriding concern for their impact upon each individual student's education.

PERFORMANCE RESPONSIBILITIES:

1. Attend and participate in all meetings of the Board and its committees, except when own employment or salary is under consideration.
OR
Attend and participate in all meetings of the Board and its committees, except executive sessions unless requested to participate.
2. Serve as ex officio member of committees.
3. Administer as chief school executive, 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.
4. Advise the Board on the need for new or revised policies and see that all policies of the Board are implemented.

5. Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
6. Act on own discretion if emergency action is necessary in any matter not covered by Board policy, report such action to the Board as soon as practicable, and recommend policy in order to provide guidance in the future.
7. Inform and advise the Board about the programs, practices, and problems of the school and keep the Board informed on the activities operating under the Board's authority.

OR

Report to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.

8. Supervise the implementation of all laws, regulations, and Board policies.
9. Make all administrative decisions within the school necessary to the proper function of the school district.
10. Make such rules and give such instructions to school employees and students as may be necessary to implement Board policy.
11. Delegate at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
12. Formulate school objectives, policies, plans, and programs; prepare (or cause to be prepared) and present facts and explanations necessary to assist the Board in its duty of legislation for the schools.
13. Conduct a periodic audit of the total school program and advise the Board on recommendations for the educational advancement of the schools.
14. Recommend to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
15. Oversee the timely revisions of all curriculum guides and courses of study.
16. Prescribe rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
17. Communicate directly or through delegation all actions of the Board relating to personnel matters to all employees and receive from employees communications to be made to the Board.
18. Direct staff negotiations with professional and nonprofessional personnel.
19. Secure and nominate for employment the best qualified and most competent teachers and supervisory and administrative personnel.

OR

Recommend for appointment, election, or employment all employees of the Board except professional officers of the Board, and assign, transfer, and recommend for dismissal any and all employees of the Board except professional officers of the Board.

OR

Employ such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.

20. Assign and transfer employees as the interest of the district may dictate and report such action to the Board for information and record.

OR

Assign and define the duties of all personnel, subject to Board approval.

21. Hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.

OR

Summon employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the district.

22. Supervise methods of teaching, supervision, and administration in effect in the schools.
23. Approve vacation schedules for salaried district employees under direct supervision.
24. Suspend any employee for just cause and report such suspension to the Board.
25. Recommend to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
26. Report to the Board the case of any employee whose service is unsatisfactory and recommend appropriate action.
27. Submit to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
28. Supervise the preparation and presentation of the annual budget and recommend it to the Board for approval.

OR

Prepare the annual operating budget recommendations and implement the Board approved budget.

OR

Direct the preparation of the annual budget for adoption by the Board and administer the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.

OR

Assume responsibility for the overall financial planning of the district and for the preparation of the annual budget and submit it to the Board for review and approval.

29. Establish and maintain efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
30. Act as purchasing agent for the Board and establish procedures for the purchase of books, materials, and supplies.
31. Provide suitable instructions and regulations to govern the use and care of school properties.
32. Recommend to the Board sales of all property no longer required by the Board and supervise the proper execution of such sales.
33. Oversee the processing and submission of required reports.

OR

Maintain adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Act as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.

OR

Maintain directly or through delegation such personnel records, student accounting records, business records, and other records that are required by law and by Board policy.

34. File, or cause to be filed, all reports required by the state and the school code.
35. Recommend the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approve the special transfer of students from one neighboring district to another only when, in the Superintendent's opinion, conditions in each case warrant such actions.
36. Make recommendations to the Board concerning the transportation of students in accordance with the law and the requirements of safety.
37. Make recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.
38. Represent the district in its dealings with other school systems, institutions, agencies, and community organizations.

OR

- Attend, or delegate a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
39. Keep informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keep the board informed of trends in education.

OR

Attend such conventions and conferences as are necessary to keep abreast of latest educational trends.

40. Represents the Board's liaison between the school district and the community.

OR

Represent the schools before the public, and maintain, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.

41. Establish and maintain a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.
42. Keep the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
43. Confer periodically with professional and lay groups concerning the school program and transmit to the Board suggestions gained from such conferences.
44. Perform such other tasks as may, from time to time, be assigned by the Board.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary to be arranged with the Board.

OR

Twelve months a year. Salary to be negotiated with the Board.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Swimming Pool Manager

TITLE: Swimming Pool Manager

***QUALIFICATIONS:**

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

REPORTS TO: Person designated by the Board or the Superintendent

JOB GOAL:

To ensure the safety and a knowledge and understanding of the pleasures of the sport.

PERFORMANCE RESPONSIBILITIES:

1. Provide for the maintenance for the pool. Including the monitoring of chlorine, PH, water and air temperature.
2. Mix chlorine; add acid and other chemicals as needed.
3. Inventory and order all pool chemicals, pool supplies, repair parts and cleaning supplies.
4. Keep the pool vacuumed.
5. Keep the pool deck, locker room, entry and viewing area clean.
6. Keep all pertinent paper work. Send in monthly water samples, monthly DEC report, After School Program attendance reports, pool rentals, and open swim gate money, etc.
7. Work with Head Lifeguard on scheduling and staffing.
8. Monitors and train all lifeguards and pools aides in proper pool procedures. Maintain up to date records of their training, including First Aide, CPR, Red Cross Lifeguard Certification, etc.
9. Develop a working relationship with the community.
10. Develop a working relation with custodial and maintenance personnel in order to keep pool clean, functioning properly and safe.
11. Take direction from and report all major problems to Larry Hausmann, Special Programs Director.
12. Assist in the development in new swimming programs for the community and the school district.
13. Develop staffing schedules.
14. Maintain current Lifeguard, CEP, First Aide and Swimming Pool Operators License.
15. Record and turn in monthly time sheets on a regular basis.
16. Other duties as assigned.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Technology Assistant

TITLE: Technology Assistant

***QUALIFICATIONS:**

1. Working knowledge of current web technologies, flash animation, html, dhtml, audio and video background.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: GOLD Project Technology Director.

JOB GOAL:

Develop web technologies, flash animation, html, dhtml, and render audio and video for the Galena On Line Delivery project, including the following:

1. Technology awareness.
2. Evaluation and selection of software and hardware and optical media.
3. Technological advancements (interactive video, robotics, etc.).
4. Curriculum integration as it relates to technology.
5. Technology program evaluation.
6. Other topics as identified by a building needs assessment.

PERFORMANCE RESPONSIBILITIES:

1. Develop required technology applications as needed throughout the project.
2. Develop/modify staff development programs and materials to meet district specific needs related to the Galena On Line Delivery project.
3. Assist in the overall evaluation of unit's programs and services providing input, support, and data to the division administrator as requested.
4. Maintain all data and records on the development of program applications.
5. Update personal technological knowledge and skills.

TERMS OF EMPLOYMENT: Forty hours/week

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Technology Training Specialist

TITLE: Technology Training Specialist

***QUALIFICATIONS:**

1. Certificate, license, or other legal credentials
2. Degree(s) required and area of major study
3. Kind and amount of prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or Superintendent.

JOB GOAL:

Develop, coordinate, and teach workshops and office and classes on office and instructional applications for microcomputers and related technologies. Provide curricular consultation and technical assistance on the use of technology to personnel, schools, and sites. Plan comprehensive training programs. Coordinate and conduct workshops, give technical assistance and preview opportunities in the areas of educational technology, including the following:

1. Technology awareness.
2. Educational applicability of a variety of computer programs and optical media.
3. Evaluation and selection of software and hardware and optical media.
4. Technological advancements (interactive video, robotics, etc.).
5. Curriculum integration as it relates to technology.
6. Technology program evaluation.
7. Other topics as identified by a building needs assessment.

PERFORMANCE RESPONSIBILITIES:

1. Develop, coordinate, and teach workshops and classes on instructional and administrative applications for microcomputers and related technologies.
2. Develop/modify staff development programs and materials to meet district specific needs related to the instructional and administrative use of microcomputers.
3. Provide technical curriculum assistance regarding hardware usage, software applications, computer technology, and the general instructional use of technology in the classroom.
4. Arrange for college credit and/or clock hours for the Technology Training Center classes.
5. Assist in the integration of technology applications in the K-12 curriculum.
6. Develop, update, and maintain the training center's inventory of hardware, software, and educational materials.
7. Establish systems for educators to access, preview, or receive training in hardware usage and software applications.

8. Communicate information about training center services and research, including preparing promotions, flyers, and making presentations.
9. Provide assistance to visitors of the training center, including identifying or recommending software and hardware.
10. Assist with development of and participate in, computer user groups.
11. Assist in the overall evaluation of unit's programs and services providing input, support, and data to the division administrator as requested.
12. Maintain all data and records on the training center and prepare reports.
13. Participate in the training center support network which includes attendance at district technical support meetings.
14. Update personal technological knowledge and skills.
15. Serve as a liaison for technology to the Curriculum Coordinators, specialists, etc.

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

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Title IX and Section 504 Coordinator

TITLE: Title IX and Section 504 Coordinator

***QUALIFICATIONS:**

1. At least ten years' successful experience in teaching and school administration.
2. Master's Degree or higher.
3. Valid Superintendent's license.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent.

SUPERVISES: Such staff members as the Superintendent may designate.

JOB GOAL:

To provide leadership and direction in expediting full compliance with the provisions of Title VI, and Title IX, Section 504, the Age Discrimination Act, and Title II

PERFORMANCE RESPONSIBILITIES:

1. Advises the Board of Education, the administration, and the staff of necessary action to eliminate discrimination in all educational programs, curricular and extra-curricular activities, and employment practices which come under Federal regulation.
2. Conducts appropriate evaluations of the school district's policies and practices and their effect on discrimination.
3. Implements the school district's Grievance Procedure.
4. Investigates complaints based on discrimination, according to the adopted nondiscrimination complaint procedure.
5. Receives and responds to inquiries related to discrimination.
6. Supervises implementation of compliance efforts.
7. Advises employment personnel of nondiscriminatory regulations in relationship to recruitment, hiring, assignment, promotion, transfer, lay-off, termination, reinstatement, job classification, salary and fringe benefits for all employees.
8. Assists in providing all students an equal opportunity to participate in, and benefit from, all academic and extra-curricular activities and services.
9. Assists in the development of internal procedures to insure that all appraisal and counseling materials do not discriminate.
10. Develops and implements procedures to determine that each organization or individual receiving "significant assistance" from the district does not discriminate in providing aid benefits, or service to student employees of the district.
11. Directs appropriate personnel to maintain required data and records.

12. Assumes responsibility to be informed of changes and developments in the provisions of the Federal regulations and related legislation by attending professional meetings and reading appropriate publications.

TERMS OF EMPLOYMENT: Two hundred twenty day work year. Salary and work year to be established by the Board.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Vocational Education Director

TITLE: Vocational Education Director

***QUALIFICATIONS:**

1. Certificate, License, or other legal credentials required
2. Degree(s) required and area of major study
3. Prior job experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Principal

JOB GOAL:

To provide students enrolled in the vocational education program with education and training of sufficient excellence to enable them upon graduation to enter the job market with well-developed skills, varied intellectual interests, and sufficient understanding and curiosity to continue their growth and maturation as works and as individuals.

PERFORMANCE RESPONSIBILITIES:

1. Formulate and administer a comprehensive relevant program of vocational and technical education.
2. Maintain close working relationships with community and state agencies and area businesses, industries, and labor organizations to provide training consistent with needs.
3. Continuously appraise and evaluate the total vocational program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
4. Maintain current knowledge of rules and regulations affecting vocational education.
5. Advise and assist in obtaining state and federal funds for vocational and technical education programs.
6. Assist in the collection, review, and submission of all forms and reports relative to vocational education to state agencies.
7. Assist with supervision and evaluation of instructional personnel in the vocational education program.
8. Assist in the gathering, selecting, and analysis of data with respect to jobs available to local high school graduates.
9. Work to identify and define local job opportunities and the role of the schools in meeting these opportunities.
10. Interpret the vocational education program to the public.
11. Make recommendations for long-term adjustments, changes, additions, and deletions in the vocational education program to meet changing job trends and needs.
12. Assist in the recruitment and screening of vocational teachers and students.
13. Maintain membership in and participate in the affairs of professional societies devoted to the advancement of vocational education.

14. Attend necessary and approved state vocational education meetings.
15. Provide for the inventory of all vocational education equipment.
16. Assist with the writing of all vocational education reports.
17. Compile orders for all vocational education supplies and equipment.
18. Provide guidance with school-to-work programs.
19. Provide leadership with the development and implementation of vocational education programs.
20. Other duties to be assigned by the Principal.

TERMS OF EMPLOYMENT: Standard contract with one-quarter time devoted to vocational director duties.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Wilderness Hall Front Desk Operator

TITLE: Wilderness Hall Front Desk Operator

***QUALIFICATIONS:**

1. High School Diploma
2. Experience working with High School Students preferred.

REPORTS TO: Director of Residence Life

JOB GOAL:

To provide support to the live-in staff by serving as a central point of communication for Wilderness Hall, as well as by managing student safety and whereabouts at all times.

PERFORMANCE RESPONSIBILITIES:

1. Assist the remainder of the Residence Life Staff to maintain a structured, safe, and supportive living and learning environment within the residence hall and to develop a sense of community.
2. Maintain a log of any incidents and observations that take place during the work shift.
3. Document any behavioral, health related and other student incidents as they occur.
4. Answer the telephone, transferring calls, and taking messages as necessary.
5. Sorting and distributing student and staff mail and messages.
6. Ensure that each student signs in and out for activities when entering and leaving the building.
7. Monitor the front door and addressing needs of district and community patrons.
8. Manage student conduct in the lobby.
9. Administer and log student medication use.
10. Manage student checkout and ensuring community host awareness of policies and terms for signing a student out.
11. Watch surveillance monitors to help ensure students are in their rooms during quiet hours and off the floors when they are to be out of the building.
12. Submit boxed dinner requests for students in sick rooms or at athletic/extracurricular meetings that would prevent them from attending dinner.
13. Serve as a positive role model to all student residents of the residence hall.
14. Meet monthly with the Dean of Students.
15. Fulfill any other tasks necessary to achieve the objectives of the Residence Life Staff as determined by the Dean of Students.

TERMS OF EMPLOYMENT: This position is for a period of 191 days.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Wilderness Hall Manager of Student Programming

TITLE: Wilderness Hall Manager of Student Programming

***QUALIFICATIONS:**

1. Certificate, License, or other legal credentials required
2. Degree(s) required and area of major study
3. Minimum three years working with high schools students or in residence life. One year residence life staff management.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Dean of Students

JOB GOAL:

To provide well-rounded programming opportunities for Wilderness Hall student residents and to manage the daily schedule of student activities, including staffing, resource, and transportation needs.

PERFORMANCE RESPONSIBILITIES:

1. Work cooperatively with the remainder of the Residence Life staff to maintain a structured, supportive, living and learning environment within the residence halls, and to develop a strong sense of community.
2. Supervise designated Residence Life staff in the absence of the Director of Residence Life.
3. Work to facilitate the Resiliency in Life Grant, fulfilling obligations and expectations of grant program team members.
4. Create and maintain the daily student activity schedule, planning and staffing all programming and transportation runs.
5. Facilitate year-long developmental student programming efforts, including mentoring programs, the outdoor program, Family Groups, and others.
6. Directly supervise the programming responsibilities of Resident Advisors and Floor Managers, conducting regular student programming meetings.
7. Serve as a contact person for community agencies involved in student programming, including the district Athletic Director and coaches, Boys and Girls Club, Loudon Tribal Council, the swimming pool, etc.
8. Manage use and inventory of the Craft Room and Activities Storeroom.
9. Produce a monthly residence hall newsletter.
10. Monitor staff performance and whereabouts during the workday.
11. Serve as mentor and positive role model to all student residents of the PERS/GTC campus.
12. Manage student behavior and take disciplinary action to enforce the PERS code of conduct.
13. Maintain complete documentation of behavioral, health-related, and other incidents as they occur.

14. Maintain close interpersonal contact with students, make appropriate counseling, health, and academic referrals as needed.
15. Attend weekly Residence Life meetings.
16. Submit formal, typed weekly reports to the Director of Residence Life.
17. Assist in the training of new staff members and the coordination of quarterly staff inservices.
18. Assist in the management of Birchwood Hall if necessary.
19. Complete any other tasks necessary to achieve the objectives of the Residence Life staff and the PERS administration, as deemed necessary by the Dean of Students.

TERMS OF EMPLOYMENT: This position is for a period of 210 days.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT
Job Description

Wilderness Hall Manager of Student Safety

TITLE: Wilderness Hall Night Security Aide

***QUALIFICATIONS:**

1. Bachelor's Degree
2. Three-year experience with high school students preferred.
3. Minimum one year residence life staff management

REPORTS TO: Dean of Students

JOB GOAL:

To ensure the safety and accountability of every secondary PERS student by managing all documentation, student files, student conduct, and operation of the front desk.

PERFORMANCE RESPONSIBILITIES:

1. Work cooperatively with the remainder of the Residence Life staff to maintain a structured, supportive, living and learning environment within the residence halls, and to develop a strong sense of community.
2. Supervise designated Residence Life staff in the absence of the Director of Residence Life.
3. Work to facilitate the Resiliency in Life Grant, fulfilling obligations and expectations of grant program team members.
4. Directly supervises the Front Desk Support Staff and all operations of the front desk.
5. Conduct minor student discipline and maintaining student files.
6. Prepare and facilitate student programming.
7. Advises Wilderness Hall Council.
8. Coordinate Service Learning, Volunteerism, and Community Engagement programming.
9. Supervise use of the motor pool; maintain weekly vehicle inspection logs and fulfilling maintenance needs.
10. Supervise student checkout and travel.
11. Oversee the physical status of the building, maintaining inventories, issuing student room keys, submitting work orders to the physical plant, and inspecting fire doors and fire extinguishers regularly. Serving as the liaison between the Fire Chief and CDC maintenance workers.
12. Monitor staff performance and whereabouts during the workday.
13. Serve as a mentor and positive role model to all student residents of the PERS/GTC campus.
14. Manage student behavior and take disciplinary action to enforce the PERS code of conduct.
15. Maintain complete documentation of behavioral, health-related, and other incidents as they occur.
16. Maintain close interpersonal contact with students, make appropriate counseling, health, and academic referrals as needed.
17. Attend weekly Residence Life meetings.

18. Submit formal, typed weekly reports to the Director of Residence Life.
19. Assist in the training of new staff members and the coordination of quarterly staff inservices.
20. Assist in the management of Birchwood Hall if necessary.
21. Complete any other tasks necessary to achieve the objectives of the Residence Life staff and the PERS administration, as deemed necessary by the Dean of Students.

TERMS OF EMPLOYMENT: This position is for a period of 210 days.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

(Incumbent)

**GALENA CITY SCHOOL DISTRICT
Job Description**

Wilderness Hall Night Security Aide

TITLE: Wilderness Hall Night Security Aide

***QUALIFICATIONS:**

1. High School Diploma
2. One-year experience with high school students preferred.

REPORTS TO: Dean of Students

JOB GOAL:

To provide security to the students and staff of Wilderness Hall and to alert staff of crises and student needs that may arise throughout the night.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Residence Life Staff to maintain a structured, safe, and supportive living and learning environment within the residence hall and to develop a sense of community.
2. Maintain a log of any incidents and observations that take place during the work shift.
3. Document any behavioral, health related and other student incidents during the night as they occur.
4. Answer the telephone, transfer calls, and take messages as necessary.
5. Make sure that the front door remains locked, monitoring who leaves and enters.
6. Watching surveillance monitors to ensure that students are in their rooms, call the appropriate staff member on duty if assistance is needed.
7. Make periodic security rounds around the building's exterior and through the corridors of the second and third floors.
8. Perform additional clerical or support services for the following day if necessary.
9. Serve as a positive role model to all student residents of the residence hall.
10. Meet monthly with the Dean of Students or Hall Manager of Student Safety.
11. Fulfill any other tasks necessary to achieve the objectives of the Residence Life Staff as determined by the Dean of Students.

TERMS OF EMPLOYMENT: This position is for a period of 191 days.

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

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

GALENA CITY SCHOOL DISTRICT – Evaluation Forms

GALENA CITY SCHOOL DISTRICT Evaluation Form

Accountant

Accountant's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Acts as general accountant and preserves all accounts, vouchers, and contracts relating to the schools.		
Directs all financial accounting.		
Sets up and controls an encumbrance accounting system.		
Provides accounting services essential to the preparation, administration, supervision, and control of the budget.		
Obtains the annual budget requirements for all departments and prepares preliminary budget estimates.		
Prepares payrolls, including deductions for withholding tax, pension, Social Security, Blue Cross, Blue Shield, major medical, life insurance, health insurance, and other required salary deductions.		
Prepares and maintains all necessary earnings records, deduction records, and similar personnel payment records.		
Reports monthly to the Board treasurer the amount for which warrants have been drawn during the preceding month, the accounts against which the warrants have been drawn, and the balance to the credit of each account.		
Serves as accountant for regular budget and all federal, state, and private projects approved by the Board.		
Collects tuition, rental, and other moneys due the Board, except moneys apportioned by the federal, state, or local government.		
Establishes and maintains an effective inventory control and property accounting system.		
Prepares, enters, and records all disbursements of district funds.		
Provides advance warning of potential over expenditure of budgeted funds.		
Supervises accounts payable processes and procedures. Verifies by affidavit every such account or demand, except for salaries, exceeding five dollars.		
Supervises payroll authorization preparations and all related files.		
Serves as treasurer for the Food Service Fund, the Summer School Account, the Rental of School Facilities Account, the Music Instruments Rental Fund, and the Adult Education Account.		
Maintains separate accounts for the Athletic Fund, the Food Service Fund, and the Summer School.		
Verifies personally all bank accounts monthly.		
Supervises preparation of monthly reports on personnel and non-personnel accounts.		
Deposits all miscellaneous revenue collected and renders a monthly report to the Board treasurer of the receipts during the preceding month.		
Prepares all reports that are the result of the accounting function.		
Prepares financial and other budget reports at regular intervals.		
Makes a full and complete itemized report of the finances of the district to the Board		

treasurer at the close of each school year.		
Supervises clerical aspects of all insurance matters such as maintenance of policy registers, premiums, and claims.		
Reports to the business manager on the accounting affairs of the district and recommends changes and improvements as necessary.		
Examines and audits all accounts and demands against the Board.		
Arranges for audits of all accounts and records annually by an independent, certified public accountant selected by the Board.		
Cooperates with the auditors and provides information to them as requested.		
Recommends the purchase of and oversees the maintenance of accounting equipment.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Accountant's Comments:

The signatures below indicate that the Accountant and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Accountant's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Activities Coordinator

Administrator's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Organizes and administers a series of regularly scheduled, ongoing activities using school playgrounds, swimming pool, gymnasium, and other recreation facilities during non-school hours and during summer vacation periods.		
Devises and establishes special programs to meet the needs of such groups as the physically handicapped, senior citizens, and preschoolers, as well as community adults and youths.		
Screens applicants for positions in recreational programs and recommend appointment.		
Plans and directs inservice training for recreational staff members.		
Administers and coordinates schedules for recreational activities to enable the program to derive maximum use of physical facilities available.		
Works with the physical education director in selecting and purchasing equipment and supplies.		
Coordinates with the building and grounds director the installation of new and additional playground equipment.		
Supervises the collection of revenues, payroll, and accounts payable for the recreation program.		
Prepares and submits a monthly attendance report for each separate recreation program in operation, and submit an annual report at the end of each summer.		
Works toward a continuous evaluation of program activities through surveys, polls, evaluation ratings by participants, and similar tools.		
Regularly attends, on a rotating basis, the activities of the recreation programs for the purpose of observation, evaluation, and guidance.		
Oversees the keeping of all necessary administrative records.		
Maintains and replenishes supplies of games and sports equipment.		
Keeps abreast a professional development in the recreational field.		
Serves as a consultant to the physical education staff, as requested.		
Prepares and administers the department budget.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Coordinator's Comments:

The signatures below indicate that the Administrator and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Coordinator's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Administrative Assistant

Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Reviews funding information and opportunities for educational grants relevant to the educational goals of the school district.		
Maintains close working relationship with school administrators and other district personnel.		
Promotes positive image of the District and positive public relations at all times.		
Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.		
Attends Board meetings and prepare such reports for the Board as the Superintendent may request.		
Performs other duties assigned by the Superintendent.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Administrative Assistant's Comments:

The signatures below indicate that the Administrative Secretary and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Administrative Assistant's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Administrative/Board Secretary

Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations.		
Obtains, gathers, and organizes pertinent data as needed and puts it into usable form.		
Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.		
Places and receives telephone calls and records messages.		
Orders and maintains supplies as needed.		
Performs any bookkeeping tasks associated with the specific position.		
Maintains a schedule of appointments and makes arrangements for conferences and interviews.		
Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with predetermined policy.		
Operates word processors, computers, calculators, copiers, and facsimile machines.		
Respond to administrative correspondence as requested, composing those responses as needed.		
Schedule and ticket student and staff travel as approved by the appropriate administrative designee.		
Gives public notices and attends all meetings of the Board.		
Keeps full and accurate minutes of all meetings of the Board and sends a copy of such minutes to each member of the Board at least one week prior to the next regular meeting of the Board.		
Assists in the preparation of agenda setting forth all known items of business to be considered at Board meetings and delivers agenda to Board members at least one week prior to meetings.		
Publishes all legal notices concerning district business.		
Operates word processors, computers, calculators, copiers, and facsimile machines.		
Performs such other tasks as may from time to time be assigned.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Administrative/Board Secretary's Comments:

The signatures below indicate that the Administrative Secretary and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Administrative/Board Secretary's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Administrator for Technology

Administrator's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Develops/modifies staff development programs and materials to meet specific district needs related to the instructional use of microcomputers.		
Provides consultation to district administrators and teachers on planning and implementing curriculum with technology integrated.		
Assists in grant writing, completing needs assessments, preparing evaluative documents, and contributing to district publications.		
Provides liaison with other agencies/organizations as requested.		
Develops, coordinates, and manages the Information Support, including assessing district's educational technology needs, implementing program services, and monitoring and evaluating service delivery.		
Provides staff supervision and the direct evaluation of staff in developing and implementing services and programs.		
Communicates information about the district's training center services and research.		
Develops and monitors the operating budgets for the Information Support Programs.		
Organizes and chairs all meetings of the Technology Steering Committee and serves as a liaison with other departments.		
Participates in the training center support network, which includes attendance at district technical site support meetings as needed.		
Manages assigned technology-related grants, including identifying needs, writing grant proposals, and monitoring grant implementation.		
Determines that technology purchases adhere to acquisition plan.		
Develops a software selection process.		
Organizes and supervises the district network.		
Reviews and updates acquisition procedures and plans.		
Establishes a training center.		
Institutes preventative maintenance, repair, and safety procedures for school sites and the district.		
Supervises technical assistance on computer applications.		
Works with a grant writing team, grant writer and business/community to establish alternative funding for technology.		
Acts as the district's technology liaison to the community.		
Updates personal technological knowledge and skills.		
Assists with the district telecommunication/teleconferencing efforts of project promotion, contracting for services, troubleshooting, staff development, student class coordination, and teleconferences.		
Determines technology needs and secures materials and equipment.		
Assists schools and departments with long-range technology planning.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Administrator's Comments:

The signatures below indicate that the Administrator and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Administrator's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Alternative Programs Coordinator

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Attends meetings as a member of the Special Education/Alternative Team.		
Develops and monitors individualized plans with certified staff members.		
Works in one-to-one or small-group situations to assist students with assigned or modified assignments and/or skills, including behavioral goals.		
Demonstrates positive reinforcement and encouragement for completed tasks and/or movement toward completing tasks.		
Maintains a record of completed assignments and behavior plans.		
Attends conferences in order to update networking resources and skills.		
Seeks out and offers information for parents upon request.		
Requests assistance as needed following the appropriate programs chain-of-command.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Alternative Programs Coordinator's Comments:

The signatures below indicate that the Alternative Programs Coordinator and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

 Evaluator's Signature

 Date

 Alternative Programs Coordinator's Signature

 Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Art Teacher's

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches knowledge and skill in art, including crafts, drawing, painting, lettering, design, commercial art, art history, and three-dimensional art, following the course of study adopted by the Board of Education, and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Provides instruction by which students develop aesthetic concepts and appreciations and the ability to make qualitative judgments about art.		
Demonstrates techniques in activities such as drawing, painting, and modeling, using standard and teacher-prepared instructional aids.		
Develops instructional plans and organizes class time to provide a balanced program of instruction, demonstration, and working time.		
Provides individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual and artistic abilities, and to accommodate a variety of instructional activities.		
Establishes and maintains standards of student behavior needed to provide an orderly and productive studio environment.		
Instructs students in proper care and use of tools and equipment.		
Organizes storage areas and controls use of materials, equipment and tools to prevent loss or abuse, and to minimize time required for distribution and collection.		
Evaluates each student's performance and growth in knowledge and aesthetic understandings, and prepares progress reports.		
Selects and requisitions books, instructional materials, tools, instructional aids, and maintains required inventory records.		
Plans and presents art displays and exhibitions designed to exhibit students' work for the school and the community.		
Sponsor exhibits from outside the school.		
Maintains professional competence through inservice education activities provided by the district and/or in self-selected professional growth activities.		
Maintains an auditable record of student attendance and makes daily reports of students absent each period.		
Assigns citizenship and scholarship marks.		
Communicates with parents and school counselors on student progress.		
Participates in curriculum and other developmental programs within the school or on a district level.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Art Teacher's Comments:

The signatures below indicate that the Art Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Art Teacher's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Assistant Business Manager

Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Assists with the management of the financial affairs of the school.		
Acts as general accountant and preserve all accounts, vouchers, payments, and contracts relating to the schools.		
Assists with payroll, including deductions for withholding tax, pension, Social Security, Blue Cross, Blue Shield, major medical, life insurance, health insurance, and other required salary deductions.		
Assists with the budget development and long-range financial planning.		
Serves as accountant for regular budget and all federal, state, and private projects approved by the Board.		
Establishes and maintains an effective inventory control and property accounting system.		
Computes and records cash receipt summaries.		
Reconciles canceled payroll and accounts payable checks with bank statements and verifies bank balance with statements.		
Operates word processors, computers, calculators, copiers, and facsimile machines.		
Assists with the internal auditing of school accounts.		
Performs other duties as assigned by the Business Manager.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Assistant Business Manager's Comments:

The signatures below indicate that the Assistant Business Manager and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Assistant Business Manager's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Assistant Principal

Assistant Principal's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
The Assistant Principal is in charge of student <u>welfare</u> , behavior, discipline, and suspensions.		
The Assistant Principal is in charge of all interschool student activities.		
Provides leadership in the implementation and coordination of the school curriculum delivery and monitor school climate.		
Presents and advocates the school programs and policies to the staff, parents, and community members as part of the overall relations to the district.		
Supervises athletic activities and coordinates activities with Galena City Schools and facilitate all <u>student transportation</u> .		
Works cooperatively with the Assistant Superintendent and Principal in the writing of grants and seeing grants from implementation to evaluation.		
Works cooperatively with the district counseling team and organizes district career fairs.		
Participates in the selection of new staff, as well as mentor REPP interns.		
Participates in the assignment or transfer of building personnel.		
Attends regular staff meetings and district board meetings.		
Attends conferences and workshops regarding the various educational requirements of special education, Chapter 1, and Carl Perkins grants.		
Facilitates student welfare in dorm operations between the dorm director and Principal at the residential school.		
Establishes and communicates with a chain of command in instances of his/her absence.		
Performs other duties as assigned by the Principal.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Assistant Principal's Comments:

The signatures below indicate that the Assistant Principal and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Assistant Principal's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Assistant Principal - PERS

Assistant Principal's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
ACADEMIC		
The Assistant Principal is in charge of student behavior, discipline, and suspensions.		
The Assistant Principal is in charge of all intraschool student activities.		
Provides leadership in the implementation and coordination of the Charter School's alternative curriculum delivery.		
Presents and advocates the school programs and policies to the staff, parents, and community members as part of the overall relations to the district.		
Supervises athletic activities and coordinates activities with Galena City Schools.		
Works cooperatively with the Principal in the writing of grants and seeing grants from implementation to evaluation.		
Works cooperatively with the district counseling team and organizes district career fairs.		
Participates in teacher job fairs with the selection of new staff, as well as mentor REPP interns.		
Participates in the assignment or transfer of building personnel.		
Attends regular staff meetings and district board meetings.		
Attends conferences and workshops regarding the various educational requirements of special education, Chapter 1, and Carl Perkins grants.		
Establishes and communicates with a chain of command in instances of his/her absence.		
Performs other duties as assigned by the Principal.		
DORMITORY		
Assigns, supervises, and directs the work of dormitory employees.		
Participates in the selection, assignment, or transfer of dormitory personnel.		
Resolves informal grievances and complaints.		
Evaluates dormitory personnel.		
Maintains attendance reports.		
Attends regular staff meetings.		
Establishes and communicates with a chain of command in instances of his or her absence.		
Performs other duties as assigned by the Charter School Principal.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Assistant Principal's Comments:

The signatures below indicate that the Assistant Principal - PECS and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Assistant Principal Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Assistant Superintendent

Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Attends Board meetings and prepares such reports for the Board as the Superintendent may request.		
Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.		
Reports on the status of district programs and services at the request of the Superintendent.		
Prepares drafts of needed Board policies and administrative rules for the Superintendent's review and action.		
Plays a significant leadership role in curriculum planning and inservice education for the professional staff.		
Serves upon assignment by the Superintendent as a resource person to all division directions in the district.		
Interpret the programs, philosophy, and policies of the district to staff, students, and the community at large.		
Maintains a liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.		
Establishes necessary procedures for referral and cooperative planning with other agencies, both local and state, that provide services to children.		
Communicates to the superintendent the requirements and needs of the district as perceived by staff members.		
Recommends and assists in the recruitment of special services personnel.		
Prepares state reports, claims, and grants as required.		
Serves as Director of Special Education.		
Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.		
Confers with appropriate division directors on matters of concern.		
Performs such other tasks and assumes such other responsibilities as the Superintendent may assign from time to time.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Assistant Superintendent's Comments:

The signatures below indicate that the Assistant Superintendent and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Assistant Superintendent's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Athletic Director

Athletic Director's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic, for the district.		
Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.		
Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.		
Assumes responsibility for the organization and scheduling of all interscholastic athletic events.		
Hires coaches, officials, team physicians, and policemen as required, and assumes general responsibility for the proper supervision of home games.		
Arranges transportation for athletic contest participants.		
Arranges provisions for meals for athletes and coaches when necessary.		
Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.		
Verifies each athlete's eligibility according to established physical and academic requirements for eligibility for participation in each sport.		
Prepares and administers the athletic program budget.		
Requisitions program supplies and equipment.		
Supervises all ticket sales and fund-raising events of the athletic program, and assumes responsibility for proper handling of funds.		
Arranges all details of visiting teams' needs, including lodging, meals, towels, gymnasium services, and field assistance, as appropriate.		
Makes arrangement for non-school use of playing fields and facilities.		
Arranges field and gym practice schedules.		
Provides for the physical examination of all athletes prior to the beginning of each season.		
Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.		
Keeps records of the results of all junior and senior high school athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.		
Directs an in-school, extracurricular program designed to foster support for the athletic teams and school spirit among nonparticipants.		
Plans and supervises an annual recognition program for school athletes.		
Becomes familiar with Galena City School District and ASAA policies.		
Sets goals for each program (long term and short term).		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Athletic Director's Comments:

The signatures below indicate that the Athletic Director and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Athletic Director's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Baker-Cook

Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Makes sure all freezer pulls are done in a timely and sanitary manner.		
Assists in the preparation and serving of breakfast.		
Prepares all baked items needed for menu: bread, rolls, biscuits, pizza crusts, etc.		
Bakes cookies every other day or as often as needed to maintain a fresh supply.		
Bakes pastries or other special treats two times a week or as often as necessary to maintain a fresh supply.		
Prepares scratch pancake batter when called for on menu.		
Sweeps and mops bakery floors daily.		
Scrapes wooden baker's table daily.		
Wipes down and sanitizes mixer daily.		
Wipes down and sweeps under bulk bins daily.		
Cleans bread slicer daily.		
Keeps food preparation and bakery areas clean.		
Performs other duties as assigned.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Baker-Cook's Comments:

The signatures below indicate that the Baker-Cook and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

 Evaluator's Signature

 Date

 Baker-Cook's Signature

 Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Birchwood Hall Manager

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Working cooperatively with the remainder of the Residence Life staff to maintain a structured, supportive, living and learning environment within the residence halls and to develop a strong sense of community.		
Working to facilitate the Resiliency of Residence Life Grant and to fulfill obligations and expectations of grant program team members.		
Facilitating special-event programs for secondary students and weekly programs of post-secondary students.		
Compiling secondary student program attendance logs and reports summaries for the Century 21 st Grant. Serve on the Century 21 st Grant Steering Committee.		
Serving as a mentor and positive role model to all student residents of the PERS/GTC campus.		
Managing student behavior and take disciplinary action to enforce the PERS/GTC code of conduct. Enforces Birchwood Hall polices to maintain a safe, healthy, and sanitary living environment.		
Maintaining physical status of Birchwood Hall, replenishes building supply stock, submits work orders to the physical plant, maintains building inventories, and issue room keys. Supervises upkeep and cleaning of residence hall, assigns student community chores as necessary.		
Monitoring student and visitor use of Birchwood Hall and ensure proper guest registration.		
Coordinating guest services in Birchwood Hall as necessary for school district visitors.		
Designing and maintains bulletin boards throughout the building monthly.		
Maintaining complete documentation of behavioral, health-related, and other incidents as they occur		
Maintaining close interpersonal contact with students, making appropriate counseling, health, and academic referrals as needed.		
Attending weekly Residence Life staff meetings.		
Submitting formal, typed weekly reports to the Dean of Students.		
Assisting in the training of new staff members and the coordination of quarterly staff Inservice.		
Completing any other tasks necessary to achieve the objective so the Residence Life staffs and the PERS/GTC administration, as deem necessary by the Dean of Students.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Birchwood Hall Manager's Comments:

The signatures below indicate that the Birchwood Hall Manager and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Birchwood Hall Manager's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Bookkeeper

Bookkeeper's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Maintains a complete and systematic set of records of all financial transactions of the district.		
Records detail of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions and payroll records.		
Summarizes and balances entries recorded in individual journals and ledgers and transfers data to general ledgers.		
Prepares financial statements, income statements, and cost reports to reflect financial condition of the district.		
Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.		
Computes and records cash receipt summaries.		
Reconciles canceled payroll and accounts payable checks with bank statements and verifies bank balance with statements.		
Prepares withholding, Social Security, and tax returns.		
Operates word processors, computers, calculators, copiers, and facsimile machines.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Bookkeeper's Comments:

The signatures below indicate that the Bookkeeper and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Bookkeeper's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Budget Officer

Budget Officer's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Develops budget guidelines, coordinates preparation of the budget, and assists key administrators in review of the budget.		
Prepares analyses of budget requests and program proposals.		
Arranges for and supervises preparation, publication, and distribution of budgets as approved by the Superintendent and the Board.		
Coordinates the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal for action by the Board.		
Assist in the execution of the enacted budget, including the recommendation of administration controls where required.		
Takes the lead in developing improvements in the financial management of the school system, including budget methods, format, and presentation.		
Prepares analyses of program costs and methods of financing, including long-range projections of requirements.		
Works with community organizations and citizens in interpreting the financial needs and impact of the school system by providing program and financial data and analyses, through personal appearance, as appropriate.		
Coordinates, processes, and controls transfers of budget funds as requested by program directors.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Budget Officer's Comments:

The signatures below indicate that the Budget Officer and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Budget Officer's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Bus Driver

Bus Driver's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Obeys all traffic laws.		
Observes all mandatory safety regulations for school buses.		
Maintains discipline when students are on bus.		
Reports undisciplined students to the proper authority.		
Keeps assigned bus clean.		
Keeps to assigned schedule.		
Checks bus before each operation for mechanical defects.		
Notifies the proper authority in case of mechanical failure or lateness.		
Discharges students only at authorized stops.		
Exercises responsible leadership when on out-of-district school trips.		
Transports only authorized students.		
Reports all accidents and completes required reports.		
Enforces regulations against smoking and eating on the bus.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Bus Driver's Comments:

The signatures below indicate that the Bus Driver and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Bus Driver's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Business Manager

Business Manager's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Supervises the management of the financial affairs of the schools.		
Assumes responsibility for budget development and long-range financial planning.		
Establishes and supervise a program of accounting adequate to record in detail all money and credit transactions.		
Supervises all accounting operations.		
Acts as payroll officer for the district.		
Supervises the collection, safekeeping, and distribution of all funds.		
Manages the district's real estate and insurance programs.		
Supervises the district's supporting services, through the directors of property services, transportation, purchasing, food services, and business services.		
Develops a facility expansion program and supervises plan construction.		
Administers a budget control system for the district.		
Acts as adviser to the Superintendent on all questions relating to the business and financial affairs of the district.		
Assists in recruiting, hiring, training, supervising, and evaluating all clerical, financial, and support staff personnel.		
Arranges for the internal auditing of school accounts.		
Interprets the financial concerns of the district to the community.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Business Manager's Comments:

The signatures below indicate that the Business Manager and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Business Manager's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Clerical Assistant III

Clerical Assistant Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Maintains all student enrollment paperwork (enrollment, re-enrollment, sibling add-ons and demographic changes).		
Maintains Indian Ed., Impact Aid and Migrant paperwork for IDEA students.		
Maintains equipment assignment agreements for each family.		
Process requisitions for Fairbanks Field Office.		
Schedules check out and service of company vehicles.		
Expedites office supply needs.		
Assists in program projects (i.e. Curriculum Fair, I.D.E.A. Graduation, etc).		
Back up for the receptionist as needed.		
Other duties as assigned.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Clerical Assistant's III Comments:

The signatures below indicate that the Clerical Assistant and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Clerical Assistant's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Coach

Coach's Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Coaches individual participants in the skills necessary for excellent achievement in the sport involved.		
Plans and schedules a regular program of practice in season.		
Works closely with the athletics director in scheduling intramural and interscholastic contests.		
Recommends purchase of equipment, supplies, and uniforms, as appropriate.		
Maintains necessary attendance forms, insurance records, and similar paperwork.		
Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.		
Establishes performance criteria for eligibility in interscholastic competition in the coach's sport.		
Enforces discipline and sportsmanlike behaviors at all times, and establishes and oversees penalties for breach of such standards by individual students.		
Follows all Galena City School District Extracurricular Activities Handbook.		
Follows ASAA rules and regulations.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Coach's Comments:

The signatures below indicate that the Coach and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

 Evaluator's Signature

 Date

 Coach's Signature

 Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Community Schools Grant Aide

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Opens gym at appropriate time in evening and Saturdays.		
Keeps individuals who are not part of the designated group out of the gym and school.		
Keeps participants in appropriate area of building.		
Keeps safety foremost in mind.		
Schedules planned activities.		
Instructs participants on how to engage in activities.		
Uses activities that encourage the participation of all present.		
Puts equipment away in proper places after activities.		
Sweeps gym floor after activities are over each night, cleans weight room, cleans and mops locker-rooms.		
Secures building at the end of each evening.		
Collects nightly usage fee.		
Keeps records of usage of the school each night.		
Enforces all Galena City School rules.		
Maintains equipment that is used.		
Finds a substitute if unable to attend and notifies the Athletic Director.		
Assists Athletic Director in establishing and improving rules.		
Performs other duties as assigned.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Grant Aide's Comments:

The signatures below indicate that the Grant Aide and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Grant Aide's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Cook

Cook's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Prepares milk, Jell-O, and salad bar items.		
Assists in the serving line.		
Wipes down and sanitizes steam table after every meal.		
Keeps food preparation area clean.		
Prepares hot entrees, vegetable and starch side dishes, soups, sauces, etc.		
Assists in maintaining cleanliness of the kitchen and dining room areas.		
Performs other duties as assigned.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Cook's Comments:

The signatures below indicate that the Cook and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Cook's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Cook's Helper

Cook's Helper's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Prepares of milk, Jell-O, and salad bar items.		
Assists in the serving line.		
Wipes down and sanitizes steam table after every meal.		
Wipes off lunch tables as needed, using sanitizer.		
Daily mops kitchen floors and under all equipment, bathroom, storeroom, hallway, and behind doors.		
Operates the dishwasher machine.		
Cleans top of dishwasher daily.		
Washes all pots, pans, utensils, and glassware.		
Keeps all food preparation areas clean.		
Performs other duties as required.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Cook's Helper's Comments:

The signatures below indicate that the Cook's Helper and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

 Evaluator's Signature

 Date

 Cook's Helper's Signature

 Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Counselor

Counselor's Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Guides individuals and groups of students through the development of educational and career plans.		
Implements the guidance curriculum through delivery of classroom lessons and infusion in content areas.		
Supports and reinforces the key role of the classroom teacher.		
Serves as a consultant to staff and parents.		
Counsels individuals and small groups toward social and emotional resiliency.		
Counsels parents and other family members on individual student needs.		
Provides counseling and support to students and their families during a crisis situation.		
Participates in research, evaluation, and data analysis to develop, enhance, and improve various programs.		
Maintains thorough and accurate client records.		
Acts as a liaison among school staff, parents, and public or private agencies.		
Conducts parent group meetings, workshops, and in-service training.		
Devises and implements appropriate counseling techniques to accommodate a variety of functioning levels.		
Is accessible to all students for career, educational, and personal counseling.		
Acts as a student advocate.		
Organizes, administers, assists, and refers to testing programs.		
Participates in counseling and guidance program development, maintenance and enhancement.		
Uses an effective referral process for assisting students and others to use special programs and services.		
Responsible for completing Safe and Drug-Free Schools grant application.		
Assumes a leadership role in promoting a positive school climate.		
Pursues continuous professional growth.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Counselor's Comments:

The signatures below indicate that the Counselor and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Counselor's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Custodian

Custodian's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Keeps building and premises, including sidewalks, driveways, and play areas, neat and clean at all times.		
Shovels, plows, and sands walkways, driveways, parking areas, and steps as appropriate.		
Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.		
Sweeps classrooms daily and dusts furniture.		
Cleans corridors after school each day and during the day when their condition requires it.		
Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.		
Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.		
Keeps the grounds free from rubbish.		
Keeps all floors in a clean and attractive condition and in a good state of preservation.		
Cleans all chalkboards at least once a week.		
Makes minor building repairs.		
Reports major repairs needed promptly to the head custodian.		
Reports immediately to the principal any damage to school property.		
Assumes responsibility for the opening and closing of the building each school day and for determining before leaving that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.		
Conducts an ongoing program of general maintenance, upkeep, and repair.		
Moves furniture or equipment within buildings as required for various activities and as directed by the principal.		
Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.		
Assumes responsibility for the safe condition of the swimming pool, if the building has one, making all necessary water tests, backlashing the filters, and refilling the pool as necessary.		
Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Custodian's Comments:

The signatures below indicate that the Custodian and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Custodian's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Custodial II / Maintenance

Custodian's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Examines school buildings on a regular basis for needed repairs and maintenance.		
Establishes and recommends priorities on repair projects.		
Conservative towards repairs of projects in terms of labor, material, and overhead.		
Supervises crews as assigned for maintenance work such as replacing worn or defective wiring, switches, faucets, and plumbing fixtures, and repairing fencing, asphalt, concrete, and ceilings.		
Lies out, inspects work, and assists crew members as assigned or directed.		
Deals with emergency repair problems with efficiency.		
Prepares reports on cost of work done, materials used, and labor expended.		
Requests materials as needed and make recommendations of supplies and equipment for purchase through maintenance director.		
Performs work orders, checks drawings and plans.		
Consults with building principals regarding the establishment of regular preventive maintenance programs.		
Maintains such personnel and other records as required.		
Assists in training all workers necessary to the maintenance program.		
Advises on the hiring of contractors to perform certain maintenance or repair services.		
Assumes responsibility for the opening and closing of the building each school day and for determining before leaving that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.		
Conducts an ongoing program of general maintenance, upkeep, and repair.		
Moves furniture or equipment within buildings as required for various activities and as directed by the principal.		
Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.		
Assumes responsibility for the safe condition of the swimming pool, if the building has one, making all necessary water tests, backlashing the filters, and refilling the pool as necessary.		
Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Custodian's Comments:

The signatures below indicate that the Custodian and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Custodian's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Daytime Resident Advisor

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Working cooperatively with the remainder of the Residence Life staff to maintain a structured, supportive, living and learning environment within the residence hall and to develop a strong sense of community.		
Ensuring that all students have left Wilderness Hall for school by 8:45am, making wake-up as necessary.		
Performing all room inspections and chore checks during the school day.		
Managing cleaning supply levels and ordering new materials when needed.		
Transporting students to daytime appointments as needed.		
Work with Residence Life Secretary to make sure front desk ins covered and work-related errands are accomplished during the school day.		
Managing student behavior and take disciplinary action to enforce the PERS code of conduct.		
Maintaining close interpersonal contact with students, particularly assigned residents, make appropriate counsel, health, and academic referrals as needed.		
Working to build positive assets in each resident during their stay in the residence hall as per the Resiliency in Residence Life Grant.		
Serving as a mentor and positive role model to all student residents of the residence hall.		
Contributing to the design and implementation of weekend student programming as established by the Programming Coordinator.		
Ensuring that residents adhere to residence hall policies and daily schedules.		
Contacting the parents of each assigned resident monthly in writing to update them on the endeavors, behavior, well being, and development of their child.		
Designing corridor bulletin boards and passive programming monthly.		
Performing duty responsibilities on scheduled duty dates.		
Performing a minor assigned ancillary responsibility in facility management or staff relations.		
Attending weekly Residence Life staff meeting.		
Submitting formal, typed weekly report to the Dean of Students.		
Meeting monthly with the Dean of Students.		
Completing any other tasks necessary to achieve the objective of the Residence Life Staff and the PERS administration.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Daytime Resident Advisor's Comments:

The signatures below indicate that the Daytime Resident Advisor and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Daytime Resident Advisor's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Deaf Education Specialist/Interpreter

Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Facilitates communication between the deaf student and teachers, classmates, and others.		
Translates spoken English into the deaf student's natural language (ASL) and voices the student's signed communication to other people.		
Works with classroom teachers, special education teachers, and other staff to assure that the deaf student has full access to information provided to hearing students.		
Presents material to the deaf student and his or her level of understanding.		
Assists other teachers to understand the special needs of deaf children and helps implement strategies to assure the student's success.		
Works with the deaf student individually on language development.		
Provides tutoring in other content areas as needed.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Interpreter's Comments:

The signatures below indicate that the Interpreter and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

 Evaluator's Signature

 Date

 Interpreter's Signature

 Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Director of Technology and Medial Services

Director's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Organizes and supervises the implementation of the district's Five-year Technology Plan.		
Consults with building administrators and teachers to plan and implement technology infusion into the curriculum.		
Supervises and advises on matters relating to the School Library Media Centers.		
Supervises the operation of the district Media Library.		
Supervises the operation of the district technology repair services.		
Supervises the operation of the district staff development services.		
Chairs the Superintendent's Technology Advisory Committee and its subcommittees.		
Acts as a resource to all district personnel.		
Works with the Director of Curriculum, Director of Business, and the community to seek alternate sources of funding for technology programs.		
Performs all other duties as assigned by the Superintendent or Assistant Superintendent.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Director's Comments:

The signatures below indicate that the Director and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Director's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Dorm Administrator

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Shares with the principal the responsibility for protecting the health and welfare of students.		
Oversees all matters of student dorm life.		
Counsels individual students and, when necessary, makes appropriate referrals for guidance and counseling.		
Administers the recreational and activities schedules for student dorm life during non-class hours.		
Confers with parents, teachers, counselors, support service personnel, and students on matters of discipline and welfare.		
Resolves all discipline problems in a fair and just manner, and maintains records of any disciplinary action taken in accordance with due process from the Galena City Schools District Policy.		
Supervises all registration and assignments of rooms, duties, scheduling, and discipline of staff and students in the dorm.		
Participates in the coordination, implementation and supervision of co-curricular and intraschool activities.		
Assists in the interpretation of school and district programs, policies, and procedures to students, parents, staff, and community.		
Works with community and government agencies on problems relating to drug abuse and truancy from school.		
Develops and administers practices dealing with campus control and security.		
Generally supervises student dorm activities, programs, and orientation.		
Promotes and holds preservice and inservice education training for dorm staff.		
Supervises and coordinate the ordering and use of materials needs for dorm operations.		
Participates in the screening, interview, application, and background checks making recommendations for hire to the Assistant Superintendent for all new dorm employees.		
Organizes a corps of substitute dorm workers for employee absences.		
Supervises and evaluates all staff serving the dorm.		
Attends regular meetings of the Assistant Superintendent's staff and serves actively to improve communication, cooperation, and planning.		
Keeps the Assistant Superintendent and the PECS's principal informed of the dorms activities and problems.		
Supervises the maintenance of all required building records and reports.		
Provides for adequate inventories of school property and for the security and accountability for that property.		
Performs other duties as assigned.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Dorm Administrator's Comments:

The signatures below indicate that the Dorm Administrator and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Dorm Administrator's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Dorm Counselor

Dorm Counselor's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Counsels with students seeking such counseling on either a regularly scheduled appointment basis or a spontaneous basis as appropriate.		
Remains readily available to students in order to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.		
Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.		
Communicates to students the availability of counseling services at all times, as well as the complete independence of the services from such authority representatives as the school administration and the police.		
Serves as liaison between students and such public health and social service agencies as have occasion to work with the students.		
Provides group counseling programs for secondary school students who have ineffective social skills, excessive fears and anxieties, drug abuse problems, or similar problems, establishing programs in such a manner that participation in them is entirely voluntary and confidential.		
Meets with or call parents of troubled students when, based on professional judgment, such a meeting would be beneficial to the student.		
Maintains an ongoing dialogue with secondary school administrators, guidance counselors, teachers, and health services personnel regarding programs and services.		
Works with the guidance personnel on matters of mutual interest and concern.		
Maintains such records as necessary to meet the needs of the job.		
Maintains confidentiality in all appropriate oral and written matters.		
Works to prevent students from dropping out of school.		
Encourages students in their participation in school and community activities.		
Pursues continuous professional growth.		
Maintains availability 24 hours a day, except for days off.		
Resides in the dorm.		
Is responsible for transportation to medical services.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Dorm Counselor's Comments:

The signatures below indicate that the Dorm Counselor and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Dorm Counselor's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Dormitory Wing Advisor

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Helps maintain a structured supportive living environment in the dormitory.		
Helps manage student behavior and discipline of dormitory students.		
Works cooperatively with the other dormitory advisors to coordinate dormitory activities.		
Attends all dormitory staff meetings.		
Communicates with a chain of command to provide for better working and living conditions and in instances of his/her absence.		
Enforces the PECS's code of conduct and documents any inconsistencies or infractions involving the students.		
Helps perform room inspections.		
Participates in the morning wake-up schedule for students and follows through with related duties.		
Supervises the front desk when necessary.		
Supervises his/her designated dorm floor.		
Knows the location of dorm students at all times.		
Creates, organizes, and participates in dormitory activities.		
Fulfills all other obligations and work necessary to achieve the objectives of the dormitory as these obligations arise.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Dormitory Wing Advisor's Comments:

The signatures below indicate that the Dormitory Wing Advisor and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Dormitory Wing Advisor's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Early Learning Center - Assistant Administrator/Director

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Assists in the direction of the schools program assuring that the education and developmental needs of the individual child is met. Ensures that all health, safety and staffing ratio standards established by licensing agencies are maintained.		
Assists in developing and maintaining a system of recording, accounting and billing. Complies statistical information needed. Assures confidentiality of individual files and information.		
Assist in preparing the annual budget for the school - when required. Recommends and implements approved policy and procedure changes.		
Assists in ensuring that the school is kept in good physical condition. Coordinates all necessary maintenance services.		
Assists in supervising the staff of the school. Performs interviews, evaluations, counseling, termination and all other personnel functions.		
Assists in developing and maintaining effective relationships between parents and the school through daily contact and planned conferences. Interprets the school philosophy and program.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Assistant Administrator/Director's Comments:

The signatures below indicate that the ELC Assistant Administrator/Director and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

ELC Assistant Administrator/Director's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Early Learning Center - Classroom Aide

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Assists with curriculum planning and classroom a management. Have knowledge of developmentally appropriate practices and familiar with appropriate curriculum at the preschool level. Shows an interest in the children by sharing the planning daily activities that incorporate the concept of a holistic child in terms of physical, social-emotional and cognitive area. Understands and delivers positive guidance techniques.		
Cares for the physical needs of the children including feeding, diapering, toilet training, and dressing, administering prescription medications [when directed by the Administrator and/or Head Teachers] and supervising field trips. A referral with documentation will be made to the Administrator if there is a problem with a child that needs attention. Reports any suspicions of child abuse to the Administrator and/or Head Teacher.		
Communicates with parents on a regular basis through conversation, offering positive feedback from daily activities. Discusses behavioral problems with the Administrator and/or Head Teacher and parents. Documents any problems, concerns and medical treatment given. Notes addressed to Administrator and/or Head Teacher concerning a child's behavior shall be written and left in a confidential manner.		
Maintains the strictest confidence in terms of sensitive information about the children in the Center.		
In the absence of the Administrator and/or the Head Teacher, the Aide assumes all supervisor responsibility for classroom staff, substitutes and volunteers. Provides training, orientations to new staff and feedback as necessary to the Administrator and/or Head Teacher.		
Shares in the responsibility for a clean, safe environment in the classroom. Helps maintain attendance, meal counts and activity records, other administrative duties where applicable, assists with food preparation, service and cleanup. Is equally responsible for abiding by the playground policies, asking children to pick up and put away toys and riding toys before leaving the yard. Takes the initiative to be informed.		
Records observations or concerns. Document medical treatment given and record any injury or incident of the Injury/Incident Form.		
Works as a team member at the center. Supports staff members in a positive manner to work towards the goals and objectives of the program. When		

conflict arises, it is taken care of immediately with person involved in a timely manner.		
All personnel policies are in accordance with the Education Support Personnel Agreement.		
Emergency Evacuation: Is trained, knowledgeable and practices the proper evacuation for each emergency, such as fire, earthquake, hostage, bomb and flood.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Classroom Aide's Comments:

The signatures below indicate that the ELC Classroom Aide and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

ELC Classroom Aide's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Early Learning Center - Cook

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Maintains all records of inventory related to the kitchen.		
Keeps running list of groceries and order/shop for food in efficient manner.		
Stores food in a way that preserves it and keeps it free from contaminants.		
Prepares well-balanced meals for breakfast, lunch and snacks.		
Accommodates special dietary needs or restrictions of children and staff.		
Prepares food for special occasions.		
Help set tables for meals and help with serving, as needed.		
Arranges portions in serving dishes for both food and beverages.		
Assists in maintaining cleanliness of the kitchen and dining room area.		
Wipe down and sanitizes tables after every meal.		
Cleans refrigerator and freeze on a weekly basis.		
Checks refrigerator temperature regularly.		
Makes sure all equipment is in good working order.		
Prepares weekly menus for approval and posts for parents viewing.		
Sanitizes kitchen surface and sink areas with hot soapy bleach water daily.		
Assures dishes are properly washed, dried and put away.		
Performs other duties as assigned.		
Maintains the strict confidentiality information about the children.		
Works with children on special projects related to cooking.		
Provides short-term coverage for childcare providers when needed.		
Works as a team member and supports staff members in a positive manner.		
Shares the kitchen space with staff members.		
Maintains 20 hours professional training per year, related to job performance.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Cook's Comments:

The signatures below indicate that the ELC Classroom Aide and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

ELC Cook's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Early Learning Center - Head Teacher - Infant/Toddler Section

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Responsible for the educational components of each day including written lesson plans that meet individual needs as well as the group needs, and a written schedule that is posted in the classroom. Weekly and monthly lesson plans posted and visible to the parents on a regular basis. Communicates with parents through a variety of means.		
Develops appropriate practice is the primary curriculum planning for the whole child: physical, social-emotional and cognitive. Uses positive guidance techniques. Redirecting children as the preferred method of discipline.		
Develops and uses instructional materials suitable for verbal or visual instructions of students with wide range of mental, physical and emotional maturities. Creates an effective environment for learning through functional and attractive displays, bulletin boards and interest centers.		
Responsible for the quality of each center day; works with each child in the class; cares for the physical needs of children including feeding, diapering, toilet training, dressing, administering prescription medications, supervising field trips. Referrals with documentation will be made to the Administrator if there is a problem with a child that needs attention.		
Documents medical treatment given and records any injury or incident on the Injury/Incident Form. The Administrator reviews and signs the reports on the same day before they are issued to the parent for signature. In the absence of the Administrator's behalf. The Head Teacher along with the finding staff reports any suspicion of child abuse immediately to the Administrator accompanied by proper documentation.		
Provides training, orientations and evaluates classroom staff each semester or on an as need basis.		
Works as a team member at the center. Supports staff members in a positive manner to work towards the goal and objectives of the program. When conflict arises, it is taken care of immediately with person involved in a timely manner.		
Requests substitute prior to the absence when taking vacation or personal leave. Maintains efficiency in staffing to meet ratio requirements. Adequately manages classroom staff ratios.		
Selects and requisition books and instructional aids. Accurate records maintained. New items inventoried.		
Maintains a professional competence through in-service educational activities provided by the district and self-selected professional growth activities, with a minimum of 15 hours per year.		

Ensures a comfortable room environment through control of heating, lighting and ventilation to the extent possible.		
Supervises students in out-of classroom activities during the assigned working day.		
Trains and guides staff about the rules and regulations for USDA. Family style meals are an important part of interacting with a child. Staff is seated at the table with the children during meal times to encourage conversation and dialogue. The strictest of health standards are adhered to.		
Is trained, knowledgeable and practices the proper evacuation for each emergency, such as fire, earthquake, hostage, bomb and flood.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Head Teacher's Comments:

The signatures below indicate that the ELC Head Teacher - Infant/Toddler Section and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

ELC Head Teacher's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Early Learning Center - Head Teacher - Pre-School Section

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Provides learning experiences in language arts, social studies, pre-reading, arithmetic, science, art and music to students, using the course of study adopted by the Board of Education, and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops and uses instructional materials suitable for verbal or visual instructions of students with wide range of mental, physical and emotional maturities.		
Provides individual and group instruction designed to meet individual needs and help the students make a satisfactory transition to school.		
Establishes and maintains standards of student behavior needed to achieve effective participation in all activities without interfering with the naturally informal atmosphere of a preschool.		
Evaluates academic and social growth of students and keep appropriate records.		
Communicates with parents through a variety of means. Hold parent conferences to discuss the individual student's progress and interpret the school program.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.		
Creates an effective environment for learning through functional and attractive displays, bulletin boards and interest centers		
Maintains a professional competence through in-service educational activities provided by the district and self-selected professional growth activities, with a minimum of 15 hours per year.		
Selects and requisition books and instructional aids, maintain required inventory records.		
Ensures a comfortable room environment through control of heating, lighting and ventilation to the extent possible.		
Supervises students in out-of classroom activities during the assigned working day.		
Participates in curriculum and other development programs as required.		
Participates in faculty committees and the sponsorship of student activities.		
Trains and guides staff about the rules and regulations for USDA. Family style meals are an important part of interacting with a child. Staff should be seated at the table with the children during meal times to encourage conversation and dialogue. The strictest of health standards will be adhered to.		

Is trained, knowledgeable and practices the proper evacuation for each emergency, such as fire, earthquake, hostage, bomb and flood.		
--	--	--

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Head Teacher's Comments:

The signatures below indicate that the ELC Head Teacher - Pre-School Section and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Head Teacher's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Early Learning Center - Janitor

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Keeps building and premises, including sidewalks, driveways, and play areas, neat and clean at all times.		
Keeps the ground free from rubbish.		
Completes list of specific cleaning tasks.		
Keeps all hazardous cleaning supplies in a locked cabinet. Keeps utility room free of hazardous (i.e. nothing set on the boiler).		
Sweeps, vacuums all classrooms, entry way, kitchen and dust furniture daily.		
Mops daily to keep all floors in a clean and attractive condition.		
Shampoos carpets at least once a month.		
Wipes all tables and counters with hot soapy water and disinfect daily.		
Scrubs, hoses down and disinfects toilet floors, both inside and out, wall behind toilets, and bathroom floors daily, and clean all sanitary fixtures and sinks, waste cans, light fixtures, doorknobs and drinking fountains daily.		
Washes all windows on both the inside and outside at least twice each year and more frequently if necessary.		
Restocks paper towel and toilet paper each day.		
Removes trash from the premises daily. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste, especially the diaper pail.		
Cleans all whiteboards once a week unless requested to save information.		
Makes minor building repairs.		
Reports major repairs needed promptly to the Director, Assistant Director or the Head Teacher.		
Reports immediately to the Director, Assistant Director or the Head Teacher any damage to school property.		
Assumes responsibility for the opening and closing of the building each school day and determining before leaving that all exit doors and windows are secured, and all lights, except for those left on for safety reason, are turned off.		
Conducts an ongoing program of general maintenance, upkeep and repair.		
Moves furniture or equipment within the building as required for various activities and as directed by Director, Assistant Director or the Head Teacher.		
Arranges for a substitute janitor when work will be missed. Keeps building and premises, including sidewalks, driveways, and play areas, neat and clean at all times.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Janitor's Comments:

The signatures below indicate that the ELC Janitor and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

ELC Janitor's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Elementary Classroom Teacher – First Grade

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops lesson plans and instructional materials and provides individualized and small-group instruction in order to adapt the curriculum to the needs of each student.		
Translates lesson plans into learning experiences so as to best utilize the available time for instruction.		
Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.		
Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.		
Communicates with parents through conferences and other means to discuss student's progress and interprets the school program.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.		
Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.		
Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.		
Selects and requisitions books and instructional aids; maintains required inventory records.		
Supervises students in out-of-classroom activities during the assigned working day.		
Administers group standardized tests in accordance with district testing program.		
Participates in curriculum development programs as required.		
Participates in faculty committees and the sponsorship of student activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Teacher's Comments:

The signatures below indicate that the Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Elementary Classroom Teacher – Second Grade

Teacher's Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.		
Translates lesson plans into learning experiences so as to best utilize the available time for instruction.		
Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.		
Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.		
Communicates with parents through conferences and other means to discuss student's progress and interprets the school program.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.		
Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.		
Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.		
Selects and requisitions books and instruction aids; maintains required inventory records.		
Supervises students in out-of-classroom activities during the assigned working day.		
Administers group standardized tests in accordance with district testing program.		
Participates in curriculum development programs as required.		
Participates in faculty committees and the sponsorship of student activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Teacher's Comments:

The signatures below indicate that the Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Teacher's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Elementary Classroom Teacher – Third Grade

Teacher's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities. Teachers need not teach art, physical education, or music when these areas are covered by a designated teacher.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.		
Translates lesson plans into learning experiences so as to best utilize the available time for instruction.		
Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.		
Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.		
Communicates with parents through conferences and other means to discuss student's progress and interpret the school program.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.		
Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.		
Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.		
Selects and requisitions books and instruction aids; maintains required inventory records.		
Supervises students in out-of-classroom activities during the assigned working day.		
Administers group standardized tests in accordance with district testing program.		
Participates in curriculum development programs as required.		
Participates in faculty committees and the sponsorship of student activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Teacher's Comments:

The signatures below indicate that the Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Teacher's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Elementary Classroom Teacher – Fourth Grade

Teacher's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.		
Translates lesson plans into learning experiences so as to best utilize the available time for instruction.		
Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.		
Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.		
Communicates with parents through conferences and other means to discuss student's progress and interpret the school program.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.		
Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.		
Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.		
Selects and requisitions books and instruction aids; maintains required inventory records.		
Supervises students in out-of-classroom activities during the assigned working day.		
Administers group standardized tests in accordance with district testing program.		
Participates in curriculum development programs as required.		
Participates in faculty committees and the sponsorship of student activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Teacher's Comments:

The signatures below indicate that the Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Teacher's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Elementary Classroom Teacher – Fifth Grade

Teacher's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.		
Translates lesson plans into learning experiences so as to best utilize the available time for instruction.		
Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.		
Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.		
Communicates with parents through conferences and other means to discuss student's progress and interpret the school program.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.		
Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.		
Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.		
Selects and requisitions books and instruction aids; maintains required inventory records.		
Supervises students in out-of-classroom activities during the assigned working day.		
Administer group standardized tests in accordance with district testing program.		
Participates in curriculum development programs as required.		
Participates in faculty committees and the sponsorship of student activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Teacher's Comments:

The signatures below indicate that the Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Teacher's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Elementary Classroom Teacher – Sixth Grade

Teacher's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches reading, language arts, social studies, mathematics, science, art, and health to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.		
Translates lesson plans into learning experiences so as to best utilize the available time for instruction.		
Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.		
Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.		
Communicates with parents through conferences and other means to discuss student's progress and interpret the school program.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.		
Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.		
Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.		
Selects and requisitions books and instruction aids; maintains required inventory records.		
Supervises students in out-of-classroom activities during the assigned working day.		
Administers group standardized tests in accordance with district testing program.		
Participates in curriculum development programs as required.		
Participates in faculty committees and the sponsorship of student activities.		
Maintains a safe classroom environment.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Teacher's Comments:

The signatures below indicate that the Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Teacher's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

English Teacher

English Teacher's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Develops curriculum in alignment with current technology.		
Teaches content and skills in English language, literature, composition, reading, and journalism to secondary students, utilizing course of study adopted by the Board of Education and other appropriate learning activities.		
Instructs students in citizenship and basis subject matter specified in state law and administrative regulations and procedures of the school district.		
Adapts English material and methods to develop relevant sequential assignments that guide and challenge students.		
Selects and requisitions books and instructional aids appropriate to the interest and maturity levels of students; maintains required inventory records.		
Adapts the curriculum to provide individual, small-group, or remedial instruction to meet the needs of the individual student.		
Develops standards for critical analysis through group discussions based on a variety of mass media and classical and contemporary literature.		
Encourages students to think independently and to express original ideas.		
Evaluates each student's progress in English skills (listening, speaking, reading, and writing).		
Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.		
Supervises students in out-of-classroom activities during the assigned working day.		
Communicates with parents and school counselors on student progress.		
Works with students and other classroom teachers in such activities as preparing material for the school newspaper or yearbook, assisting with PTA programs, or coordinating entries in essay contests.		
Administers or monitors group tests.		
Participates in curriculum and other developmental programs.		
Participates in faculty committees and the sponsorship of student activities.		
Maintains professional competence through inservice education activities provided by the district and in self-selected professional growth activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

English Teacher's Comments:

The signatures below indicate that the English Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

English Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Federal Programs Director

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Directs programs within the Federal Programs Department and ensures compliance with all policies and laws.		
Establishes funding source communications in both the public and private sector.		
Reviews funding information and opportunities for educational grants relevant to the educational goals of the school district.		
Provides assistance with conceptualization, preparation, and processing of proposals for grant submission in accordance with Board policies and applicable laws.		
Ensures program guidelines, application materials, and relevant information is easily accessible to school district staff. Provides grant writing support to other unit administrators upon request.		
Compiles and maintains written program records and reports on results of projects directly supervised for required audits. Disseminates this information to educational institutions, community groups and appropriate funding agencies.		
Supervises certified and classified staff in accordance with applicable collective bargaining agreements and personnel procedures.		
Maintains close working relationship with school principals, teachers, program staff, and other district personnel.		
Coordinates program committees for each federal program as required.		
Promotes positive image of the District and positive public relations at all times.		
Performs other duties assigned by the Assistant Superintendent.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Director's Comments:

The signatures below indicate that the Federal Programs Director and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Director's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Female Dormitory Manager

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Assigns, supervises, and directs the work of the female dormitory staff.		
Establishes and maintains a supportive living environment in the dormitory.		
Works to maintain student behavior and discipline of female dormitory students.		
Works cooperatively with the male dormitory manager to coordinate dormitory activities.		
Works closely with the dormitory counseling team.		
Attends all dormitory staff meetings.		
Establishes and communicates with a chain of command when she will be absent.		
Enforces the PECS's code of conduct and documents any inconsistencies or infractions involving the students.		
Performs random room inspections.		
Organizes the morning wake-up schedule and follows through with related duties.		
Fulfills all other obligations and work necessary to achieve the objectives of the dormitory, as necessary.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Female Dormitory Manager's Comments:

The signatures below indicate that the Female Dormitory Manager and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

 Evaluator's Signature

 Date

 Female Dormitory Manager's Signature

 Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Finance Director

Finance Director's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Assumes responsibility for the receipt and expenditure of school district funds.		
Assists the business manager in preparing and implementing the school budget.		
Provides monthly accounting of all income and expenditures.		
Prepares and analyzes all financial statements.		
Reconciles all bank accounts maintained by the Board.		
Maintains a continuous internal auditing program for all funds.		
Prepares reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.		
Maintains general, revenue, and appropriates ledgers on an encumbrance basis.		
Approves all vouchers authorizing the expenditures of moneys.		
Submits claims for refunds on sales and fuel taxes.		
Recommends new accounting methods as desirable and necessary.		
Assumes responsibility for insurance records and insurance accounting.		
Assists the business manager in the projection of revenue and expenditures, preparation of prospectus for bond sales, management of short-term investment portfolio, and similar activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Finance Director's Comments:

The signatures below indicate that the Finance Director and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Finance Director's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

First Floor Dormitory Aide

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Maintains a record of incidents in the Incident Log.		
Fills out discipline referrals as necessary.		
Answers and transfers phone calls and take messages as necessary.		
Makes sure windows are shut on the first floor.		
Makes sure front door is locked at 9 p.m.		
Makes routine walks around the dormitory to ensure that students are in their rooms and dorm policy is being followed.		
Remains awake during all hours of assigned shift.		
Fulfills all other obligations and work necessary to achieve the objectives of the dormitory as they arise.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

First Floor Dormitory Aide's Comments:

The signatures below indicate that the First Floor Dormitory Aide and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Dormitory Aide's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Food Service Manager/Chef

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Maintains inventory control and record keeping.		
Orders food and all materials required to perform tasks listed in Job Goals.		
Supervises all employees on the kitchen staff and students enrolled in Culinary Arts Program and School-to-Work Program.		
Maintains equipment; submits work orders in a timely manner.		
Prepares and submits time sheets.		
Prepares employee evaluations.		
Interviews and hires employees for kitchen staff according to guidelines provided by the Galena City School Board.		
Supervises use of all kitchen equipment.		
Oversees cleanliness of dining hall facility and general appearance.		
Prepares monthly menus.		
Performs other duties as assigned by Superintendent.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Food Service Manager/Chef's Comments:

The signatures below indicate that the Food Service Manager/Chef and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

 Evaluator's Signature

 Date

 Food Service Manager/Chef's Signature

 Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Foreign Language Teacher

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches skills and knowledge in foreign language instruction to secondary students, using course of study adopted by the Board of Education and other appropriate learning activities. Modern foreign language teachers (French, German, and Spanish) teach aural comprehension, speaking, reading, and writing. Latin teachers concentrate primarily on the study of syntax, morphology, and vocabulary, with emphasis on reading and translation of classical literature.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops lesson plans and supplementary materials compatible with the basic instructional philosophy.		
Provides learning experiences that develop the basic communication skills, using tape recorders and other electronic equipment as appropriate.		
Provides individualized and small-group instruction to adapt the curriculum to the needs of each student.		
Instructs students in safe operation of electronic equipment used in language instruction. Makes minor adjustments and requests repairs as required.		
Develops student understanding and appreciation of culture of countries where the studied language is spoken.		
Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.		
Evaluates each student's progress in aural comprehension, speaking, reading, and writing the foreign language in relationship to the level being taught.		
Selects and requisitions books, instructional aids, and instructional supplies.		
Maintains required inventory records.		
Communicates with parents and school counselors on student progress.		
Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.		
Participates in curriculum and other developmental programs.		
Participates in faculty committees and the sponsorship of student activities.		
Maintains professional competence through inservice education activities provided by the district, and in self-selected professional growth activities, such as foreign language workshops.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Foreign Language Teacher's Comments:

The signatures below indicate that the Foreign Language Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Foreign Language Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Head Cook

Head Cook's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Maintains all records of inventory.		
Maintains general appearance and cleanliness of work area.		
Supervises all kitchen employees.		
Makes sure all equipment is in good working order and that those in charge are informed.		
Prepares monthly menus for Superintendent's approval.		
Prepares all meals.		
Supervises use of steam table and other equipment.		
Prepares all sports meals.		
Performs other duties as assigned.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Head Cook's Comments:

The signatures below indicate that the Head Cook and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Head Cook's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Home Economics Teacher

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches concepts and skills in foods and nutrition, clothing and textiles, home management, family relationships, and consumer education to secondary students, using the course of study adopted by the Board of Education and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Organizes class activities so that preparation, instruction or laboratory work, and clean-up activities can be accomplished within the allotted class time.		
Demonstrates skill techniques in home economics and prepares appropriate instructional aids and display materials to enhance learning.		
Provides individualized and small-group instruction to adapt the curriculum to the needs of each student.		
Instructs students in use, care, and safe operation of household equipment and appliances. Makes minor adjustments and requests repairs to equipment as required.		
Establishes and maintains standards of student behavior needed to provide an orderly, productive environment in the laboratory-type classroom.		
Evaluates each student's progress in concepts and skills of subject taught and contribution to a group, project, or goal.		
Selects and requisitions books, instructional aids, and equipment; maintains required inventory records; purchases groceries and other supplies as authorized.		
Encourages students to demonstrate learned techniques at home with their families.		
Communicates with parents and school counselors on student progress.		
Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.		
Supervises students in out-of-classroom activities during the assigned working day.		
Participates in curriculum and other developmental programs.		
Participates in faculty committees and the sponsorship of student activities.		
Maintains current vocational information for students interested in professional careers and resource materials for those who plan to be homemakers.		
Maintains professional competence through inservice education activities provided by the district and in self-selected professional growth activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Home Economics Teacher's Comments:

The signatures below indicate that the Home Economics Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Home Economics Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Industrial Education Teacher

Teacher's Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches skills and knowledge in one or more courses in auto mechanics, drafting, electricity, electronics, metals, machine shop, graphic arts, photography, woodworking, power mechanics, or general shop to secondary students, using the course of study adopted by the Board of Education and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops lesson plans and organizes class time so that preparation, instruction, shop work, and clean-up activities can be accomplished within the allotted time.		
Demonstrates industrial materials, equipment, tools and processes, using standard or teacher-prepared models, mock-ups, sketches, and other instructional aids.		
Guides students in selection of appropriate elective projects or experiments.		
Maintains an auditable record of student attendance and makes daily reports of students absent each period. Assigns citizenship and scholarship marks.		
Instructs students in use of eye protection and safety guards, and in the use, care, and safe operation of tools, machines, and equipment.		
Maintains control of storage and use of school-owned property. Makes minor adjustments and requests repairs to tools and equipment as required.		
Establishes and maintains standards of student conduct needed to provide an orderly, safe, and productive environment in an activity-type classroom with many potential hazards.		
Keeps informed of the industrial community's job entry requirements and instruct students in the rudiments of getting and retaining these jobs.		
Evaluates each student's performance, knowledge, and skills.		
Selects and requisitions instructional aids and equipment, maintains required inventory records, and makes purchases as authorized.		
Maintains professional competence through inservice education activities.		
Communicates with parents and school counselors on the individual student's progress.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.		
Supervises students in out-of-classroom activities during the assigned working day.		
Participates in curriculum and other developmental programs. May work with citizens advisory committees in development of specific vocational education programs.		
Participates in faculty committees and the sponsorship of student activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

NI= Needs Improvement

Evaluator's Comments:

Teacher's Comments:

The signatures below indicate that the Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Industrial Education Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Junior High Teacher

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches reading, language arts, social studies, mathematics, science, art, health, and music to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops lesson plans and instructional materials and provides individualized and small-group instruction in order to adapt the curriculum to the needs of each student.		
Translates lesson plans into learning experiences so as to best utilize the available time for instruction.		
Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.		
Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.		
Communicates with parents through conferences and other means to discuss student's progress and interpret the school program.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.		
Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.		
Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.		
Selects and requisitions books and instructional aids; maintains required inventory records.		
Supervises students in out-of-classroom activities during the assigned working day.		
Administers group standardized tests in accordance with district testing program.		
Participates in curriculum development programs as required.		
Participates in faculty committees and the sponsorship of student activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Junior High Teacher's Comments:

The signatures below indicate that the Junior High Teacher's and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Junior High Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Kindergarten Teacher

Teacher's Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Provides learning experiences in language arts, social studies, pre-reading, arithmetic, science, art, and music to students, using the course of study adopted by the Board of Education, and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops and uses instructional materials suitable for verbal or visual instruction of students with wide range of mental, physical, and emotional maturities.		
Provides individual and group instruction designed to meet individual needs and helps students make a satisfactory transition to school.		
Establishes and maintains standards of student behavior needed to achieve effective participation in all activities without interfering with the naturally informal atmosphere of a kindergarten.		
Evaluates academic and social growth of students and keeps appropriate records.		
Communicates with parents through a variety of means. Holds parent conferences to discuss the individual student's progress and interpret the school program.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.		
Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.		
Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.		
Selects and requisitions books and instructional aids; maintains required inventory records.		
Ensures a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.		
Supervises students in out-of-classroom activities during the assigned working day.		
Participates in curriculum and other developmental programs as required.		
Participates in faculty committees and the sponsorship of student activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Teacher's Comments:

The signatures below indicate that the Kindergarten Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Kindergarten Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Librarian

Librarian's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Develops/modifies staff development programs and materials to meet specific district needs related to the instructional use of Galena library services.		
Provides consultation to district administrators and teachers on planning and implementing curriculum with available resources integrated.		
Assists in staff development, completing needs assessments, preparing teacher resources, and logging district publications.		
Provides liaison with IDEA library services.		
Coordinates and manages the Information Support, including assessing district's educational library needs, implementing program services, and monitoring and evaluating service delivery.		
Provides supervision of staff working and implementing services at the two Galena sites.		
Communicates information about the district's library services and research.		
Monitors the operating budgets for the Library Support Programs.		
Participates in Technology training and serves as a liaison with other departments.		
Participates in teacher training to support improved instructional practices, which includes attendance at site support meetings as needed.		
Manages assigned library-related grants, including identifying needs, writing grant proposals, and monitoring grant implementation.		
Determines that library purchases adhere to school district purchasing policies.		
Develops a software implementation process.		
Organizes and supervises the Galena library materials accounting.		
Reviews and guides library acquisition procedures and plans.		
Establishes library services training program.		
Institutes preventative maintenance, repair, and safety procedures for City School's sites and the district.		
Supervises technical assistance on library services applications.		
Provides student instructions relating to using library services.		
Acts as the district's library liaison to the community.		
Updates personal library knowledge and skills.		
Assists with procurement of educational materials for project promotion, services, troubleshooting, staff development, student class coordination, and other student learning services.		
Determines library needs and requests materials and equipment. Keeps libraries in clean and safe profiles.		
Directs long-range library planning.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Librarian's Comments:

The signatures below indicate that the Librarian and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Librarian's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Library Aide

Library Aide's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Circulates books using Winnebago system.		
Processes new books and materials.		
Tracks interlibrary loan requests.		
Assists students and staff in locating materials.		
Performs other duties as required.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Library Aide's Comments:

The signatures below indicate that the Library Aide and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Library Aide's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Maintenance Director

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Examines school buildings on a regular basis for needed repairs and maintenance.		
Establishes and recommends priorities on repair projects.		
Estimates cost of repair projects in terms of labor, material, and overhead.		
Assigns and supervises crews for maintenance work such as replacing worn or defective wiring, switches, faucets, and plumbing fixtures, and repairing fencing, asphalt, concrete, and ceilings.		
Lays out and inspects work, and assists crew members.		
Develops a system for dealing with emergency repair problems with efficiency.		
Prepares reports on costs of work done, materials used, and labor expended.		
Orders materials as needed and makes recommendations of supplies and equipment for purchase.		
Assigns work orders, checks drawings and plans.		
Consults with building principals regarding the establishment of regular preventive maintenance programs.		
Maintains such personnel and other records as are required.		
Recruits, screens, recommends for hiring, and trains all workers necessary to the maintenance program.		
Advises on the hiring of contractors to perform certain maintenance or repair services.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Maintenance Director's Comments:

The signatures below indicate that the Maintenance Director and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Maintenance Director's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Male Dormitory Manager

Dormitory Manager's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Assigns, supervises, and directs the work of the male dormitory staff.		
Establishes and maintains a supportive living environment in the dormitory.		
Works to maintain student behavior and discipline of male dormitory students.		
Works cooperatively with female dormitory manager to coordinate dormitory activities.		
Works closely with the dormitory counseling team.		
Attends all dormitory staff meetings.		
Establishes and communicates with a chain of command when he will be absent.		
Enforces the PECS's code of conduct and documents any inconsistencies or infractions involving the students.		
Performs random room inspections.		
Organizes the morning wake-up schedule and follows through with related duties.		
Fulfills all other obligations and work necessary to achieve the objectives of the dormitory, as necessary.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Dormitory Manager's Comments:

The signatures below indicate that the Dormitory Manager and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Dormitory Manager's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Mathematics Teacher

Teacher's Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches courses in mathematics to secondary students using the course of study adopted by the Board of Education and appropriate curriculum publications as guidelines in teaching individual course content.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops lesson plans and appropriate instructional aids stressing discovery and laboratory learning methods.		
Demonstrates mathematical concepts using models, chalkboard, overhead projector, calculators, computers, and other standard or teacher-prepared instructional aids.		
Provides opportunities when needed for individualized and small-group instruction to adapt the curriculum to the needs of each student.		
Designs learning activities that will relate mathematics to the physical world.		
Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.		
Evaluates each student's progress in mathematical knowledge and skills.		
Selects and requisitions books, instructional aids, and instructional supplies; maintains required inventory records.		
Communicates with parents to interpret contemporary methods in teaching mathematics and with parents and school counselors to discuss the individual student's progress.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.		
Supervises students in out-of-classroom activities during the assigned work day.		
Participates in curriculum and other developmental programs.		
Shares in the sponsorship of student activities such as mathematics teams, and participates in faculty committees.		
Maintains professional competence through inservice education activities provided by the district, and in self-selected professional growth activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Teacher's Comments:

The signatures below indicate that the Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Media Center Aide

Media Center Aide's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Assists individual students and teachers in locating reference materials and other instructional materials.		
Assists students and teachers in making proper use of center equipment and materials.		
Keeps center materials and equipment in working order.		
Operates the circulation desk and keeps complete circulation files.		
Operates equipment and apparatus on request, either in the media center or elsewhere.		
Assumes responsibility for cataloging and filing learning materials (vertical file).		
Trains and supervises student media assistants.		
Assists in preparing and maintaining special educational displays that reinforce important parts of the curriculum.		
Searches, sends, distributes, and returns interlibrary loan materials.		
Processes new materials using current library system.		
Helps with RIF Distribution and Book Sales.		
Performs other duties as required.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Media Center Aide's Comments:

The signatures below indicate that the Media Center Aide and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Media Center Aide's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Media Specialist

Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Operates and supervises the media center to which assigned.		
Evaluates, selects, and requisitions new media center materials.		
Assists teachers in the selection of books and other instructional materials, and makes media center materials available to supplement the instructional program.		
Informs teachers and other staff members concerning new materials the media center acquires.		
Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.		
Arranges for interlibrary loan of materials of interest or use to teachers.		
Works with teachers in planning those assignments likely to lead to extended use of media center resources.		
Promotes appropriate conduct of students using media center facilities.		
Helps students to develop habits of independent reference work and to develop skill in the use reference materials in relation to planned assignments.		
Presents and discuss materials with a class studying a particular topic, on the invitation of the teacher.		
Participates at curriculum meetings.		
Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.		
Arranges frequently changing book-related displays and exhibits likely to interest the media center's patrons.		
Prepares and administers the media center budget.		
Supervises media center aides in the performance of their duties.		
Weeds obsolete and worn materials from the collections.		
Supervises the clerical routines necessary for the smooth operations of the media center.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Media Center Aide's Comments:

The signatures below indicate that the Media Center Aide and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Media Center Aide's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Music Teacher

Music Teacher's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches skills in music appreciation, harmony, and explorations in music, and in instrumental music (band, orchestra, instrumental ensemble) and choral music (chorus, choir, choral ensemble) to secondary pupils. Uses the course of study adopted by the Board of Education and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Plans a balanced music program and organizes daily class time so that preparation, rehearsal, and instruction can be accomplished within the allotted time.		
Provides individual and small-group instruction to adapt the curriculum to the needs of each student.		
Uses repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of students.		
Controls the storage and use of school-owned property; makes minor adjustments and requests repairs to instruments as required.		
Establishes and maintains standards of student behavior to provide an orderly, productive environment during practice, group rehearsals, and musical performances.		
Evaluates each student's musical growth and performance, assessing each individual's contribution to the performance of the group.		
Plans, rehearses, and directs students in musical programs for school and community.		
Selects and requisitions books, musical instruments, and instructional aids; maintains required inventory records.		
Communicates with parents and school counselors on student progress.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.		
Cooperates with school administration in providing musical programs for school productions, graduation ceremonies, and civic functions.		
Supervises students in out-of-classroom activities as assigned.		
Participates in curriculum and other developmental programs.		
Participates in faculty committees and sponsorship of student activities.		
Maintains professional competence through inservice education provided by the district, and in self-selected professional growth activities related to music.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Music Teacher's Comments:

The signatures below indicate that the Music Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Music Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Native Language/Cultural Instructor

Teacher's Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Takes charge of all classroom functions.		
Prepares lesson plans and appropriate instructional aids.		
Selects and requisitions books, instructional aids, and instructional supplies; maintains required inventory records.		
Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.		
Participates in curriculum and other developmental programs.		
Maintains professional competence through inservice education activities provided by the district, and in self-selected professional growth activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Teacher's Comments:

The signatures below indicate that the Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Physical Education Teacher

Teacher's Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches knowledge and skills in physical fitness, health education, rhythms and dance, and individual, dual, or team sports, utilizing course of study adopted by the Board of Education and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Analyzes, demonstrates, and explains basic skills, knowledge, and strategies of formal sports, games, rhythms, and fundamentals of body movement.		
Provides individualized and small-group instruction to adapt the curriculum to the needs of each student to the extent feasible.		
Teaches physical education classes for handicapped students as necessary.		
Provides appropriate safety instruction and makes safety checks on equipment and field areas to ensure the overall safety of students.		
Maintains control of storage and use of school-owned property.		
Establishes and maintains standards of student behavior needed to provide an orderly, productive environment in the physical education areas.		
Evaluates each student's growth in physical skills, knowledge, and contribution in team sports.		
Maintains professional competence through inservice education provided by the district, and in self-selected professional growth activities.		
Selects and requisitions equipment and instructional aids.		
Maintains required inventory records.		
Communicates with parents and school counselors on student progress.		
Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.		
Cooperates with school administration in providing specially performing groups for special occasions, PTA meetings, assemblies, and interscholastic athletic events.		
Supervises students in out-of-classroom activities during the assigned working day.		
Participates in curriculum and other developmental programs.		
Participates in faculty committees and the sponsorship of student activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Teacher's Comments:

The signatures below indicate that the Physical Education Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Physical Education Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Playground Aide

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Supervises students at playtime and maintains a harmonious atmosphere on the playground.	<input type="checkbox"/>	<input type="checkbox"/>
Organizes group games and activities.	<input type="checkbox"/>	<input type="checkbox"/>
Assumes responsibility for play equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Takes part in inservice training programs.	<input type="checkbox"/>	<input type="checkbox"/>
Directs movement of groups to and from playground.	<input type="checkbox"/>	<input type="checkbox"/>

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Playground Aide's Comments:

The signatures below indicate that the Playground Aide and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Playground Aide's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Preschool Teacher

Teacher's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Provides learning experiences in language arts, social studies, pre-reading, arithmetic, science, art, and music to students, using the course of study adopted by the Board of Education, and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops and uses instructional materials suitable for verbal or visual instruction of students with wide range of mental, physical, and emotional maturities.		
Provides individual and group instruction designed to meet individual needs and helps the students make a satisfactory transition to school.		
Establishes and maintains standards of student behavior needed to achieve effective participation in all activities without interfering with the naturally informal atmosphere of a kindergarten.		
Evaluates academic and social growth of students and keeps appropriate records.		
Communicates with parents through a variety of means. Holds parent conferences to discuss the individual student's progress and interpret the school program.		
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.		
Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.		
Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.		
Selects and requisitions books and instructional aids; maintains required inventory records.		
Ensures a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.		
Supervises students in out-of-classroom activities during the assigned working day.		
Participates in curriculum and other developmental programs as required.		
Participates in faculty committees and the sponsorship of student activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Preschool Teacher's Comments:

The signatures below indicate that the Preschool Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Preschool Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Purchasing Agent

Purchasing Agent's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Initiates contact with vendors relative to supply and equipment availability, invoices, purchase orders, and contracts.		
Obtains and studies comparative prices and quotations.		
Purchases by competitive bidding, informal quotations, and negotiation, and in compliance with Board policy, items of supply and equipment necessary for the operation of the school district.		
Studies price trends and market conditions and keeps informed of sources of supply and new product developments.		
Investigates quantity and quality of commodities purchased.		
Prepares all bidding documents, including notice to bidders, instruction to bidders, specifications, and form of proposal.		
Monitors all purchase requisitions to determine correctness of information and price extensions.		
Develops and maintains appropriate records, such as vendors' register, commodity register, and bidders' list.		
Assumes responsibility for correspondence relating to school district purchasing activities.		
Prepares for the business manager periodic reports relating to the purchasing function.		
Assumes responsibility for the operation of perpetual inventory systems and central warehousing operations.		
Acts for the business manager in his or her absence.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Purchasing Agent's Comments:

The signatures below indicate that the Purchasing Agent and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Purchasing Agent's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Recreation Director

Recreation Director's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Organizes and administers a series of regularly scheduled, ongoing activities using school playgrounds, swimming pool, gymnasium, and other recreation facilities during non-school hours and during summer vacation periods.		
Devises and establishes special programs to meet the needs of such groups as the physically handicapped, senior citizens, and preschoolers, as well as community adults and youths.		
Screens applicants for positions in recreational programs and recommends appointment.		
Plans and directs inservice training for recreational staff members.		
Administers and coordinates schedules for recreational activities to enable the program to derive maximum use of physical facilities available.		
Works with the physical education director in selecting and purchasing equipment and supplies.		
Coordinates with the building and grounds director the installation of new and additional playground equipment.		
Supervises the collection of revenues, payroll, and accounts payable for the recreation program.		
Prepares and submits a monthly attendance report for each separate recreation program in operation, and submits an annual report at the end of each summer.		
Works towards a continuous evaluation of program activities through surveys, polls, evaluation ratings by participants, and similar tools.		
Regularly attends, on a rotating basis, the activities of the recreation programs for the purpose of observation, evaluation, and guidance.		
Oversees the keeping of all necessary administrative records.		
Maintains and replenishes supplies of games and sports equipment.		
Keeps abreast of professional developments in the recreational field.		
Serves as a consultant to the physical education staff, as requested.		
Prepares and administers the department budget.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Recreation Director's Comments:

The signatures below indicate that the Recreation Director and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Recreation Director's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Registrar/Secretary

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Registrar:		
Establishes, maintains, and keeps confidential, cumulative file and permanent student records as shall be required, i.e., demographics, health, transcript, standardized test scores, etc.		
Requests, logs, and updates transcripts and other records of incoming students on Power School.		
Provides school counselor with copies of new student's PERS application, latest grade report, transcript, and standardized test scores.		
Initiates and maintains withdrawal records.		
Prepares an annual report of transfers and withdrawals, indicating the reason for each student's withdrawal from the district.		
Maintains records of grades and absences for each student's permanent file.		
Prepares and transmits transcripts and other official documents relating to students.		
Assists teachers with student record request.		
Assists school counselor in preparing the senior graduation list with class rank and averages.		
Assists school counselor in responding for information about students from parents, colleges, prospective employers, and similar individuals or agencies with legitimate interests.		
Assists school counselor with the Early Graduation record keeping.		
Assists school counselor with generating student honor roll and class rank reports.		
Prepares court ordered student records request.		
Secretary:		
Performs usual office routines.		
Collects time sheets, total the hours, and provide to principal.		
Fills in for front office secretary when needed.		
Operates word processors, computers, calculators, copiers, and facsimile machines.		
Runs reports as requested.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Registrar/Secretary's Comments:

The signatures below indicate that the Secretary and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Registrar/Secretary's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Residence Hall Floor Manager

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Working cooperatively with the remainder of the Residence Life staff to maintain a structured, supportive, living and learning environment within the residence hall and to develop a strong sense of community.		
Managing student behavior and take disciplinary action to enforce the PERS code of conduct.		
Maintaining complete documentation of behavioral, health-related and other incidents as they occur.		
Maintaining close interpersonal contact with students, particularly assigned residents, make appropriate counsel, health, and academic referrals as needed.		
Working to build positive assets in each resident during their stay in the residence hall in support of the Resiliency in Residence Life Grant.		
Serving as a mentor and positive role model to all student residents of the residence hall.		
Contributing to the design and implementation of daily student programming as established by the Programming Coordinator.		
Contacting the parents of each assigned resident monthly in writing to update them on the endeavors, behavior, well being, and development of their child.		
Ensuring that residents adhere to residence hall policies and daily schedules.		
Maintaining inventory of room furnishings for the assigned floor.		
Managing the rooms, halls, and lounges on the floor. Monitoring and preserving the physical condition and cleanliness of the building and its furnishings.		
Designing corridor bulletin boards and passive programming monthly.		
Supervising Resident Advisors on floor, promoting consistency and positive performance.		
Coordinating weekend sleepovers and level three television and refrigerator checkout privileges.		
Planning and facilitating regular floor meetings for residents and staff.		
Tabulating student chore performance and room cleaning earnings and distributing incentive pay.		
Performing duty responsibilities on scheduled duty dates and operating the front desk if needed.		
Performing a minor assigned ancillary responsibility in facility management or staff relations.		
Attending weekly Residence Life staff meeting.		
Submitting formal, typed weekly report to the Dean of Students.		

Meeting monthly with the Dean of Students.		
Completing any other tasks necessary to achieve the objective of the Residence Life Staff and the PERS administration.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Residence Hall Floor Manager's Comments:

The signatures below indicate that the Residence Hall Floor Manager and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Residence Hall Floor Manager's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Residence Life Counselor

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Working cooperatively with the remainder of the Residence Life staff, PERS counselor and PERS administrative team to maintain a structured, supportive, living and learning environment within the residence hall and to develop a strong sense of community.		
Providing personal counseling to secondary and postsecondary PERS students.		
Facilitating appropriate group therapy as needed		
Facilitating regular developmental programming and personal growth activities to students.		
Maintaining complete documentation of counseling sessions and student wellness observations and interventions.		
Providing on-call services for crisis management needs outside of the scheduled work week. Fulfilling Crisis Response Team duties as needed.		
Attending administrative team meetings and residence life staff meetings.		
Serving as the liaison between PERS and Yukon-Koyukuk Mental Health Services, facilitating referrals and obtaining appropriate documentation and consent from parents.		
Assists in providing career, vocational, and higher education guidance to secondary and postsecondary students.		
Serving as a mentor and positive roll model to all student residents of the residence halls.		
Communicating with appropriate school and residence life staff in the interests of individual student safety and behavioral supervision needs.		
Fulfilling a flexible schedule that may sometimes include a Saturday or Sunday in the 40-hour scheduled work week.		
Facilitating mental health-related in-service sessions for PERS staff as requested.		
Ensuring that residents adhere to residence hall policies and schedules, enforcing the PERS Code of conduct.		
Completing any other tasks necessary to achieve the objectives of the residence life staff and the PERS administration.		
Other duties as assigned.		
Completing any other tasks necessary to achieve the objective of the Residence Life Staff and the PERS administration.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Residence Life Counselor's Comments:

The signatures below indicate that the Residence Life Counselor and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Residence Life Counselor's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Residence Life Secretary

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Assisting the Residence Life Staff to maintain a structured, safe, and supportive living and learning environment within the residence halls and to develop a sense of community.		
Answering the telephone, transferring calls and taking messages as necessary.		
Sorting and distributing student and staff mail and messages.		
Providing administrative assistance for the Dean of Students and Residence Hall Managers and manage all paperwork and files at the front desk.		
Serving as the contact person for the school for daytime needs during the school day.		
Coordinating guest services for the school district, including making reservations, preparing guestrooms, and arranging for room cleaning and laundry services.		
Managing student medications and documentation of staff administering prescribed drugs.		
Scheduling and documenting student appointments at the Health Clinic and Mental Health Clinic.		
Making and communicating morning sick student assessments and monitoring students in sick rooms.		
Submitting boxed dinner requests for students in sick rooms or at athletic/extracurricular meetings.		
Arranging daytime student transport to appointments and the airport.		
Documenting any behavioral, health related and other student incidents as they occur.		
Serving as a positive role model to all student residents of the residence halls.		
Meeting monthly with the Dean of Students.		
Fulfilling any other tasks necessary to achieve the objectives of the Residence Life Staff as determined by the Dean of Students.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Residence Life Secretary's Comments:

The signatures below indicate that the Residence Life Secretary and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Residence Life Secretary's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Resident Advisor

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Working cooperatively with the remainder of the Residence Life staff to maintain a structured, supportive, living and learning environment within the residence halls, and to develop a strong sense of community.		
Managing student behavior and take disciplinary action to enforce the PERS code of conduct.		
Maintaining complete documentation of behavioral, health-related, and other incidents as they occur.		
Maintaining close interpersonal contact with students, make appropriate counseling, health, and academic referrals as needed.		
Working to build positive assets in each resident during their stay in the residence hall as per the Resiliency in Residence Life Grant.		
Serving as a mentor and positive role model to all student residents of the residence hall.		
Contributing to the design and implementation of daily student program as established by the Programming Coordinator.		
Ensuring that residents adhere to residence hall policies and daily schedules.		
Contacting the parents of each assigned resident monthly in writing to update them on the endeavors, behavior, well being, and development of their child.		
Designing corridor bulletin boards and passive programming monthly.		
Performing duty responsibilities on scheduled duty dates.		
Performing a minor assigned ancillary responsibility in facility management or staff relations.		
Attending weekly Residence Life meetings.		
Submitting formal, typed weekly reports to the Director of Residence Life.		
Meeting Monthly with the Dean of Students.		
Completing any other tasks necessary to achieve the objectives of the Residence Life staff and the PERS administration.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Resident Advisor's Comments:

The signatures below indicate that the Resident Advisor and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Resident Advisor's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

School Principal

Principal's Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Establishes and maintains an effective learning climate in the school. (BP 5000)		
Initiates, designs, and implements programs to meet specific needs of the school. Supervises implementation of all school activities. (BP 5000)		
Keeps the Superintendent and the Assistant Superintendent informed of school activities and problems.		
Makes recommendations' concerning the school's administration and instruction.		
Assists in the administration of the school budget and assists in that preparation, approves or disapproves instructional supply requests. (BP 6161)		
Supervises the maintenance of all required building records and reports.		
Prepares or supervises the preparation of reports, records, lists, and other paperwork required or appropriate to the school's administration.		
Works with various members of the central administration staff on problems of school importance, such as transportation and special services.		
Interprets and enforces district policies and administrative regulations.		
Maintains communication flows with students and parents and facilitates arrangements for instructional conferences between the two as needed. (BP 6020)		
Budgets school time to provide for efficient conduct of school instruction and business.		
Leads the development, determination of appropriateness, and monitoring of the instructional program. (BP 6141-6144)		
Schedules classes within the guidelines of meeting student needs.		
Assists in the development, revision, and evaluation of curriculum. (BP 6141(a) and BP 6162-6164)		
Supervises the guidance program to enhance individual student education and development. (BP 6146) Supervises high standards of student conduct and enforces discipline as necessary, according to due process rights of students. (BP5144-5145) (6153)		
Supervises the administration of guides for proper student conduct and maintaining student discipline, (5131 b)		
Attends special events held to recognize special student achievement, and attends school-sponsored activities.		
Supervises the maintenance of student grade reports, attendance, conduct, and health records. (BP 5121-5127, BP 5131-5136, BP 5110-5113 and BP 5144-5145)		
Keeps current through attendance at professional meetings, reading professional journals and publications, and discussion groups with other administrators. (BP 4131)		
Participates in professional growth through meetings, journals, other publications, state and national meetings, advanced course work, and telecommunications. (BP 4131)		
Supervises all professional, paraprofessional, and support personnel serving the Galena City Schools.		
Assists in the recruiting, hiring, training, assigning, and evaluating of the school's professional staff. (BP 4111-4161 and BP 4211-4261)		

Supervises the school's teaching process.		
Assists in preparing the master teaching schedule and any special assignments.		
Contributes to orientation of newly assigned staff members and assists in their development.		
Evaluates and counsels all staff members regarding their individual and group performance. (BP 4115, 4116, 4117)		
Conducts meetings of the staff as necessary for the proper functioning of the school.		
Assists with in-service and orientation of teaching staff. (BP 4131)		
Recommends, according to established procedures, the removal of a teacher whose work is not satisfactory. (BP 4117)		
Processes and resolves parent, student, and staff complaints relating to school issues. (BP 4144)		
Assists in directing the administration of the safety program for the school plant. (BP 6114)		
Supervises the daily use of school facilities for both academic and nonacademic purposes.		
Supervises fire drills and other emergency preparedness programs as per School Board Policy. (BP 6114)		
Asserts leadership in times of civil disobedience in school in accordance with established Board policy and public law.		
Assist in maintaining adequate inventory, security and accountability for school properties in your charge.		
Assist in maintaining adequate inventory, security and accountability for school properties in your charge.		
Supervise and evaluate the school's extracurricular program. (BP 6145) (6153)		
Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.		
Serves as an ex officio member of all committees and councils within the school.		
Respond to written and oral requests for information.		
Shares accountability for all official school correspondence and news releases.		
Acts as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.		
Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

School Principal's Comments:

The signatures below indicate that the Principal and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

School Principal's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

School Program Administrative Assistant

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Undertakes legislative requirements of the various school programs.		
Coordinates program and ensure compliance with all policies and laws.		
Establishes funding source communications in both the public and private sector.		
Reviews funding information and opportunities for educational grants relevant to the educational goals of the school district.		
Provides assistance with conceptualization, preparation, and processing of proposals for program management in accordance with Board policies and applicable laws.		
Ensures program guidelines, application materials, and relevant information is easily accessible to school district staff. Provide management support to other unit administrators upon request.		
Compiles and maintain written program records and reports. Disseminate this information to educational institutions, community groups and appropriate funding agencies.		
Assists certified and classified staff in accordance with applicable collective bargaining agreements and personnel procedures.		
Maintains close working relationship with superintendent, school principals, teachers program staff, and other district personnel.		
Promotes positive image of the District and positive public relations at all times.		
Liaise and assists the City Council administration on any joint and appropriate programs.		
Performs such other tasks as may from time to time by assigned by the Principal of PERS or the Superintendent.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Principal's Comments:

The signatures below indicate that the Administrative Assistant and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Administrative Assistant Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

School Psychologist

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Conducts thorough assessments on referred students through appropriate testing and diagnostic practices.		
Participates to the extent possible in pre-referral and intervention team meetings.		
Conducts reevaluations to the extent determined necessary on students being reassessed for special education services. Participates in reevaluation eligibility meetings to the extent possible.		
Remains knowledgeable and able to conduct functional behavioral assessments, develops and oversees behavioral programming, and provides consult services in the areas of behavior and classroom management.		
Provides consult services to parents and teachers in the areas of child development, educational best practices, and behavior management.		
Prepares and submits reports which are understandable to parents and teachers and which are offered in a timely manner following a consult or assessment procedure.		
Collaborates with personnel of community health and social service agencies.		
Acts as a liaison between school and juvenile court if such a liaison is necessary.		
Attends staff, professional, and interagency meetings to the fullest extent possible.		
Provides inservice training to staff and parents.		
Maintains up-to-date knowledge on current research and best practices.		
Maintains and updates district-wide website.		
Maintains a pleasant and upbeat manner and smiles at all times, regardless of the personal or professional stresses of life.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

School Psychologist's Comments:

The signatures below indicate that the School Psychologist and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

School Psychologist's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Science Teacher

Science Teacher's Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches skills, knowledge, and scientific attitudes through courses in general science, earth science, biology, chemistry, physics, physiology, or science problems to secondary students, using the course of study adopted by the Board of Education and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Plans a science program involving demonstrations, lectures, discussions, and student experiments; organizes laboratory activities for optimal learning.		
Demonstrates scientific concepts by use of scientific apparatus, experiments, and standard or teacher-prepared charts, sketches, and other instructional aids.		
Provides individual or small-group instruction to adapt the curriculum to the needs of students and to accommodate circumstances where a variety of projects and experiments are being worked on simultaneously.		
Instructs students in proper use, care, and safe handling of chemicals, science equipment, and plant and animal life.		
Provides for safe storage and proper use of materials, equipment, and tools. Makes minor adjustments and requests repairs to equipment as required.		
Establishes and maintains standards of student behavior for a productive learning environment during class sessions, laboratory sessions, and field trips.		
Evaluates each student's growth in knowledge and skills in course being taught.		
Selects and requests books, instructional aids, science equipment, chemicals, and supplies, and maintains inventory records as required.		
Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.		
Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.		
Participates in curriculum and other developmental programs.		
Assists students in selection and development of Science Fair projects.		
Cooperates with school administration in providing science displays and programs for the school and community, and in sponsoring science activities.		
Communicates with parents and school counselors on student progress.		
Supervises students in out-of-classroom activities during the assigned work day.		
Participates in faculty committees and sponsorship of student activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Science Teacher's Comments:

The signatures below indicate that the Science Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Science Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Secretary

Secretary's Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Performs usual office routines.		
Maintains such student records as shall be required.		
Receives and routes all incoming calls.		
Maintains a daily teacher attendance log and the concomitant records for substitute teachers.		
Rings the bells that signal school opening, class-changing time, and school closing.		
Assists teachers in preparing instructional materials as requested.		
Processes all changes and adjustments in student schedules after the second week of the school year.		
Maintains a log of visitors to the school.		
Operates word processors, computers, calculators, copiers, and facsimile machines.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Secretary's Comments:

The signatures below indicate that the Secretary and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Secretary's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Social Studies Teacher

Teacher's Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Teaches courses in social studies, history, geography, American government, political science, or humanities to secondary students, using the course of study adopted by the Board of Education and other appropriate learning activities.		
Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.		
Develops a balanced social studies program involving factual background material, material on current events, discussion time, and other appropriate activities designed to encourage students to develop skills and attitudes, draw conclusions, achieve improved interpersonal relationships, and make value judgments based on scientific methods of inquiry.		
Provides individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual abilities, attitudes, and cultural backgrounds.		
Develops knowledge of the purpose, structure, and operation of the American governmental and economic system, and the rights and responsibilities of American citizenship.		
Makes current material from the mass-media available to students; plans and guides discussions of current problems against background of geographical environment and history of area being studied.		
Develops an understanding of the contributions of racial, religious, and political groups to American culture.		
Develops knowledge of political and economic systems of other nations and their influence on personal freedom, education, and living standards.		
Encourages students to become aware of the complexity and interrelations of local, state, national, and world problems.		
Maintains standards of student behavior to provide an orderly, productive classroom environment.		
Maintains professional competence through inservice education.		
Selects and requisitions books and instructional aids, and maintains required inventory records; may request resource speakers and field trips.		
Communicates with parents and school counselors to discuss student progress.		
Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.		
Supervises students in out-of-classroom activities as assigned.		
Participates in curriculum and other developmental programs.		
Participates in faculty committees and sponsorship of student activities.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Social Studies Teacher's Comments:

The signatures below indicate that the Social Studies Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Social Studies Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Special Education Aide – Elementary

Special Education Aide's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Completes training in confidentiality and Alaska State Special Education Guidelines.		
Completes training in paraprofessional skills as assigned by Special Education Teacher.		
Works in one-to-one or small group situations to assist students with assigned or modified assignments and/or skills. The Aide will have access to such information as needed in order to assist the student, i.e. samples, answer keys, IEP goals, etc.		
Demonstrates positive reinforcement and encouragement for completed tasks and/or movement toward completing tasks.		
Attends meetings as requested as part of the Special Education Team.		
Records significant incidents and reports to Special Education Teacher as deemed appropriate.		
Collaborates with the Special Education Teacher in teaching larger groups of students in order to assist students in the regular classroom setting.		
Participates in field trips and/or vocational training activities.		
Requests assistance as needed following the appropriate chain-of-command.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Special Education Aide's Comments:

The signatures below indicate that the Special Education Aide and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Special Education Aide's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Special Education Aide – High School

Special Education Aide's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Completes training in confidentiality and Alaska State Special Education Guidelines.		
Completes training in paraprofessional skills as assigned by Special Education Teacher.		
Works in one-to-one or small group situations to assist students with assigned or modified assignments and/or skills. The Aide will have access to such information as needed in order to assist the student, i.e. samples, answer keys, IEP goals, etc.		
Demonstrates positive reinforcement and encouragement for completed tasks and/or movement toward completing tasks.		
Attends meetings as requested as part of the Special Education Team.		
Maintains a record or log of completed assignments and/or behavior as appropriate. Records significant incidents and report to teacher as deemed appropriate.		
Teams with the teacher in teaching larger groups of students in order to assist students in the regular classroom setting.		
Participates in field trips and/or vocational training activities.		
Requests assistance as needed following the appropriate chain-of-command.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Special Education Aide's Comments:

The signatures below indicate that the Special Education Aide's and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Special Education Aide's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Special Education Teacher - Elementary

Teacher's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Completes training in confidentiality and Alaska State Special Education Guidelines.		
Completes academic testing for initial and on-going evaluations.		
Attends meetings as a member of the Special Education Team.		
Develops and monitors individualized plans.		
Works in one-to-one or small group situations to assist students with assigned, modified, or enriched assignments and/or skills, including behavioral goals.		
Assist regular classroom teachers in locating and implementing modified instructional strategies and materials.		
Collaborates with the Regular Education Teacher in teaching larger groups of students in order to assist students in the regular classroom setting as developed through cooperative consultation and determination of goals and objectives.		
Demonstrates positive reinforcement and encouragement for completed tasks and/or movement toward completing tasks.		
Maintains records in compliance with Alaskan State Special Education Guidelines.		
Supervises Special Education Aides and other paraprofessionals working with students who qualify for special education plans.		
Assists in recruiting, interviewing, hiring, and training paraprofessionals in the areas of Special Education (including: Gifted).		
Attends conferences in order to update networking resources and skills.		
Seeks out and offers information for parents upon request.		
Requests assistance as needed following the appropriate chain-of-command.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Special Education Teacher's Comments:

The signatures below indicate that the Special Education Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Special Education Teacher Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Special Education Teacher – High School

Teacher's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Completes training in confidentiality and Alaska State Special Education Guidelines.		
Completes academic testing for initial and on-going evaluations.		
Attends meetings as a member of the Special Education Team.		
Develops and monitors individualized plans.		
Works in one-to-one or small group situations to assist students with assigned, modified, or enriched assignments and/or skills, including behavioral goals.		
Assists regular classroom teachers in locating and implementing modified instructional strategies and materials.		
Teams with the teacher in teaching larger groups of students in order to assist students in the regular classroom setting as developed through cooperative consultation and determination of goals and objectives.		
Demonstrates positive reinforcement and encouragement for completed tasks and/or movement toward completing tasks.		
Maintains records in compliance with Alaskan State Special Education Guidelines.		
Supervises Special Education Aides and other paraprofessionals working with students who qualify for special education plans.		
Participates in field trips and/or vocational training activities.		
Assists in recruiting, interviewing, hiring, and training in the areas of Special Education (including: Gifted).		
Attends conferences in order to update networking resources and skills.		
Seeks out and offers information for parents upon request.		
Requests assistance as needed following the appropriate chain-of-command.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Special Education Teacher's Comments:

The signatures below indicate that the Special Education Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Special Education Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Special Programs Director

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
AUXILIARY SERVICES		
Responsible for student accounting, registration, supervision and behavior in all auxiliary service area note.		
Monthly written reports for all activities concerning the summer school program, swimming pool, day care, and 21 st Century Learning Grant shall be submitted to the assistant superintendent.		
Directs coordination cooperatively with the administration writing of grants and seeing grants from implementation to evaluation.		
Recommends and participates in the supervision, assignment, transfer, interviewing, hiring, and evaluation, of personnel under his/her leadership.		
Attends regular staff meetings and district board meetings as requested by the assistant superintendent.		
Establishes and communicates a chain of command in instances of his/her absence.		
Submits reports including work-schedules, participation records, inventory, purchasing, special events, transportation requests, maintenance work-orders and other accounting for programs operations.		
Other duties and work schedule as assigned by the assistant superintendent.		
SWIMMING POOL DIRECTOR		
Coordinates a direct operation with the pool manager.		
Supervises safety, training, and recruitment for pool employees.		
Facilitates maintenance and supply requests.		
Supervises financial operations for the program.		
Responsible for written guidelines of operation.		
Supervises record-keeping requirements and provide appropriate reports.		
DAYCARE, AFTER-SCHOOL, AND SUMMER SCHOOL DIRECTOR		
Organizes the summer school, after-school, and daycare curriculums for all grade levels in consultation with appropriate members of the staff and faculty.		
Acquires the services of teachers and aides for programs taught.		
Establishes a substitute teacher program of appropriate scope.		
Assumes responsibility for attendance accounting and submit enrollment and attendance reports.		
Makes classroom visits for administrative and supervisory purposes.		
Supervises the summer school, after-school and daycare work schedules, supervise staff, and assume responsibility for registration and assignment of students.		
Recommends promotion or retention of students when their successful participation in the summer school program may be the deciding factor.		
Requisitions classroom equipment, supplies, and textbooks, as needed.		
Reports and certifies to proper authorities the grades achieved by summer school		

students.		
Prepares and maintains required records.		
Prepares and oversees dissemination of publicity and information concerning summer school or after-school course offerings and daycare services.		
Prepares and administers the summer school, after-school and daycare operating budgets.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Special Programs Director's Comments:

The signatures below indicate that the Special Education Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Special Programs Director's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Substitute Teacher

Substitute Teacher's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Reports to the building principal or school secretary upon arrival at the school building.		
Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.		
Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.		
Teaches the lesson outlined and described in the Substitute Teacher's Guide as prepared by the absent teacher.		
Consults as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the Substitute Teacher's Guide.		
Assumes responsibility for overseeing student behavior in class and during lunch and recess periods.		
Reports in writing, on the form provided by the school secretary, on the day's activities at the conclusion of each teaching day.		
Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Substitute Teacher's Comments:

The signatures below indicate that the Substitute Teacher and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Substitute Teacher's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Summer School Director

Director's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Organizes the summer school curriculum for all grade levels in consultation with appropriate members of the staff and faculty.		
Acquires the services of teachers for courses taught.		
Establishes a substitute teacher program of appropriate scope.		
Assumes responsibility for attendance accounting and submits enrollment and attendance reports.		
Makes classroom visits for administrative and supervisory purposes.		
Prepares the summer school schedule and assumes responsibility for registration and assignment of students.		
Recommends promotion or retention of students when their successful participation in the summer school program may be the deciding factor.		
Requisitions classroom equipment, supplies, and textbooks, as needed.		
Reports and certifies to proper authorities the grades achieved by summer school students.		
Prepares and maintains required records.		
Prepares and oversees dissemination of publicity and information concerning summer school course offerings.		
Prepares and administers the summer school operating budget.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Summer School Director's Comments:

The signatures below indicate that the Summer School Director and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Summer School Director's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Superintendent of Schools

Superintendent's Name _____ **Date** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.		
OR		
Attends and participates in all meetings of the Board and its committees, except executive sessions unless requested to participate.		
Serves as ex officio member of committees.		
Administers as chief school executive, 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.		
Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.		
Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.		
Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.		
Informs and advises the Board about the programs, practices, and problems of the school and keeps the Board informed on the activities operating under the Board's authority.		
OR		
Reports to the Board such matters ad deemed material to the understanding and proper management of the schools, or as the Board may request.		
Supervises the implementation of all laws, regulations, and Board policies.		
Makes all administrative decisions within the school necessary to the proper function of the school district.		
Makes such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.		
Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.		
Formulates school objectives, policies, plans, and programs; prepares (or cause to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.		
Conduct a periodic audit of the total school program and advises the Board on recommendations for the educational advancement of the schools.		
Recommends to the Board for its adoption all courses of study, curriculum guides, and		

major changes in texts and time schedules to be used in the schools.		
Oversees the timely revisions of all curriculum guides and courses of study.		
Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.		
Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees communications to be made to the Board.		
Directs staff negotiations with professional and nonprofessional personnel.		
Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel.		
OR		
Recommends for appointment, election, or employment all employees of the Board except professional officers of the Board, and assigns, transfers, and recommends for dismissal any and all employees of the Board except professional officers of the Board.		
OR		
Employs such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.		
Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.		
OR		
Assigns and defines the duties of all personnel, subject to Board approval.		
Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.		
OR		
Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the district.		
Supervises methods of teaching, supervision, and administration in effect in the schools.		
Approves vacation schedules for salaried district employees under direct supervision.		
Suspends any employee for just cause and reports such suspension to the Board.		
Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.		
Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action.		
Submits to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.		
Supervises the preparation and presentation of the annual budget and recommends it to the Board for approval.		
OR		
Prepares the annual operating budget recommendations and implements the Board approved budget.		
OR		
Directs the preparation of the annual budget for adoption by the Board and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.		
OR		
Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget and submits it to the Board for review and approval.		

Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.		
Acts as purchasing agent for the Board and establishes procedures for the purchase of books, materials, and supplies.		
Provides suitable instructions and regulations to govern the use and care of school properties.		
Recommends to the Board sales of all property no longer required by the Board and supervises the proper execution of such sales.		
Oversees the processing and submission of required reports.		
OR		
Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.		
OR		
Maintains directly or through delegation such personnel records, student accounting records, business records, and other records that are required by law and by Board policy.		
Files, or causes to be filed, all reports required by the state and the school code.		
Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approves the special transfer of students from one neighboring district to another only when, in the Superintendent's opinion, conditions in each case warrant such actions.		
Makes recommendations to the Board concerning the transportation of students in accordance with the law and the requirements of safety.		
Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.		
Represents the district in its dealings with other school systems, institutions, agencies, and community organizations.		
OR		
Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.		
Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the board informed of trends in education.		
OR		
Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.		
Represents the Board's liaison between the school district and the community.		
OR		
Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.		
Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.		
Keeps the public informed about modern educational practices, educational trends, and		

the policies, practices, and problems in the district's schools.		
Confers periodically with professional and lay groups concerning the school programs and transmits to the Board suggestions gained from such conferences.		
Performs such other tasks as may, from time to time, be assigned by the Board.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Superintendent's Comments:

The signatures below indicate that the Superintendent and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Superintendent's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Swimming Pool Manager

Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Provides for the maintenance for the pool. Including the monitoring of chlorine, PH, water and Air temperature.		
Mixes chlorine; add acid and other chemicals as needed.		
Inventories and orders all pool chemicals, pool supplies, repairs parts and cleaning supplies.		
Keeps the pool vacuumed.		
Keeps the pool deck, locker rooms, entry and viewing area clean.		
Keeps pertinent paper work. Sends in monthly water samples, monthly DEC report, After School Program attendance reports, pool rentals and open swim gate money, etc.		
Works with Head Lifeguard on scheduling and staffing.		
Monitors and trains all lifeguard and pool aides in proper pool procedures. Maintains up to date records on their training, including: First Aide, CPR, Red Cross Lifeguard Certifications, etc.		
Develops a working relationship with the community.		
Develops a working relationship with custodial, and maintenance personnel in order to keep the pool clean, functioning properly and safe.		
Take directions from and reports all major problems to Larry Hausmann, Special Programs Director.		
Assists in the development in new swimming programs for the community and the school district.		
Develops staffing schedules.		
Maintains current Lifeguard, CPR, First Aide, and Swimming Pool Operators License.		
Records and turns in monthly time sheets on a regular basis.		
Performs other duties assigned by the Special Programs Director.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Pool Managers Comments:

The signatures below indicate that the Superintendent and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Pool Manager's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Technology Assistant

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Develops required technology applications as need throughout the project.		
Develops/modifies development programs and materials to meet district specific needs related to the Galena On Line Delivery project.		
Assists in the overall evaluation of unit's programs and services providing input, support, and data to the division administrator as requested.		
Maintains all data and records on the training center and prepares reports.		
Updates personal technological knowledge and skills.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Technology Assistant's Comments:

The signatures below indicate that the Technology Assistant and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

 Evaluator's Signature

 Date

 Technology Assistant's Signature

 Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Technology Training Specialist

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Develops, coordinates, and teaches workshops and classes on instructional and administrative applications for microcomputers and related technologies.		
Develops/modifies staff development programs and materials to meet district specific needs related to the instructional and administrative use of microcomputers.		
Provides technical curriculum assistance regarding hardware usage, software applications, computer technology, and the general instructional use of technology in the classroom.		
Arranges for college credit and/or clock hours for the Technology Training Center classes.		
Assists in the integration of technology applications in the K-12 curriculum.		
Develops, updates, and maintains the training center's inventory of hardware, software, and educational materials.		
Establishes systems for educators to access, preview, or receive training in hardware usage and software applications.		
Communicates information about training center services and research, including preparing promotions, flyers, and making presentations.		
Provides assistance to visitors of the training center, including identifying or recommending software and hardware.		
Assists with development of and participate in, computer user groups.		
Assists in the overall evaluation of unit's programs and services providing input, support, and data to the division administrator as requested.		
Maintains all data and records on the training center and prepares reports.		
Participates in the training center support network which includes attendance at district technical support meetings.		
Updates personal technological knowledge and skills.		
Serves as a liaison for technology to the Curriculum Coordinators, specialists, etc.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Technology Specialist's Comments:

The signatures below indicate that the Technology Specialist and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Technology Specialist's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Title IX and Section 504 Coordinator

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Advises the Board of Education, the administration, and the staff of necessary action to eliminate discrimination in all educational programs, curricular and extra-curricular activities, and employment practices which come under Federal regulation.		
Conducts appropriate evaluations of the school district's policies and practices and their effect on discrimination.		
Implements the school district's Grievance Procedure.		
Investigates complaints based on discrimination, according to the adopted nondiscrimination complaint procedure..		
Receives and responds to inquiries related to discrimination.		
Supervises implementation of compliance efforts.		
Advises employment personnel of nondiscriminatory regulations in relationship to recruitment, hiring, assignment, promotion, transfer, lay-off, termination, reinstatement, job classification, salary and fringe benefits for all employees.		
Assists in providing all students an equal opportunity to participate in, and benefit from, all academic and extra-curricular activities and services.		
Assists in the development of internal procedures to insure that all appraisal and counseling materials do not discriminate.		
Develops and implements procedures to determine that each organization or individual receiving "significant assistance" form the district does not discriminate in providing aid benefits, or service to student employees of the district.		
Directs appropriate personnel to maintain required data and records.		
Assumes responsibility to be informed of changes and developments in the provisions of the Federal regulations and related legislation by attending professional meetings and reading appropriate publications.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Coordinator's Comments:

The signatures below indicate that the Title IX and Section 504 Coordinator and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Title IX & Section 504 Coordinator's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Vocational Education Director

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Formulates and administers a comprehensive relevant program of vocational and technical education.		
Maintains close working relationships with community and state agencies and area businesses, industries, and labor organizations to provide training consistent with needs.		
Continuously appraises and evaluates the total vocational program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.		
Maintains current knowledge of rules and regulations affecting vocational education.		
Advises and assists in obtaining state and federal funds for vocational and technical education programs.		
Assists in the collection, review, and submission of all forms and reports relative to vocational education to state agencies.		
Assists with supervision and evaluation of instructional personnel in the vocational education program.		
Assists in the gathering, selecting, and analysis of data with respect to jobs available to local high school graduates.		
Works to identify and define local job opportunities and the role of the schools in meeting these opportunities.		
Interprets the vocational education program to the public.		
Makes recommendations for long-term adjustments, changes, additions, and deletions in the vocational education program to meet changing job trends and needs.		
Assists in the recruitment and screening of vocational teachers and students.		
Maintains membership in and participates in the affairs of professional societies devoted to the advancement of vocational education.		
Attends necessary and approved state vocational education meetings.		
Provides for the inventory of all vocational education equipment.		
Assists with the writing of all vocational education reports.		
Compiles orders for all vocational education supplies and equipment.		
Provides guidance with school-to-work programs.		
Provides leadership with the development and implementation of vocational education programs.		
Performs other duties to be assigned by the Principal.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Vocational Education Director's Comments:

The signatures below indicate that the Vocational Education Director and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Vocational Education Director's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Wilderness Hall Front Desk Operator

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Assisting the remainder of the Residence Life Staff to maintain a structured, safe, and supportive living and learning environment within the residence hall and to develop a sense of community.		
Maintaining a log of any incidents and observations that take place during the work shift.		
Documenting any behavioral, health related and other student incidents as they occur.		
Answering the telephone, transferring calls, and taking messages as necessary.		
Sorting and distributing student and staff mail and messages.		
Ensuring that each student signs in and out for activities when entering and leaving the building.		
Monitoring the front door and addressing needs of district and community patrons.		
Managing student conduct in the lobby.		
Administering and logging student medication use.		
Managing student checkout and ensuring community host awareness of policies and terms for signing a student out.		
Watching surveillance monitors to help ensure students are in their rooms during quiet hours and off the floors when they are to be out of the building.		
Submitting boxed dinner requests for students in sick rooms or at athletic/extracurricular meetings that would prevent them from attending dinner.		
Serving as a positive role model to all student residents of the residence hall.		
Meeting monthly with the Dean of Students.		
Fulfilling any other tasks necessary to achieve the objectives of the Residence Life Staff as determined by the Dean of Students.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Wilderness Hall Front Desk Operator's Comments:

The signatures below indicate that the Residence Hall Floor Manager and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Wilderness Hall Front Desk Operator's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Wilderness Hall Manager of Student Programming

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Working cooperatively with the remainder of the Residence Life staff to maintain a structured, supportive, living and learning environment within the residence halls, and to develop a strong sense of community.		
Supervising designated Residence Life staff in the absence of the Director of Residence Life.		
Working to facilitate the Resiliency in Life Grant, fulfilling obligations and expectations of grant program team members.		
Creating and maintaining the daily student activity schedule, planning and staffing all programming and transportation runs.		
Facilitating year-long developmental student programming efforts, including mentoring programs, the outdoor program, Family Groups, and others.		
Directly supervising the programming responsibilities of Resident Advisors and Floor Managers, conducting regular student programming meetings.		
Serving as a contact person for community agencies involved in student programming, including the district Athletic Director and coaches, Boys and Girls Club, Loudon Tribal Council, the swimming pool, etc.		
Managing uses and inventory of the Craft Room and Activities Storeroom.		
Producing a monthly residence hall newsletter.		
Monitoring staff performance and whereabouts during the workday.		
Serving as mentor and positive role model to all student residents of the PERS/GTC campus.		
Managing student behavior and take disciplinary action to enforce the PERS code of conduct.		
Maintaining complete documentation of behavioral, health-related, and other incidents as they occur.		
Maintaining close interpersonal contact with students, make appropriate counseling, health, and academic referrals as needed.		
Attending weekly Residence Life meetings.		
Submitting formal, typed weekly reports to the Director of Residence Life.		
Assisting in the training of new staff members and the coordination of quarterly staff inservices.		
Assisting in the management of Birchwood Hall if necessary.		
Completing any other tasks necessary to achieve the objectives of the Residence Life staff and the PERS administration, as deemed necessary by the Dean of Students		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Wilderness Hall Manager's Comments:

The signatures below indicate that the Wilderness Hall Manager and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Wilderness Hall Manager's Signature

Date

GALENA CITY SCHOOL DISTRICT Evaluation Form

Wilderness Hall Manager Student Safety

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Working cooperatively with the remainder of the Residence Life staff to maintain a structured, supportive, living and learning environment within the residence halls, and to develop a strong sense of community.		
Supervising designated Residence Life staff in the absence of the Director of Residence Life.		
Working to facilitate the Resiliency in Life Grant, fulfilling obligations and expectations of grant program team members.		
Working to facilitate the Resiliency in Residence Life Grant, fulfilling obligations and expectations of grant program team members.		
Directly supervising the Front Desk Support Staff and all operations of the front desk.		
Conducting minor student discipline and maintaining student files.		
Preparing and facilitating student programming.		
Advising Wilderness Hall Council.		
Coordinating Service Learning, Volunteerism, and Community Engagement programming.		
Supervising use of the motor pool, maintain weekly vehicle inspection logs and fulfilling maintenance needs.		
Supervising student checkout and travel.		
Overseeing the physical status of the building, maintaining inventories, issuing student room keys, submitting work orders to the physical plant, and inspecting fire doors and fire extinguishers regularly. Serving as the liaison between the Fire Chief and CSC maintenance workers.		
Monitoring staff performance and whereabouts during the workday.		
Serving as a mentor and positive role model to all student residents of the PERS/GTC campus.		
Managing student behavior and take disciplinary action to enforce the PERS code of conduct.		
Maintaining complete documentation of behavioral, health-related, and other incidents as they occur.		
Maintaining close interpersonal contact with students, make appropriate counseling, health, and academic referrals as needed.		
Attending weekly Residence Life meetings.		
Submitting formal, typed weekly reports to the Director of Residence Life.		
Assisting in the training of new staff members and the coordination of quarterly staff inservices.		

Assisting in the management of Birchwood Hall if necessary.		
Completing any other tasks necessary to achieve the objectives of the Residence Life staff and the PERS administration, as deemed necessary by the Dean of Students.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Wilderness Hall Manager of Student Safety Comments:

The signatures below indicate that the Wilderness Hall Manager of Student Safety and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Wilderness Hall Manager's Signature

Date

**GALENA CITY SCHOOL DISTRICT
Evaluation Form**

Wilderness Hall Night Security Aide

Name _____

Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

	M	U
Assisting the Residence Life Staff to maintain a structured, safe, and supportive living and learning environment within the residence hall and to develop a sense of community.		
Maintaining a log of any incidents and observations that take place during the work shift.		
Documenting any behavioral, health related and other student incidents during the night as they occur.		
Answering the telephone, transferring calls, and taking messages as necessary.		
Making sure that the front door remains locked, monitoring who leaves and enters.		
Watching surveillance monitors to ensure that students are in their rooms, call the appropriate staff member on duty if assistance is needed.		
Making periodic security rounds around the building's exterior and through the corridors of the second and third floors.		
Performing additional clerical or support services for the following day if necessary.		
Serving as a positive role model to all student residents of the residence hall.		
Meeting monthly with the Dean of Students or Hall Manager of Student Safety.		
Fulfilling any other tasks necessary to achieve the objectives of the Residence Life Staff as determined by the Dean of Students.		

M = Meets District's Expectations

U = Unsatisfactory Performance and requires a written Plan for Assistance

Evaluator's Comments:

Wilderness Hall Night Security Aide's Comments:

The signatures below indicate that the Wilderness Hall Night Security Aide and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Wilderness Hall Night Security Aide's Signature

Date

