

**CRAIG CITY SCHOOL DISTRICT  
JOB DESCRIPTIONS**

**BOARD ADOPTED FEBRUARY 24, 2021**



# CRAIG CITY SCHOOL DISTRICT JOB DESCRIPTIONS

CERTIFIED - ADMINISTRATIVE - CLASSIFIED

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# CRAIG SCHOOL DISTRICT - CERTIFIED JOB DESCRIPTION

## HIGH SCHOOL TEACHER

Classification: Certified

Terms of Employment: 190 Days

This is a salaried position assigned to the Certificated Employee Salary Schedule.

### Minimum Qualifications:

- Baccalaureate degree in appropriate academic field.
- Alaska Initial, Professional, Master, or Type M Teaching Certificate as appropriate to assignment.
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### Position Summary:

A teacher is responsible for facilitating student learning by implementing specific curriculum within the Craig City School District. Inherent in this responsibility are the professional practices related to academic knowledge, educational skills, personal judgment, and ethical behavior as articulated in the Alaska Code of Ethics of the Education Profession and the Standards for Alaska's Teachers.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a. Implement all adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for planning and grading as directed.
  - c. Assess the progress of students on a regular basis and provide progress reports as required. Use common, district-adopted, or other suitable assessments as appropriate for summative, formative, and/or diagnostic purposes.
  - d. Clearly articulate objectives and learning goals for all lessons, units and courses and communicate these to students and families.
  - e. Provide and support methods for students to monitor their own learning progress as appropriate.
  - f. Prepare for classes assigned and show written evidence of preparation upon request from the principal.
8. Participate in and contribute to the teaching profession.
  - a. Participate in and contribute to curriculum development.
  - b. Participate in and contribute to professional development.
  - c. Maintain a high standard of professional ethics.

### ESSENTIAL DUTIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Instruct students using Alaska State Standards and adopted District curriculum.
2. Differentiate instruction to meet the individual needs, interests, and abilities of the students.
3. Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
4. ~~Communicate with parents frequently~~ Communicate necessary information regularly to students, colleagues, and parents/guardians regarding student progress and student needs.

5. Develop and implement the components of an effective lesson including a measurable objective, relevant activities and strategies for ensuring that all students learn.
6. Provide a variety of learning materials and resources for use in educational activities.
7. Evaluate student progress and provide constructive and appropriate feedback.
8. Provide a classroom management and classroom discipline plan ensuring student safety at all times.
9. Ensure assessment regulations and guidelines are followed at all times.
10. Create and maintain a learning environment in which all students are actively engaged and contributing members and which is conducive to learning for all students.
11. Recognize and fulfill the role as an agent of the District in all work and communication to display a positive attitude and image of the District, to join cooperatively and positively in all District initiatives, and to support and comply with all given directions.
12. Integrate technology into the instructional program.
13. Instructs pupils in use, care, and safe operation of computers, printers, and equipment.
14. Supervise students at all times and as assigned during lunch, recess, passing periods, assemblies, school events, and after school/bus duty.
15. Maintain accurate records regarding student attendance, grades, progress reports, and discipline as required by law.
16. Establish and develop positive relationships with students, families, staff, and the public.
17. Communicate concerns to administration quickly and clearly with the objective of solving problems as they arise.
18. Participate in establishing and maintaining a positive school climate.
19. Participate positively, productively, and creatively in efforts to solve problems and improve the instructional practice of the District.
20. Reports all incidents to school or district administration (e.g. fights, suspected child abuse, suspected substance abuse, harassment) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies.
21. Directs and supervises student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
22. Instruct students in citizenship, social skills and emotional control.
23. Counsel students for the purpose of improving performance, health status, appropriate behavior, problem solving techniques and a variety of personal issues.
24. Walk students to the lunchroom, gym and other classes and supervise students until the receiving teacher has assumed the role of supervisor.
25. Plan and coordinate the daily, weekly and monthly activities and schedule with staff and administration.
26. Participate in department, school, District and parent/guardian meetings.

**POSITION EXPECTATIONS:**

1. Knowledge of content area and how to teach it.
2. Guide the learning process toward achievement of curriculum goals.
3. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
4. Pursue professional growth and continuous improvement of professional practice of instruction, and demonstrate the qualities of a life-long learner.
5. Communicate effectively both written and orally.
6. Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
7. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
8. Perform other job-related duties as assigned by principal.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified Personnel.

**EQUIPMENT USED:**

Computer, interactive white boards, calculator, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

**PHYSICAL DEMANDS:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, or other movements as necessary to meet mission.
3. Ability to work indoors and outdoors year-round.
4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Speak so that others may understand at normal levels and on the telephone.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The Craig City School District is committed to providing equal educational and employment opportunities, services and benefits to all students and employees without regard to race, color, religion, physical handicap, national origin, sex, or other prohibitions. This policy is consistent with local, state and federal employment laws and regulations.*

**For those employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

# CRAIG SCHOOL DISTRICT - CERTIFIED JOB DESCRIPTION

## MIDDLE SCHOOL TEACHER

Classification: Certified

Terms of Employment: 190 Days

This is a salaried position assigned to the Certificated Employee Salary Schedule.

### Minimum Qualifications:

- Baccalaureate degree in appropriate academic field.
- Alaska Initial, Professional, Master, or Type M Teaching Certificate as appropriate to assignment.
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### Position Summary:

A teacher is responsible for facilitating student learning by implementing specific curriculum within the Craig City School District. Inherent in this responsibility are the professional practices related to academic knowledge, educational skills, personal judgment, and ethical behavior as articulated in the Alaska Code of Ethics of the Education Profession and the Standards for Alaska's Teachers.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a. Implement all adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for planning and grading as directed.
  - c. Assess the progress of students on a regular basis and provide progress reports as required. Use common, district-adopted, or other suitable assessments as appropriate for summative, formative, and/or diagnostic purposes.
  - d. Clearly articulate objectives and learning goals for all lessons, units and courses and communicate these to students and families.
  - e. Provide and support methods for students to monitor their own learning progress as appropriate.
  - f. Prepare for classes assigned and show written evidence of preparation upon request from the principal.
8. Participate in and contribute to the teaching profession.
  - a. Participate in and contribute to curriculum development.
  - b. Participate in and contribute to professional development.
  - c. Maintain a high standard of professional ethics.

### ESSENTIAL DUTIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Instruct students using Alaska State Standards and adopted District curriculum.
2. Differentiate instruction to meet the individual needs, interests, and abilities of the students.
3. Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
4. ~~Communicate with parents frequently~~ Communicate necessary information regularly to students, colleagues, and parents/guardians regarding student progress and student needs.

5. Develop and implement the components of an effective lesson including a measurable objective, relevant activities and strategies for ensuring that all students learn.
6. Provide a variety of learning materials and resources for use in educational activities.
7. Evaluate student progress and provide constructive and appropriate feedback.
8. Provide a classroom management and classroom discipline plan ensuring student safety at all times.
9. Ensure assessment regulations and guidelines are followed at all times.
10. Create and maintain a learning environment in which all students are actively engaged and contributing members and which is conducive to learning for all students.
11. Recognize and fulfill the role as an agent of the District in all work and communication to display a positive attitude and image of the District, to join cooperatively and positively in all District initiatives, and to support and comply with all given directions.
12. Integrate technology into the instructional program.
13. Instructs pupils in use, care, and safe operation of computers, printers, and equipment.
14. Supervise students at all times and as assigned during lunch, recess, passing periods, assemblies, school events, and after school/bus duty.
15. Maintain accurate records regarding student attendance, grades, progress reports, and discipline as required by law.
16. Establish and develop positive relationships with students, families, staff, and the public.
17. Communicate concerns to administration quickly and clearly with the objective of solving problems as they arise.
18. Participate in establishing and maintaining a positive school climate.
19. Participate positively, productively, and creatively in efforts to solve problems and improve the instructional practice of the District.
20. Reports all incidents to school or district administration (e.g. fights, suspected child abuse, suspected substance abuse, harassment) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies.
21. Directs and supervises student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
22. Instruct students in citizenship, social skills and emotional control.
23. Counsel students for the purpose of improving performance, health status, appropriate behavior, problem solving techniques and a variety of personal issues.
24. Walk students to the lunchroom, gym and other classes and supervise students until the receiving teacher has assumed the role of supervisor.
25. Plan and coordinate the daily, weekly and monthly activities and schedule with staff and administration.
26. Participate in department, school, District and parent/guardian meetings.

#### **POSITION EXPECTATIONS:**

1. Knowledge of content area and how to teach it.
2. Guide the learning process toward achievement of curriculum goals.
3. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
4. Pursue professional growth and continuous improvement of professional practice of instruction, and demonstrate the qualities of a life-long learner.
5. Communicate effectively both written and orally.
6. Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
7. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
8. Perform other job-related duties as assigned by principal.

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified Personnel.

#### **EQUIPMENT USED:**

Computer, interactive white boards, calculator, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

**PHYSICAL DEMANDS:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, or other movements as necessary to meet mission.
3. Ability to work indoors and outdoors year-round.
4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Speak so that others may understand at normal levels and on the telephone.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**For those employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**



# CRAIG SCHOOL DISTRICT - CERTIFIED JOB DESCRIPTION

## ELEMENTARY TEACHER

Classification: Certified

Terms of Employment: 190 Days

This is a salaried position assigned to the Certificated Employee Salary Schedule.

### Minimum Qualifications:

- Baccalaureate degree in appropriate academic field.
- Alaska Initial, Professional, Master, or Type M Teaching Certificate as appropriate to assignment.
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### Position Summary:

A teacher is responsible for facilitating student learning by implementing specific curriculum within the Craig City School District. Inherent in this responsibility are the professional practices related to academic knowledge, educational skills, personal judgment, and ethical behavior as articulated in the Alaska Code of Ethics of the Education Profession and the Standards for Alaska's Teachers.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a. Implement all adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for planning and grading as directed.
  - c. Assess the progress of students on a regular basis and provide progress reports as required. Use common, district-adopted, or other suitable assessments as appropriate for summative, formative, and/or diagnostic purposes.
  - d. Clearly articulate objectives and learning goals for all lessons, units and courses and communicate these to students and families.
  - e. Provide and support methods for students to monitor their own learning progress as appropriate.
  - f. Prepare for classes assigned and show written evidence of preparation upon request from the principal.
8. Participate in and contribute to the teaching profession.
  - a. Participate in and contribute to curriculum development.
  - b. Participate in and contribute to professional development.
  - c. Maintain a high standard of professional ethics.

### ESSENTIAL DUTIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Instruct students using Alaska State Standards and adopted District curriculum.
2. Differentiate instruction to meet the individual needs, interests, and abilities of the students.
3. Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
4. ~~Communicate with parents frequently~~ Communicate necessary information regularly to students, colleagues, and parents/guardians regarding student progress and student needs.

5. Develop and implement the components of an effective lesson including a measurable objective, relevant activities and strategies for ensuring that all students learn.
6. Provide a variety of learning materials and resources for use in educational activities.
7. Evaluate student progress and provide constructive and appropriate feedback.
8. Provide a classroom management and classroom discipline plan ensuring student safety at all times.
9. Ensure assessment regulations and guidelines are followed at all times.
10. Create and maintain a learning environment in which all students are actively engaged and contributing members and which is conducive to learning for all students.
11. Recognize and fulfill the role as an agent of the District in all work and communication to display a positive attitude and image of the District, to join cooperatively and positively in all District initiatives, and to support and comply with all given directions.
12. Integrate technology into the instructional program.
13. Instructs pupils in use, care, and safe operation of computers, printers, and equipment.
14. Supervise students at all times and as assigned during lunch, recess, passing periods, assemblies, school events, and after school/bus duty.
15. Maintain accurate records regarding student attendance, grades, progress reports, and discipline as required by law.
16. Establish and develop positive relationships with students, families, staff, and the public.
17. Communicate concerns to administration quickly and clearly with the objective of solving problems as they arise.
18. Participate in establishing and maintaining a positive school climate.
19. Participate positively, productively, and creatively in efforts to solve problems and improve the instructional practice of the District.
20. Reports all incidents to school or district administration (e.g. fights, suspected child abuse, suspected substance abuse, harassment) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies.
21. Directs and supervises student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
22. Instruct students in citizenship, social skills and emotional control.
23. Counsel students for the purpose of improving performance, health status, appropriate behavior, problem solving techniques and a variety of personal issues.
24. Walk students to the lunchroom, gym and other classes and supervise students until the receiving teacher has assumed the role of supervisor.
25. Plan and coordinate the daily, weekly and monthly activities and schedule with staff and administration.
26. Participate in department, school, District and parent/guardian meetings.

#### **POSITION EXPECTATIONS:**

1. Knowledge of content area and how to teach it.
2. Guide the learning process toward achievement of curriculum goals.
3. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
4. Pursue professional growth and continuous improvement of professional practice of instruction, and demonstrate the qualities of a life-long learner.
5. Communicate effectively both written and orally.
6. Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
7. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
8. Perform other job-related duties as assigned by principal.

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified Personnel.

#### **EQUIPMENT USED:**

Computer, interactive white boards, calculator, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

**PHYSICAL DEMANDS:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, or other movements as necessary to meet mission.
3. Ability to work indoors and outdoors year-round.
4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Speak so that others may understand at normal levels and on the telephone.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The Craig City School District is committed to providing equal educational and employment opportunities, services and benefits to all students and employees without regard to race, color, religion, physical handicap, national origin, sex, or other prohibitions. This policy is consistent with local, state and federal employment laws and regulations.*

**For those employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

# CRAIG SCHOOL DISTRICT - CERTIFIED JOB DESCRIPTION

## CORRESPONDENCE SCHOOL TEACHER

Classification: Certified

Terms of Employment: 190 days over 12 months

This is a salaried position assigned to the Certificated Employee Salary Schedule.

### Minimum Qualifications:

- Baccalaureate degree in appropriate academic field.
- Alaska Initial, Professional, Master, or Type M Teaching Certificate as appropriate to assignment.
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### Position Summary:

A correspondence teacher is one who works with distance delivery families and their students. Responsibilities include guiding parents in the selection of materials to meet the educational needs of students, monitoring learning progress, and evaluating progress to assist parents to make determination of grades within Craig City School District guidelines and policy. Inherent in this responsibility are the professional practices related to academic knowledge, educational skills, personal judgment, and ethical behavior as articulated in the Alaska Code of Ethics of the Education Profession and the Standards for Alaska's Teachers.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a. Implement adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for planning and grading as directed.
  - c. Provide progress reports as required.
  - d. Provide and support methods for students to monitor their own learning progress as appropriate.
8. Participate in and contribute to the teaching profession.
  - a. Participate in and contribute to curriculum development.
  - b. Participate in and contribute to professional development.
  - c. Maintain a high standard of professional ethics.

### ESSENTIAL DUTIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Create Student Learning Plans based on data, parent input and knowledge of curricular options, with parent and student using the appropriate district curriculum and Alaska State Standards.
2. Assist families in the instruction of students using the appropriate district approved curriculum, CCSD Standards, and Alaska State Standards.
3. Differentiate instruction to meet the individual needs, interests, and abilities of the students.
4. Communicate with parents frequently, at least monthly, and maintain record of contacts.
5. Help homeschool parents develop and implement the components of an effective lesson including a measurable objective, relevant activities and strategies for ensuring that all students learn.

6. Evaluate student progress based on quarterly grades and semester work samples. Provide constructive feedback.
7. Provide a classroom/workshop management/discipline plan ensuring student safety at all times.
8. Coordinate proctored, district, and state assessments and ensure assessment regulations and guidelines are followed at all times.
9. Provide high interest workshops/activities throughout the year.
10. Available to provide workshop and testing on some evenings and Saturdays.
11. Create and maintain a clean learning center in which all students feel welcome and safe, which is conducive to learning for all students.
12. Recognize and fulfill the role as an agent of the District in all work and communication to display a positive attitude and image of the District, to join cooperatively and positively in all District initiatives, and to support and comply with all given directions.
13. Support the integration of technology into the instructional program.
14. Supervise students at all times when in learning center and at school events, workshops, and field trips.
15. Instruct pupils and parents in use, care, and safe operation of computers, tablets, printers, and equipment, as necessary.
16. Maintain accurate records regarding student documents and grades as required by law.
17. Establish and develop positive relationships with students, families, staff, and the public.
18. Communicate concerns to administration quickly and clearly with the objective of solving problems as they arise.
19. Participate in establishing and maintaining a positive school climate.
20. Participate positively, productively, and creatively in efforts to solve problems and improve the instructional practice of the District.
21. Reports all incidents to school or district administration (e.g. fights, suspected child abuse, suspected substance abuse, harassment) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies.
22. Directs and supervises student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective learning center and addressing the needs of individual students.
23. Plan and coordinate the daily, weekly and monthly activities and schedule with staff and administration.
24. Assist families with reimbursement process, including approving and creating purchase requests, answering reimbursement questions, and ordering course materials.
25. Other duties and responsibilities as assigned by the principal.

**POSITION EXPECTATIONS:**

1. Knowledge of content area and how to teach it, correspondence regulations, and allotment/reimbursement procedures.
2. Guide the learning process toward achievement of curriculum goals.
3. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
4. Pursue professional growth and continuous improvement of professional practice of instruction, and demonstrate the qualities of a life-long learner.
5. Communicate effectively both written and orally.
6. Perform other job-related duties as assigned by principal.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified Personnel.

**EQUIPMENT USED:**

Computer, videoconferencing software, interactive white boards, calculator, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

**PHYSICAL DEMANDS:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, or other movements as necessary to meet mission.
3. Ability to work indoors and outdoors year-round.
4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Speak so that others may understand at normal levels and on the telephone.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The Craig City School District is committed to providing equal educational and employment opportunities, services and benefits to all students and employees without regard to race, color, religion, physical handicap, national origin, sex, or other prohibitions. This policy is consistent with local, state and federal employment laws and regulations.*

**For those employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

# CRAIG SCHOOL DISTRICT - CERTIFIED JOB DESCRIPTION

## VOCATIONAL EDUCATION TEACHER

Classification: Certified

Terms of Employment: 190 Days

This is a salaried position assigned to the Certificated Employee Salary Schedule.

### Minimum Qualifications:

- Baccalaureate degree and/or training and experience in appropriate vocational/technical field.
- Alaska Initial, Professional, Master, or Type M Teaching Certificate as appropriate to assignment.
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### Position Summary:

A teacher is responsible for facilitating student learning by implementing specific curriculum within the Craig City School District. Inherent in this responsibility are the professional practices related to academic knowledge, educational skills, personal judgment, and ethical behavior as articulated in the Alaska Code of Ethics of the Education Profession and the Standards for Alaska's Teachers.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a. Implement all adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for planning and grading as directed.
  - c. Assess the progress of students on a regular basis and provide progress reports as required. Use common, district-adopted, or other suitable assessments as appropriate for summative, formative, and/or diagnostic purposes.
  - d. Clearly articulate objectives and learning goals for all lessons, units and courses and communicate these to students and families.
  - e. Provide and support methods for students to monitor their own learning progress as appropriate.
  - f. Prepare for classes assigned and show written evidence of preparation upon request from the principal.
8. Participate in and contribute to the teaching profession.
  - a. Participate in and contribute to curriculum development.
  - b. Participate in and contribute to professional development.
  - c. Maintain a high standard of professional ethics.

### ESSENTIAL DUTIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Instruct students using the appropriate district curriculum and Alaska State Standards.
2. Differentiate instruction to meet the individual needs, interests, and abilities of the students.
3. Communicate with parents frequently.
4. Develop and implement the components of an effective lesson including a measurable objective, relevant activities and strategies for ensuring that all students learn.



5. Evaluate student progress and provide constructive feedback.
6. Provide a classroom management/discipline plan ensuring student safety at all times.
7. Ensure assessment regulations and guidelines are followed at all times.
8. Create and maintain a learning environment in which all students are actively engaged and contributing members and which is conducive to learning for all students.
9. Recognize and fulfill the role as an agent of the District in all work and communication to display a positive attitude and image of the District, to join cooperatively and positively in all District initiatives, and to support and comply with all given directions.
10. Integrate technology into the instructional program.
11. Supervise students at all times.
12. Instructs pupils in use of eye protection and safety guards, and in the use, care, and safe operation of tools, machines, and equipment.
13. Supervise students during lunch, passing periods, assemblies and school events as assigned.
14. Maintain accurate records regarding student attendance, grades and discipline as required by law.
15. Establish and develop positive relationships with students, families, staff, and the public.
16. Communicate concerns to administration quickly and clearly with the objective of solving problems as they arise.
17. Participate in establishing and maintaining a positive school climate.
18. Participate positively, productively, and creatively in efforts to solve problems and improve the instructional practice of the District.
19. Reports all incidents to school or district administration (e.g. fights, suspected child abuse, suspected substance abuse, harassment) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies.
20. Directs and supervises student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
21. Guides pupils in selection of appropriate projects.
22. Maintains control of storage and use of school-owned property. Makes minor adjustments and requests repairs to tools and equipment as required.
23. Selects and requisitions materials and equipment; maintains required inventory records, makes purchases as authorized.
24. Keeps informed of the industrial community's job entry requirements and instructs pupils in the requirements for obtaining and retaining these jobs.

**POSITION EXPECTATIONS:**

1. Knowledge of content area and how to teach it.
2. Guide the learning process toward achievement of curriculum goals.
3. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
4. Pursue professional growth and continuous improvement of professional practice of instruction, and demonstrate the qualities of a life-long learner.
5. Communicate effectively both written and orally.
6. Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
7. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
8. Perform other job-related duties as assigned by principal.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified Personnel.

**EQUIPMENT USED:**

Computer, interactive white boards, calculator, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.



**PHYSICAL DEMANDS:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, or other movements as necessary to meet mission.
3. Ability to work indoors and outdoors year-round.
4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Speak so that others may understand at normal levels and on the telephone.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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# CRAIG SCHOOL DISTRICT - CERTIFIED JOB DESCRIPTION

## NATIVE ARTS TEACHER

Classification: Certified

Terms of Employment: 190 Days

This is a salaried position assigned to the Certificated Employee Salary Schedule.

### Minimum Qualifications:

- Baccalaureate degree and/or verifiable training/experience in Alaska Native language/culture or in a vocational/technical field.
- Alaska Initial, Professional, Master, or Type M Teaching Certificate as appropriate to assignment.
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### Position Summary:

A teacher is responsible for facilitating student learning by implementing specific curriculum within the Craig City School District. Inherent in this responsibility are the professional practices related to academic knowledge, educational skills, personal judgment, and ethical behavior as articulated in the Alaska Code of Ethics of the Education Profession and the Standards for Alaska's Teachers.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district Administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a. Implement all adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for planning and grading as directed.
  - c. Assess the progress of students on a regular basis and provide progress reports as required. Use common, district-adopted, or other suitable assessments as appropriate for summative, formative, and/or diagnostic purposes.
  - d. Clearly articulate objectives and learning goals for all lessons, units and courses and communicate these to students and families.
  - e. Provide and support methods for students to monitor their own learning progress as appropriate.
  - f. Prepare for classes assigned and show written evidence of preparation upon request from the principal.
8. Participate in and contribute to the teaching profession.
  - a. Participate in and contribute to curriculum development.
  - b. Participate in and contribute to professional development.
  - c. Maintain a high standard of professional ethics.

### ESSENTIAL DUTIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Instruct students using the appropriate district curriculum and Alaska State Standards.
2. Differentiate instruction to meet the individual needs, interests, and abilities of the students.
3. Communicate with parents frequently.
4. Develop and implement the components of an effective lesson including a measurable objective, relevant activities and strategies for ensuring that all students learn.

5. Evaluate student progress and provide constructive feedback.
6. Provide a classroom management/discipline plan ensuring student safety at all times.
7. Ensure assessment regulations and guidelines are followed at all times.
8. Create and maintain a learning environment in which all students are actively engaged and contributing members and which is conducive to learning for all students.
9. Recognize and fulfill the role as an agent of the District in all work and communication to display a positive attitude and image of the District, to join cooperatively and positively in all District initiatives, and to support and comply with all given directions.
10. Integrate technology into the instructional program.
11. Supervise students at all times.
12. Instructs pupils in use of eye protection and safety guards, and in the use, care, and safe operation of tools, machines, and equipment.
13. Supervise students during lunch, passing periods, assemblies and school events as assigned.
14. Maintain accurate records regarding student attendance, grades and discipline as required by law.
15. Establish and develop positive relationships with students, families, staff, and the public.
16. Communicate concerns to administration quickly and clearly with the objective of solving problems as they arise.
17. Participate in establishing and maintaining a positive school climate.
18. Participate positively, productively, and creatively in efforts to solve problems and improve the instructional practice of the District.
19. Reports all incidents to school or district administration (e.g. fights, suspected child abuse, suspected substance abuse, harassment) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies.
20. Directs and supervises student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
21. Develops lessons and projects that increase students understanding of native cultures.
22. Guides pupils in selection of appropriate projects.
23. Selects and requisitions materials and maintains required inventory records, makes purchases as authorized.

**POSITION EXPECTATIONS:**

1. Knowledge of content area and how to teach it.
2. Guide the learning process toward achievement of curriculum goals.
3. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
4. Pursue professional growth and continuous improvement of professional practice of instruction, and demonstrate the qualities of a life-long learner.
5. Communicate effectively both written and orally.
6. Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
7. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
8. Regularly collaborate and network with Alaska Native language experts, elders, and cultural bearers.
9. Perform other job-related duties as assigned by principal.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified Personnel.

**EQUIPMENT USED:**

Computer, interactive white boards, calculator, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

**PHYSICAL DEMANDS:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, or other movements as necessary to meet mission.

3. Ability to work indoors and outdoors year-round.
4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Speak so that others may understand at normal levels and on the telephone.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

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# CRAIG SCHOOL DISTRICT - CERTIFIED JOB DESCRIPTION

## PHYSICAL EDUCATION TEACHER

Classification: Certified

Terms of Employment: 190 Days

This is a salaried position assigned to the Certificated Employee Salary Schedule.

### Minimum Qualifications:

- Baccalaureate degree in appropriate academic field.
- Alaska Initial, Professional, Master, or Type M Teaching Certificate as appropriate to assignment.
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### Position Summary:

A teacher is responsible for facilitating student learning by implementing specific curriculum within the Craig City School District. Inherent in this responsibility are the professional practices related to academic knowledge, educational skills, personal judgment, and ethical behavior as articulated in the Alaska Code of Ethics of the Education Profession and the Standards for Alaska's Teachers.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a. Implement all adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for planning and grading as directed.
  - c. Assess the progress of students on a regular basis and provide progress reports as required. Use common, district-adopted, or other suitable assessments as appropriate for summative, formative, and/or diagnostic purposes.
  - d. Clearly articulate objectives and learning goals for all lessons, units and courses and communicate these to students and families.
  - e. Provide and support methods for students to monitor their own learning progress as appropriate.
  - f. Prepare for classes assigned and show written evidence of preparation upon request from the principal.
8. Participate in and contribute to the teaching profession.
  - a. Participate in and contribute to curriculum development.
  - b. Participate in and contribute to professional development.
  - c. Maintain a high standard of professional ethics.

### ESSENTIAL DUTIES:

1. This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
2. Instruct students using the appropriate district curriculum and Alaska State Standards.
3. Differentiate instruction to meet the individual needs, interests, and abilities of the students.
4. Communicate with parents frequently.
5. Develop and implement the components of an effective lesson including a measurable objective, relevant activities and strategies for ensuring that all students learn.

6. Evaluate student progress and provide constructive feedback.
7. Provide a classroom management/discipline plan ensuring student safety at all times.
8. Ensure assessment regulations and guidelines are followed at all times.
9. Create and maintain a learning environment in which all students are actively engaged and contributing members and which is conducive to learning for all students.
10. Recognize and fulfill the role as an agent of the District in all work and communication to display a positive attitude and image of the District, to join cooperatively and positively in all District initiatives, and to support and comply with all given directions.
11. Integrate technology into the instructional program.
12. Supervise students at all times.
13. Instructs pupils in use of eye protection and safety guards, and in the use, care, and safe operation of tools, machines, and equipment.
14. Supervise students during lunch, passing periods, assemblies and school events as assigned.
15. Maintain accurate records regarding student attendance, grades and discipline as required by law.
16. Establish and develop positive relationships with students, families, staff, and the public.
17. Communicate concerns to administration quickly and clearly with the objective of solving problems as they arise.
18. Participate in establishing and maintaining a positive school climate.
19. Participate positively, productively, and creatively in efforts to solve problems and improve the instructional practice of the District.
20. Reports all incidents to school or district administration (e.g. fights, suspected child abuse, suspected substance abuse, harassment) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies.
21. Directs and supervises student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
22. Demonstrates and explains skills, knowledge, and pedagogical strategies for ensuring student motivation and success in sports, games, health and conditioning.
23. Provides appropriate safety instruction and makes safety checks on equipment and field areas to insure the over-all safety of pupils.
24. Selects and requisitions uniforms and equipment, and maintains required inventory records.

**POSITION EXPECTATIONS:**

1. Knowledge of content area and how to teach it.
2. Guide the learning process toward achievement of curriculum goals.
3. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
4. Pursue professional growth and continuous improvement of professional practice of instruction, and demonstrate the qualities of a life-long learner.
5. Communicate effectively both written and orally.
6. Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
7. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
8. Perform other job-related duties as assigned by principal.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified Personnel.

**EQUIPMENT USED:**

Computer, interactive white boards, calculator, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

**PHYSICAL DEMANDS:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, or other movements as necessary to meet mission.

3. Ability to work indoors and outdoors year-round.
4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Speak so that others may understand at normal levels and on the telephone.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

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# CRAIG SCHOOL DISTRICT - CERTIFIED JOB DESCRIPTION

## K-12 MUSIC TEACHER

Classification: Certified

Terms of Employment: 190 Days

This is a salaried position assigned to the Certificated Employee Salary Schedule.

### Minimum Qualifications:

- Baccalaureate degree in appropriate academic field and/or verifiable training/experience in a vocational/technical field.
- Alaska Initial, Professional, Master, or Type M Teaching Certificate as appropriate to assignment.
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### Position Summary:

A teacher is responsible for facilitating student learning by implementing specific curriculum within the Craig City School District. Inherent in this responsibility are the professional practices related to academic knowledge, educational skills, personal judgment, and ethical behavior as articulated in the Alaska Code of Ethics of the Education Profession and the Standards for Alaska's Teachers.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a. Implement all adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for planning and grading as directed.
  - c. Assess the progress of students on a regular basis and provide progress reports as required. Use common, district-adopted, or other suitable assessments as appropriate for summative, formative, and/or diagnostic purposes.
  - d. Clearly articulate objectives and learning goals for all lessons, units and courses and communicate these to students and families.
  - e. Provide and support methods for students to monitor their own learning progress as appropriate.
  - f. Prepare for classes assigned and show written evidence of preparation upon request from the principal.
8. Participate in and contribute to the teaching profession.
  - a. Participate in and contribute to curriculum development.
  - b. Participate in and contribute to professional development.
  - c. Maintain a high standard of professional ethics.

### ESSENTIAL DUTIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented:

1. Instruct students using the appropriate district curriculum, National Association for Music Education (NAfME) 2014 standards and Alaska State Standards.
2. Differentiate instruction to meet the individual needs, interests, and abilities of the students.
3. Communicate with parents frequently.



4. Develop and implement the components of an effective lesson including a measurable objective, relevant activities and strategies for ensuring that all students learn.
5. Evaluate student progress and provide constructive feedback.
6. Provide a classroom management/discipline plan ensuring student safety at all times.
7. Ensure assessment regulations and guidelines are followed at all times.
8. Create and maintain a learning environment in which all students are actively engaged and contributing members and which is conducive to learning for all students.
9. Recognize and fulfill the role as an agent of the District in all work and communication to display a positive attitude and image of the District, to join cooperatively and positively in all District initiatives, and to support and comply with all given directions.
10. Integrate technology into the instructional program.
11. Supervise students at all times.
12. Instruct pupils in the use and care of musical instruments and materials.
13. Instruct pupils in the use and care of their singing voice.
14. Instruct pupils in the use and care of music technology.
15. Supervise students during lunch, passing periods, assemblies and school events as assigned.
16. Maintain accurate records regarding student attendance, grades and discipline as required by law.
17. Establish and develop positive relationships with students, families, staff, and the public.
18. Communicate concerns to administration quickly and clearly with the objective of solving problems as they arise.
19. Participate in establishing and maintaining a positive school climate.
20. Participate positively, productively, and creatively in efforts to solve problems and improve the instructional practice of the District.
21. Reports all incidents to school or district administration (e.g. fights, suspected child abuse, suspected substance abuse, harassment) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies.
22. Directs and supervises student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
23. Maintains accurate inventory records of sheet music, instruments, and equipment.
24. Builds and maintains a choir and a band that presents performances of high musical quality for the school and community.

**POSITION EXPECTATIONS:**

1. Knowledge of content area and how to teach it (i.e. K-4th general music program, 5th-8th general music, beginning band, and intermediate band programs, high school band and choir programs).
2. Guide the learning process toward achievement of curriculum goals.
3. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
4. Pursue professional growth and continuous improvement of professional practice of instruction, and demonstrate the qualities of a life-long learner.
5. Communicate effectively both written and orally.
6. Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
7. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
8. Perform other job-related duties as assigned by principal.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified Personnel.

**EQUIPMENT USED:**

Computer, interactive white boards, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems, district or personal instrument and music materials.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

**PHYSICAL DEMANDS:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, conduct, or other movements as necessary to meet mission.
3. Ability to work indoors and outdoors year-round.
4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen, interactive whiteboard, and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Hear and understand music or ensemble performance at normal levels with or without hearing aids.
9. Speak and sing so that others may understand at normal levels and on the telephone.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee must frequently exercise flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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# CRAIG SCHOOL DISTRICT - CERTIFIED JOB DESCRIPTION

## SPECIAL EDUCATION TEACHER

Classification: Certified

Terms of Employment: 190 Days OR 190 Days over 12 Months for PACE Special Education Teacher

This is a salaried position assigned to the Certificated Employee Salary Schedule.

### Minimum Qualifications:

- Baccalaureate degree in appropriate academic field.
- Alaska Initial, Professional, or Master Teaching Certificate as appropriate to assignment.
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### Position Summary:

A teacher is responsible for facilitating student learning by implementing specific curriculum within the Craig City School District. Inherent in this responsibility are the professional practices related to academic knowledge, educational skills, personal judgment, and ethical behavior as articulated in the Alaska Code of Ethics of the Education Profession and the Standards for Alaska's Teachers.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district Administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a. Implement all adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for planning and grading as directed.
  - c. Assess the progress of students on a regular basis and provide progress reports as required. Use common, district-adopted, or other suitable assessments as appropriate for summative, formative, and/or diagnostic purposes.
  - d. Clearly articulate objectives and learning goals for all lessons, units and courses and communicate these to students and families.
  - e. Provide and support methods for students to monitor their own learning progress as appropriate.
  - f. Prepare for classes assigned and show written evidence of preparation upon request from the principal.
8. Participate in and contribute to the teaching profession.
  - a. Participate in and contribute to curriculum development.
  - b. Participate in and contribute to professional development.
  - c. Maintain a high standard of professional ethics.

### ESSENTIAL DUTIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
2. Instruct students using the appropriate district curriculum and Alaska State Standards.
3. Differentiate instruction to meet the individual needs, interests, and abilities of the students.
4. Communicate with parents frequently.

5. Develop and implement the components of an effective lesson including a measurable objective, relevant activities and strategies for ensuring that all students learn.
6. Evaluate student progress and provide constructive feedback.
7. Provide a classroom management/discipline plan ensuring student safety at all times.
8. Ensure assessment regulations and guidelines are followed at all times.
9. Create and maintain a learning environment in which all students are actively engaged and contributing members and which is conducive to learning for all students.
10. Recognize and fulfill the role as an agent of the District in all work and communication to display a positive attitude and image of the District, to join cooperatively and positively in all District initiatives, and to support and comply with all given directions.
11. Integrate technology into the instructional program.
12. Supervise students at all times.
13. Supervise students during lunch, passing periods, assemblies and school events as assigned.
14. Maintain accurate records regarding student attendance, grades and discipline as required by law.
15. Establish and develop positive relationships with students, families, staff, and the public.
16. Coordinate services for remote students
17. Communicate concerns to administration quickly and clearly with the objective of solving problems as they arise.
18. Participate in establishing and maintaining a positive school climate.
19. Participate positively, productively, and creatively in efforts to solve problems and improve the instructional practice of the District.
20. Reports all incidents to school or district administration (e.g. fights, suspected child abuse, suspected substance abuse, harassment) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies.
21. Directs and supervises student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.

### **Special Education Duties:**

#### **In addition to the duties and expectations for all teachers, the Special Education teacher:**

1. Participates as a member of the IEP Team.
2. Assists the student to reach obtainable educational goals.
3. Promotes a positive understanding about the program among school staff and members of the community.
4. Assists in obtaining pertinent educational assessment data and other information necessary to the development of the IEP.
5. Assists and consults with classroom teachers in reference to students with disabilities who receive services within the regular educational environment.
6. Assists the Special Services Department in the development of district-wide policies and procedures.
7. Participates in parent conferences.
8. Participates in evaluations of students, monitors present levels of performance according to IEP goals and maintains data related to program modification.
9. Participates in required staff development activities.
10. Uses a wide range of teaching methods, materials, techniques, and equipment applicable to addressing various types of learning problems.
11. Schedules instruction and activities to maintain a positive learning atmosphere and to provide access to the least restrictive environment.
12. Maintains current knowledge in the professional teaching area including pertinent Federal Law and State Special Education Regulations.
13. Assists in the implementation of district procedures at all times.
14. Keeps accurate records and files for all Special Education students in accordance with district procedures.
15. Collects and analyzes data in order to monitor students' progress and update IEPs in accordance with District procedures.
16. Promotes a positive public image of the District's Special Services programs among the general public and staff.
17. Facilitate professional development of all staff members in the area of special education students requirements and best practices.

**POSITION EXPECTATIONS:**

1. Knowledge of content area and how to teach it.
2. Guide the learning process toward achievement of curriculum goals.
3. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
4. Pursue professional growth and continuous improvement of professional practice of instruction, and demonstrate the qualities of a life-long learner.
5. Communicate effectively both written and orally.
6. Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
7. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
8. Perform other job-related duties as assigned by principal.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified Personnel.

**EQUIPMENT USED:**

Computer, interactive white boards, calculator, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

**PHYSICAL DEMANDS:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, or other movements as necessary to meet mission.
3. Ability to work indoors and outdoors year-round.
4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Speak so that others may understand at normal levels and on the telephone.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The Craig City School District is committed to providing equal educational and employment opportunities, services and benefits to all students and employees without regard to race, color, religion, physical handicap, national origin, sex, or other prohibitions. This policy is consistent with local, state and federal employment laws and regulations.*

**For those employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

# CRAIG SCHOOL DISTRICT - CERTIFIED JOB DESCRIPTION

## COUNSELOR

Classification: Certified

Terms of Employment: 190 Days

This is a salaried position assigned to the Certificated Employee Salary Schedule.

### Minimum Qualifications:

- Master's degree in school counseling.
- Alaska Type C Special Services Certificate.
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### Position Summary:

School counselors are certified/licensed educators who improve student success by implementing a comprehensive program that focuses on student academic, career and personal/social. Inherent in this responsibility are the professional practices related to academic knowledge, educational skills, personal judgment, and ethical behavior as articulated in the Alaska Code of Ethics of the Education Profession and the Standards for Alaska's Teachers.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Provide student academic planning and goal setting
3. Conduct school counseling classroom lessons based on student/school needs
4. Provide short-term counseling services to students
5. Referrals for long-term counseling services
6. Collaborate with teachers, administrators, families, students and community agencies to support student success
7. Advocacy for students at IEP and 504 meetings
8. Data collection to identify student, school needs
9. Uphold American School Counselor Association (ASCA) ethical standards
10. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
11. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
12. Facilitate, monitor and assess student learning.
  - a. Implement all adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for planning and grading as directed.
  - c. Assess the progress of students on a regular basis and provide progress reports as required. Use common, district-adopted, or other suitable assessments as appropriate for summative, formative, and/or diagnostic purposes.
  - d. Clearly articulate objectives and learning goals for all lessons, units and courses and communicate these to students and families.
  - e. Provide and support methods for students to monitor their own learning progress as appropriate.
  - f. Prepare for classes assigned and show written evidence of preparation upon request from the principal.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Utilize appropriate counseling techniques to accommodate a variety of functioning levels
2. Provide social-emotional and educational counseling
3. Acts as student advocate
4. Supports and reinforces the key role of the classroom teacher
5. Serves as a consultant to staff and parents

6. Counsels individuals and small groups
7. Acts as a liaison among school staff, parents and community agencies
8. Provides in-service training to staff to assist with planning and implementing interventions for all students
9. Devises and implements appropriate counseling to accommodate a variety of functioning levels
10. Participates in counseling program development, maintenance, evaluation and enhancement
11. Pursues continuous professional development
12. Assist with completion and collection of data needed for program evaluation
13. Assist with creating positive behavior plans
14. Participate in Child Study Team process

**POSITION EXPECTATIONS:**

1. Maintain accurate transcripts by assisting students with appropriate course selection and placement to fulfill high school graduation requirements.
2. Assist all students including culturally diverse and special populations in meeting individual needs to support academic achievement and student development.
3. Assist students with investigating college, university, and career and technical schools, scholarship options, and financial aid information in an effort to develop post-secondary options.
4. Assist students with acquiring skills that maximize their personal and social development.
5. Facilitate parent and student conferences with teachers.
6. Support the school improvement process and assist in the implementation of school improvement goals.
7. Participate in the annual evaluation and revision of the school counseling program by collecting and analyzing data.
8. Work closely with school staff and administration to maintain an effective school counseling program.
9. Attend required job-related meetings, activities, and on-going professional development.
10. Maintain professional competence.
11. Use effective oral and written communication skills.
12. Perform other job-related duties as assigned by the principal.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified Personnel.

**EQUIPMENT USED:**

Computer, interactive white boards, calculator, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems.

**WORK ENVIRONMENT:**

Work is performed in a professional environment with a wide variety of individuals having differing functions, personalities and abilities, including working with diverse groups of people in a variety of settings. While performing the duties of this job the employee may be regularly exposed to video display. The employee may be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

The physical demands of this job require frequent standing, walking, speaking and hearing. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing less than 40 lbs. Additionally the employee must have the ability to effectively manage the stress of working with students, parents, and other employees representing diverse cultures, personalities, and work styles in a dynamic environment.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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# CRAIG SCHOOL DISTRICT - ADMINISTRATIVE JOB DESCRIPTION

## PRINCIPAL

Classification: Certified Administrator

Terms of Employment: 210 Days OR 210 Days over 12 Months for PACE Principal

This is a salaried position and not assigned to the Certificated Employee Salary Schedule.

### Minimum Qualifications:

- Master's degree from an accredited institution.
- Alaska Type B Administrative Certificate.
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### Position Summary:

The Principal: Provides the leadership and management necessary to administer and supervise all programs, policies and activities of the school to ensure high quality educational experiences and services for all students in a safe and enriching environment. Demonstrates effective instructional leadership skills that provide focus on student achievement. Guides the development of a caring collaborative community that includes all stakeholders. Manages human resources to ensure an orderly work and learning environment.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a. Implement all adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for school management and teacher evaluation.
  - c. Assess the progress of students and teachers on a regular basis and use data to drive decisions.
8. Participate in and contribute to the teaching profession.
  - a. Participate in and contribute to all district initiatives.
  - b. Participate in and facilitate staff professional development.
  - c. Maintain a high standard of professional ethics.

### EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Administrative Personnel.

### ESSENTIAL DUTIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Interpret, enforce and develop regulations that agree with Board Policies, the school handbook and state and federal law.
2. Provide leadership in the recruitment, training and management of staff and execute a system of personnel selection and assignment.
3. Provide instructional leadership for the development and implementation of staff in-service programs and staff meetings.

4. Promote staff professional growth and cooperation through the development of a professional learning community focused on improving the quality of instruction.
5. Supervise classified and certified staff, evaluate staff performance, and provide feedback.
6. Administer the master agreements in the assigned building.
7. Serve as a resource for the school community, including referrals to outside agencies.
8. Develop, maintain, evaluate, implement and enhance curricular and extracurricular programs that support students in their academic, social and emotional development.
9. Identify intellectual, physical, social and emotional needs of students and make recommendations regarding counseling, special education and instructional resources.
10. Provide leadership for the planning, development and implementation of the school's curriculum.
11. Provide leadership for the planning, development and implementation of the school's budget.
12. Establish and develop positive relationships with students, families, staff, and the public.
13. Supervise all ticket sales and fund-raising events at the high school and assume responsibility for the proper handling of funds.
14. Lead in the implementation of a school wide program to create a safe, positive and respectful learning environment.
15. Work with teachers and parents to implement student interventions that differentiate instruction based on student need.
16. Maintain frequent and effective communication to keep the staff, students, and parents properly informed of all school events, activities and initiatives.
17. Assist in planning, organizing and supervising recognition programs for school activities.
18. Develop long- and short-range plans, goals and objectives through a collaborative process.
19. Provide educational and administrative leadership in making and carrying out decisions.
20. Facilitate the development of a solution-oriented mindset for staff and students.
21. Ensure that students are safe and supervised at all times.
22. Coordinate the implementation and management of the school discipline and attendance plan the student handbook, student schedule, health services and counseling activities.
23. Inform and consult with the Superintendent regularly on the overall operation of the school.
24. Collaborate in establishing and maintaining positive school climate.
25. Consult with families to enhance their students' growth and development, consult with 504 coordinator, and attend all special education meetings.
26. Perform such other tasks and assume such other responsibilities as may, from time to time, be assigned by the Superintendent.
27. Reports all incidents to district administration and/or outside agency (e.g. suspected child abuse, suspected substance abuse, criminal acts) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies.

#### **POSITION EXPECTATIONS:**

1. Dedicated to professional growth and continuous improvement of professional practice.
2. Excellent interpersonal relations and oral and written communication skills.
3. Advanced skill in supporting students with diverse needs at various levels.
4. Facilitation and problem solving skills.
5. Intermediate computer and software skills.
6. Intermediate to advanced knowledge or ability to develop, monitor and evaluate curriculum, programs, discipline plans and supervision/safety plans.
7. Knowledge of data analysis, curriculum and instruction, budgeting and accounting, special education laws and master agreement/labor relations.
8. Ability to promote and follow Board of Education policies, Superintendent directives, building and department procedures.
9. Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
10. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
11. Other duties and responsibilities as assigned by the Superintendent.

**EQUIPMENT USED:**

Computer, interactive white boards, calculator, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

**PHYSICAL DEMANDS:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, or other movements as necessary to meet mission.
3. Ability to work indoors and outdoors year-round.
4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Speak so that others may understand at normal levels.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

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# CRAIG SCHOOL DISTRICT - ADMINISTRATIVE JOB DESCRIPTION

## SUPERINTENDENT

Classification: Certified Administrator

Terms of Employment: 260 Days

This is a salaried position determined by an individual contract with the Board.

### Minimum Qualifications:

- Masters degree from an accredited institution.
- Alaska Type B Administrative Certificate.
- Superintendent Endorsement
- Experience as a public school Principal
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### Reports to:

Board of Education

### Position Summary:

The Superintendent: Provides leadership in all areas of teaching and learning: curriculum, data analysis, and professional development. Leads guides, and directs every member of the administrative, instructional, and support services teams in setting and achieving the highest standards of excellence in educational programs and operating systems. Is responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school system. Oversees and administers the use of all facilities, property, and funds in the best interests of students and the school system.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a. Implement all adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for school management and teacher evaluation.
  - c. Assess the progress of students and teachers on a regular basis and use data to drive decisions.
8. Participate in and contribute to the teaching profession.
  - a. Participate in and contribute to all district initiatives.
  - b. Participate in and facilitate staff professional development.
  - c. Maintain a high standard of professional ethics.

### EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Administrative Personnel.

## **ESSENTIAL DUTIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provide leadership and direction for the District, to promote the success of all students, by facilitating the development, articulation and implementation of the District Strategic Plan.
  1. Facilitates the development of a shared vision and mission for the District.
  2. In collaboration with others, uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs.
  3. Uses research and/or best practices in improving the educational program.
  4. Communicates high expectations for teaching and learning.
  5. Aligns and implements the educational programs, plans, actions, and resources in support of the Districts goals.
  6. Provides leadership for major initiatives and change efforts.
  7. Communicates effectively to various stakeholders regarding progress with all programs and initiatives.
2. Promote the success of all students by leading in the development of a school culture and instructional program conducive to student learning and staff professional development.
  1. Provides leadership for assessing, developing and improving climate and culture.
  2. Systematically and fairly recognizes and celebrates accomplishments of staff and students.
  3. Provides leadership and professional development to support staff in their effort to continually design more effective learning experiences for all students.
  4. Evaluates the effectiveness of curriculum, instruction and assessment.
  5. Evaluates staff and provides ongoing feedback and coaching for improvement.
  6. Ensures staff members have professional development that is aligned with individual and school requirements to improve student learning.
  7. Uses current research and theory about effective schools and leadership to develop and revise his/her professional growth plan.
  8. Promotes collaboration with all stakeholders.
  9. Recommends to the School Board, the timely revision and adoption of policies, courses of study, programs, budgets, curriculum, teaching materials, projects, etc.
  10. Is highly visible and engaged in the school community.
  11. Facilitates the development of desired school culture by implementing district policy, professional development and programs required for each school.
3. Promote the success of all students by ensuring management of the organization, operations and resources for safe, efficient and effective learning environment.
  1. Leverage state and federal mandates and local Board Policies to support daily operations and school improvement efforts.
  2. Provide leadership in the recruitment, training and management of staff and executes a system of personnel selection, assignment and dismissal.
  3. Manages fiscal and physical resources responsibly, efficiently, and effectively and facilitates the development of the district and school budgets.
  4. Facilitates the development of schedules, calendars and procedures to increase instructional time and maximize learning.
  5. Communicates effectively to generate support for personnel, programs and initiatives.
  6. Conduct building inspections and classroom visitations to assess educational and operational effectiveness and to improve the quality of instruction in an environment conducive to learning.
4. Promote the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
  1. Engages family and community by promoting shared responsibility for student learning and support of the education system.
  2. Promotes and supports a structure for family and community involvement in the education system.
  3. Facilitates the connections of students and families to the health and social services that support a focus on learning.
  4. Collaboratively establishes a culture that welcomes and honors families and community and seeks ways to engage them in student learning.

5. Serve as a resource for the school community including collaborating with outside agencies to support school programs.
5. Promote the success of all students by acting with integrity, fairness and an ethical manner.
  1. Demonstrates ethical and professional behavior and requires all staff members to do the same as a condition of employment.
  2. Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
  3. Develops expertise in education law, finance, personnel, instruction and leadership.
  4. Facilitates the development of a solution-oriented mindset for staff and students.
  5. Demonstrates appreciation for and sensitivity to diversity in the school community.
  6. Is respectful of divergent opinions.
  7. Demonstrates a working knowledge of collective bargaining and employee relations with a strong emphasis on effective resolution of personnel issues.
6. Promotes the success of all students by understanding the profile of the community and, responding to, and influencing the larger political, social, economical, legal and cultural context.
  1. Collaborates with outside agencies, government organizations, service providers and other decision-makers to improve teaching and learning.
  2. Advocates for the welfare of all members of the learning community.
  3. Designs and implements appropriate strategies to reach district goals.
  4. Makes administrative decisions necessary for the effective and efficient operations of the schools. Acts on own discretion when emergency action is necessary in matters not covered by School District policy. Reports such emergency actions to the School Board and recommends policy for future guidance.
7. This job description is subject to change, and in no manner implies that the superintendent performs only the responsibilities and duties listed herein. The superintendent must perform these and other duties as may be assigned by the board, both consistent with local Board Policies and the PTPC.

**POSITION EXPECTATIONS:**

1. Dedicated to professional growth and continuous improvement of professional practice.
2. Excellent interpersonal relations and oral and written communication skills.
3. Advanced skill in supporting staff and programs with diverse requirements K-12.
4. Facilitation and problem solving skills.
5. Intermediate computer and software skills.
6. Intermediate to advanced knowledge or ability to develop, monitor and evaluate curriculum, programs, discipline plans and supervision/safety plans.
7. Knowledge of data analysis, curriculum and instruction, budgeting and accounting, special education laws and master agreement/labor relations.
8. Ability to promote and implement Board of Education policies, strategy, and procedures.
9. Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
10. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
11. Perform other job-related duties as assigned by Board.

**EQUIPMENT USED:**

Computer, interactive white boards, calculator, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

**PHYSICAL DEMANDS:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, or other movements as necessary to meet mission.
3. Ability to work indoors and outdoors year-round.

4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Speak so that others may understand at normal levels.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

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# CRAIG SCHOOL DISTRICT - JOB DESCRIPTION

## BUSINESS MANAGER

Classification: Classified

Terms of Employment: 12 Months

This is a salaried position exempt from the Classified Employee Salary Schedule.

### Position Summary:

This is a Classified Administration position which is year round and which will be formalized by contract. Hours outside the normal business day will be required at times. Under the general direction of the Superintendent of Schools, the Business Manager shall administer all aspects of the school district financial and business operations, following the general policies provided by the Board of Education.

### DESIRED MINIMUM QUALIFICATIONS:

- Bachelor's Degree in accounting, business administration with a minor in accounting or equivalent supplemented by or including courses in office organization or secretarial skills, or any combination of training and/or experience that provides the desired knowledge and abilities. A minimum of 3 years of experience in governmental or public accounting preferred. A combination of experience and education may be considered at the discretion of the district.
- Familiarity with Alaska EED Uniform Chart of Accounts.
- Proficiency in Microsoft Office Applications including Excel, Word, Data Team or other accounting software.
- Broad knowledge of human resource management
- Supervisory experience required.
- As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
- Strong interpersonal skills, ability to communicate effectively, maintain confidentiality and get along with people.
- Knowledge and understanding of payroll, budget preparation and analysis.
- Knowledge of accounting and record keeping procedures. Must possess good organizational skills to make office operations efficient and effective.
- The ability to follow written and verbal instructions and Board Policies and rules.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Collective Bargaining Agreement.
5. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others. Support the mission of the Craig City School District.
6. Participate in and contribute to professional development.
7. Maintain a high standard of professional ethics

### ESSENTIAL FUNCTIONS:

1. Maintain sound fiscal policies and procedures in compliance with state and federal and District policy.
2. Manage human resource systems including payroll, payroll reporting, leave tracking, staff accounting reports, retirement programs and insurance benefits.
3. Develop materials for budget preparation and analysis.
4. Monitor district expenditures and revenues and comparison budgets.
5. Organization preparation and distribution of Board meeting materials and attend Board meetings.



6. Fiscal tracking and reporting for all federal and state grants.
7. Approval and tracking of National School Lunch program applications.
8. E-rate applications and reporting.
9. Maintain District policy manual including online version.
10. Oversee and track financial aspects of construction and capital improvement projects.
11. Maintain and reconcile general ledger entries and balances.
12. Supervise accounts payable operations.
13. Prepare all necessary documents for annual audit.
14. Maintain district risk management program.
15. Provide support for district contracts.
16. Bank account reconciliation.
17. Maintain and manage district files.
18. Board and Superintendent travel arrangements.
19. Serve as notary public.
20. Assist with coverage of phone and elementary office as needed.
21. Other duties and responsibilities as assigned by the Superintendent.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**EVALUATION:**

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

**EQUIPMENT USED:**

Computer, calculator, copier, fax machine, intercom, telephone/voice mail/email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

The noise level in the work environment is usually moderate to quiet.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; walk and stand; twist at neck and waist. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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# CRAIG SCHOOL DISTRICT - JOB DESCRIPTION

## MAINTENANCE DIRECTOR

Classification: Classified

Terms of Employment: 12 Months

This is a salaried position exempt from the Classified Employee Salary Schedule.

### Position Summary:

Under the general direction of the district superintendent the Maintenance Director is responsible for directing the maintenance, repair and operation of the buildings and equipment to which he or she is assigned.

### DESIRED MINIMUM QUALIFICATIONS:

- Supervisory experience required.
- Knowledge of building construction/trades and renovation requirements and activities.
- Ability to lead and manage the efforts of others to accomplish a common goal, (e.g., a project.).
- Ability to recognize, understand, and interpret all local, state, and federal codes; such as, UBC, UMC, UPC, MEC, EPA, and ADA regulations; ability to interpret plans, specifications, and contracts.
- Ability to research, calculate, and provide project cost estimate information.
- Ability to plan, coordinate, and schedule work for multiple crafts and/or trades.
- As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
- Strong interpersonal skills, ability to communicate effectively, maintain confidentiality and get along with people.
- Must possess good organizational skills to make office operations efficient and effective.
- The ability to follow written and verbal instructions and Board Policies and rules.
- Competent in written and verbal communication, task prioritization and problem solving.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Ability to recognize and report hazards and apply safe work methods.
- Ability to withstand heights and perform work safely.
- Ability to exercise judgment when to act independently

**REPORTS TO:** Superintendent

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
5. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others. Support the mission of the Craig City School District.
6. Participate in and contribute to professional development.
7. Maintain a high standard of professional ethics

### ESSENTIAL FUNCTIONS:

1. Establishes priorities for necessary maintenance work.
2. Plans and oversees custodial personnel assignments.
3. Requisitions required supplies.
4. Repairs and replaces all broken or damaged items as needed.
5. Maintains fire, security and communication systems.
6. Drives and maintains District vehicles.
7. Set up instructional aids and assist in the moving and storing of equipment and supplies.
8. Performs carpentry work as needed.
9. Works with site administrators, principals, maintenance personnel and planners to complete the annual school needs

assessment and planning/programming activities in support of the Capital Improvement Plan.

10. Generates, reviews, and analyzes work orders; coordinates orders with appropriate departments as needed (e.g., Maintenance, Technology, etc.); surveys facilities, provides input, and makes recommendations regarding feasibility and accuracy of service requests
11. Maintain teacher housing and appliances.
12. Schedule school property rental and billings.
13. Manage shipping and receiving in the warehouse.
14. Attend Board meetings.
15. Check all boilers and refrigerators twice daily.
16. Supervise all capital projects 12 months per year.
17. On call year round 24 hours a day 7 days per week.
18. Other duties and responsibilities as assigned by the Superintendent  
*Only minimum duties are listed. Other functions may be required as given or assigned.*

**EVALUATION:**

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

**EQUIPMENT USED:**

Computer, calculator, copier, fax machine, intercom, telephone/voice mail/email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time limitations.

The noise level in the work environment is usually moderate to quiet.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; walk and stand; twist at neck and waist. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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# CRAIG SCHOOL DISTRICT - JOB DESCRIPTION

## MAINTENANCE ASSISTANT

Classification: Classified

Terms of Employment: 12 Months

### Position Summary:

Under the general direction of the Maintenance Director, the Maintenance Assistant is responsible for the maintenance, repair and operation of the buildings and equipment to which he or she is assigned.

### DESIRED MINIMUM QUALIFICATIONS:

- Supervisory experience required.
- Knowledge of building construction/trades and renovation requirements and activities.
- Ability to lead and manage the efforts of others to accomplish a common goal, (e.g., a project.).
- As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
- Strong interpersonal skills, ability to communicate effectively, maintain confidentiality and get along with people.
- Must possess good organizational skills to make office operations efficient and effective.
- Ability to recognize and report hazards and apply safe work methods.
- Ability to withstand heights and perform work safely.
- Ability to exercise judgment when to act independently

**REPORTS TO:** Maintenance Director

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
5. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others. Support the mission of the Craig City School District.
6. Participate in and contribute to professional development.
7. Maintain a high standard of professional ethics

### ESSENTIAL FUNCTIONS:

1. Establishes priorities for necessary maintenance work.
2. Plans and oversees custodial personnel assignments.
3. Requisitions required supplies.
4. Repairs and replaces all broken or damaged items as needed.
5. Maintains fire, security and communication systems.
6. Drives and maintains District vehicles.
7. Set up instructional aids and assist in the moving and storing of equipment and supplies.
8. Performs carpentry work as needed.
9. Maintain teacher housing and appliances.
10. Manage shipping and receiving in the warehouse.
11. Check all boilers and refrigerators twice daily.
12. On call year round 24 hours a day 7 days per week.
13. Other duties and responsibilities as assigned by the Superintendent or Maintenance Director.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### EVALUATION:

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

**EQUIPMENT USED:**

Computer, calculator, copier, fax machine, intercom, telephone/voice mail/email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

The noise level in the work environment is usually moderate to quiet.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; walk and stand; twist at neck and waist. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

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# CRAIG SCHOOL DISTRICT - CLASSIFIED JOB DESCRIPTION

## ADMINISTRATIVE ASSISTANT – CRAIG BASED SCHOOLS

Classification: Classified

Terms of Employment: 10 Months

This is an hourly position assigned to the Classified Employee Salary Schedule.

### DESIRED MINIMUM QUALIFICATIONS:

- High school diploma or equivalent supplemented by or including courses in office organization or secretarial skills, or any combination of training and/or experience that provides the desired knowledge and abilities.
- Prior service demonstrating responsible office experience (preferably in a school district setting).
- Proficient word processing, writing and communication skills
- As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
- Strong interpersonal skills, ability to maintain confidentiality and get along with people.
- Ability to use basic office machines and perform minor repairs on office equipment.
- Knowledge of accounting and record keeping procedures. Must possess good organizational skills to make office operations efficient and effective.
- The ability to follow written and verbal instructions and Board Policies and rules.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district Administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
5. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
6. Participate in and contribute to professional development.
7. Maintain a high standard of professional ethics.

### ESSENTIAL FUNCTIONS:

1. Answer phone calls, distribute messages to students and staff and filed complaints.
2. Type correspondence, reports, bulletins, recommendations, etc. and other general routine typing duties as needed.
3. Maintain a current filing system-hardcopy and/or electronic as required.
4. Perform any bookkeeping tasks and prepare reports. Collect and deposit appropriate fees as per District policy and maintain petty cash records and buyout receipts with Business Manager.
5. Print and assist with report cards and deficiency reports and mail copy to parents.
6. Prepare and maintain a supply of various forms-hardcopy and/or electronic as required.
7. Coordinate meetings, parent conferences and school events.
8. Sort and distribute mail daily.
9. Check in and account for freight.
10. Maintain a clean, orderly and efficient work space for the public.
11. Assign duties to and supervise student office aides.
12. Receive and route incoming calls and deliver messages.
13. Act as a receptionist and welcome visitors, determine their needs and direct them to the proper area or person according to school policy. Immediately report the presence of any unusual visitor or any suspicious activity in the building.
14. Maintain a schedule of appointments and make arrangements for conferences and interviews. Manage the

classified/certified duty schedules and the scheduling of the building for extra-curricular activities with the Activities Director.

15. Perform other related office duties, inventories, communications and computer program activities.
16. Monitor and dispense medications as directed by parents/and or Physician in accordance with District procedures and policies. Provide necessary care and notify parents when students are injured and/or sick.
17. Track student attendance and make contact with the parents of absent students daily.
18. Contact, orient, and direct assigning of substitute teachers and aides. Compile necessary forms related to staff absences and forward them to the Administration Office when required.
19. Enter all student information into PowerSchool (i.e., student computer software) and manage the PowerSchool program to include report cards, scheduling, reporting, and tracking immunizations.
20. Complete yearly TB reports for immunization and compliance.
21. Receive and disburse student forms, fees, lunch money, permission slips, athletic and district paperwork and beginning of the year packets.
22. Sign students in and out of school.
23. Act as the school registrar.
24. Maintain EED/ALASBO/OASIS reporting system for October count, participation rate and CTE.
25. Maintain students' permanent files and information cards.
26. Other duties and responsibilities as assigned by the principal.

*Only minimum duties are listed. Other functions may be required as given or assigned by the Principal or Superintendent.*

**EVALUATION:**

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

**EQUIPMENT USED:**

Computer, calculator, copier, fax machine, intercom, telephone/voice mail/email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

The noise level in the work environment is usually moderate to quiet.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; walk and stand; twist at neck and waist. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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# CRAIG SCHOOL DISTRICT - CLASSIFIED JOB DESCRIPTION

## ADMINISTRATIVE ASSISTANT/ ACCOUNTS PAYABLE CLERK/PACE FINANCE COORDINATOR

Classification: Classified

Terms of Employment: 12 Months

This is an hourly position assigned to the Classified Employee Salary Schedule.

### Position Summary:

The administrative assistant / accounts payable clerk duties include a wide variety of tasks within the organization while supporting all staff of Craig City School District and the Pace Statewide Homeschool.

### DESIRED MINIMUM QUALIFICATIONS:

- Proficiency in Microsoft Office Applications including Excel, Word, Data Team or other accounting software and calendar software.
- Data entry experience.
- As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
- Strong interpersonal skills, ability to communicate effectively, maintain confidentiality and get along with people.
- Office experience and ability to use computers, calculators, scanners, printers, faxes and photocopiers.
- Knowledge of accounting and record keeping procedures. Must possess good organizational skills to make office operations efficient and effective.
- The ability to follow written and verbal instructions and Board Policies and rules.
- Competent in written and verbal communication, task prioritization and problem solving.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### REPORTS TO:

Superintendent / Business Manager / PACE Principal

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
5. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
6. Participate in and contribute to professional development.
7. Maintain a high standard of professional ethics

### ESSENTIAL FUNCTIONS:

1. Maintain filing system for both PACE and accounts payable.
2. Answer phone calls.
3. Order approved office supplies for all offices as requested by each office.
4. Process purchase orders and place orders after administrative approval.
5. Make travel arrangements for all staff and register staff for conferences.
6. Complete check run once per week using the district accounting software.
7. Maintain the electronic CCSD district policy manual and prepare packets for Board Policy Committee members.
8. Maintain spreadsheets for CES, CMS, and CHS teacher allocations.
9. Work independently and transition from one task to another without delay.
10. Participate in a monthly or as scheduled video conference with PACE staff.
11. Prepare reports for PACE including, but not limited to, OASIS state reporting, Impact Aid, etc.
12. Communicate with families via email and phone, with customer service always as a high priority.



13. Correspond with other educational institutions regarding student enrollment, records requests, and enrollment discrepancies during count period.
14. Other duties and responsibilities as assigned by the Business Manager or Superintendent.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**EVALUATION:**

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

**EQUIPMENT USED:**

Computer, calculator, copier, fax machine, telephone/voice mail/email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; walk and stand; twist at neck and waist. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

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# CRAIG SCHOOL DISTRICT - CLASSIFIED JOB DESCRIPTION

## ADMINISTRATIVE ASSISTANT – PACE STATEWIDE HOMESCHOOL

Classification: Classified

Terms of Employment: Full Time – 12 Months OR Part Time – 10 Months

This is an hourly position assigned to the Classified Employee Salary Schedule.

### DESIRED MINIMUM QUALIFICATIONS:

- High school diploma or equivalent supplemented by or including courses in office organization or secretarial skills, or any combination of training and/or experience that provides the desired knowledge and abilities.
- Prior service demonstrating responsible office experience (preferably in a school district setting).
- Proficient word processing, writing and communication skills (required skills test with Job Service).
- As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
- Strong interpersonal skills, ability to maintain confidentiality and get along with people.
- Ability to use basic office machines and perform minor repairs on office equipment.
- Knowledge of accounting and record keeping procedures. Must possess good organizational skills to make office operations efficient and effective.
- The ability to follow written and verbal instructions and Board Policies and rules.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** PACE Principal

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
5. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
6. Participate in and contribute to professional development.
7. Maintain a high standard of professional ethics.

### ESSENTIAL FUNCTIONS:

1. Answer phone calls, distribute messages to staff and field complaints.
2. Type correspondence, reports, bulletins, administrator recommendations, etc. and other general routine typing duties as needed.
3. Maintain a current filing system-hardcopy and/or electronic as required.
4. Perform any bookkeeping tasks and prepare reports. Collect and deposit appropriate fees as per District policy and maintain petty cash records and buyout receipts with Business Manager.
5. Print and assist with report cards, test scores, and deficiency reports and mail copy to parents.
6. Prepare and maintain a supply of various forms-hardcopy and/or electronic as required.
7. Maintain a schedule of appointments and coordinate meetings, parent conferences, and school events.
8. Sort and distribute mail daily. Check in received curriculum packages, make note in FileMaker Pro, and put in inventory or make arrangements for parents to pick up.
9. Maintain a clean, orderly and efficient workspace and learning center for the public.
10. Act as a receptionist and welcome visitors, determine their needs and direct them to the proper area or person according to school policy. Immediately report the presence of any unusual visitor or any suspicious activity in the building.
11. Perform other related office duties, inventories, communications and computer program activities.
12. Review all student information in FileMaker Pro and manage the program to include report cards, reporting, and tracking of various items including computer orders, media releases, and immunizations.

13. Act as an information desk for supervisors, teachers, students, and parents.
14. Assist District administrative office during summer months as assigned.
15. Maintain learning center files.
16. Design marketing materials and dispense as needed.
17. Enroll students in online programs.
18. Assist in maintaining website and social media.
19. Create and distribute monthly newsletter.
20. Other duties and responsibilities as assigned by the principal.

*Only minimum duties are listed. Other functions may be required as given or assigned by the Principal or Superintendent.*

**EVALUATION:**

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

**EQUIPMENT USED:**

Computer, calculator, copier, fax machine, intercom, telephone/voice mail/email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations and frequent disruptions.

The noise level in the work environment is usually moderate to quiet. The environment can be very noisy at times.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; walk and stand; twist at neck and waist. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

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# CRAIG SCHOOL DISTRICT - CLASSIFIED JOB DESCRIPTION

## CUSTODIAN

Classification: Classified

Terms of Employment: 12 Months

This is an hourly position assigned to the Classified Employee Salary Schedule.

### DESIRED MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent required; a combination of training and experience likely to provide the desired knowledge and abilities is preferred.
2. Must possess a valid Alaska Driver's license.
3. Must be able to walk, communicate, have vision and carry or lift up to 50 pounds.
4. As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
5. Ability to work with others and promote a harmonious, productive atmosphere.
6. Ability to work with minimal supervision.
7. Keep basic work records and make reports to immediate supervisors.
8. Ability to maintain confidentiality of employment and student matters.
9. Knowledge of basic safety practices and to read and interpret operating and procedures manuals.
10. Ability to handle stressful situations.
11. Possess basic knowledge of mechanics and basic electrical and plumbing skills.
12. Ability to comply with Board Policies, rules and regulations, and directives.

**REPORTS TO:** Maintenance Director and/or Building Principal

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
5. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
6. Participate in and contribute to professional development.
7. Maintain a high standard of professional ethics.

### ESSENTIAL FUNCTIONS:

Assist with daily operation and maintenance of building plant and campus.

1. Inspect plant, grounds and equipment for required maintenance during normal work routines and perform minor repairs as necessary or report to head custodian,
2. Maintain productive work schedule and work extracurricular activities as assigned,
3. Provide for building and campus security through scheduled checks at end of shift,
4. Assist with the identifying of potential health and safety hazards and take action to correct.
5. Respond to emergencies during normal and after hours as requested,
6. Clear away ice and snow on public walks and maintain clearance log for building plant/campus,
7. Perform Daily, Twice Weekly, and Weekly Addendum tasks, and
8. Advises and reports areas of concern or major activities to head custodian and/or building principal.

Responsible for monitoring and compliance with state and federal regulations and Board policy requirements.

1. Comply with federal, state, and Board Policies, standards and guidelines regarding safety regulations,
2. Comply with Material Safety and Data Sheet controls for the building plant.
3. Attend District level custodial meetings and other trainings as required.

Assist Facilities Manager with building level maintenance budget.

1. Make recommendations for supplies and equipment needs,
2. Comply with reporting requirements for all Checks all bills and purchase orders for accuracy before presenting them to the business manager for payment.
3. Assist with inventory of all custodial supplies and equipment.

Assume other duties as may be assigned by supervisors.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**EVALUATION:**

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

**EQUIPMENT USED:**

Cleaning and maintenance tools and equipment, including but not limited to vacuum, floor polishers, floor strippers and scrubbing equipment.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate but can be noisy, depending upon the task at hand.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, travel from one building to another, push heavy equipment, twist at neck and waist, reach, and kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift and/or carry up to 50 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee must frequently work within time constraints and maintain intense focus. The employee may be involved in interactions that require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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# CRAIG SCHOOL DISTRICT - CLASSIFIED JOB DESCRIPTION

## BUS DRIVER

Classification: Classified

Terms of Employment: 9 Months

This is an hourly position assigned to the Classified Employee Salary Schedule.

### DESIRED MINIMUM QUALIFICATIONS:

1. Work history demonstrating dependability and reliability; good driving record; high school diploma or equivalent; or any combination of training and experience likely to provide the desired knowledge and abilities; and, be at least 21 years of age.
2. Ability to obtain an Alaska commercial driver's license.
3. Ability to acquire first aid card with CPR or provide documentation of course completion within 60 days of hire.
4. Must pass a Department of Transportation (DOT) physical examination conducted by a Certified medical examiner – paid by the school district.
5. Must undergo pre-employment urine drug testing with employment conditioned on receipt of a negative test result.
6. Must be able to walk, communicate, have vision and carry or lift up to 50 pounds.
7. Drive school bus safely over variety of normal and hazardous road conditions.
8. Maintain order among students on a bus.
9. As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses and provide written release allowing the district to contact previous employers.
10. Five years of driving experience with no traffic violations.
11. Ability to read, interpret, and implement safety rules and procedures.
12. Ability to complete simple reports as required by supervisor.
13. Maintain cooperative, working relationships with those contacted in the course of work.
14. Ability to handle stressful situations and effectively manage time and responsibilities.
15. Ability to comply with Board Policies, rules and regulations, and directives.

**REPORTS TO:** Maintenance Director

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
5. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
6. Participate in and contribute to professional development.
7. Maintain a high standard of professional ethics.

### ESSENTIAL FUNCTIONS:

Assist with the daily operation of the District's transportation program.

1. Understand and carry out oral and written instructions,
2. Drive a school bus or transportation vehicle over assigned route in accordance with time schedule.
3. Board and discharge student passengers in a safe and orderly manner.
4. Transport students, staff, and chaperones on field trips, athletic activities, and other special trips.
5. Perform daily maintenance safety inspection check of vehicle.
6. Report inspection concerns/needed repairs to transportation supervisor/assistant.
7. Keep assigned bus clean inside and out at all times.

8. Maintain student discipline at all times and report any discipline issues to transportation supervisor.
9. Instruct students and others on proper bus behavior and emergency procedures.
10. Render first aid or emergency assistance as needed.
11. Responsible for complying with DOT state and federal regulations and Board policy requirements.
12. Comply with federal and state standards and guidelines regarding transportation safety regulations.
13. Assist with monthly maintenance records on all transportation vehicles.
14. Report all accidents and assist law enforcement in the investigation of all accidents as requested.
15. Report all student behavioral infractions and incidents to Principals.
16. Participate in all required training sessions for transportation personnel compliance (i.e., first aid, 10 hours of annual in-service).

Assume other duties as may be assigned by supervisors.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Support Services Personnel. Employee is subject to the Districts' Drug and Alcohol Testing Policy.

**EQUIPMENT USED:**

Two-way radio equipment, special needs equipment, telephone/voice mail.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The environment can be stressful due to the nature of the work. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit, occasionally walk and stand, twist at neck and waist, reach, kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is also required to get in and out of the bus by use of stairs. The employee is required to be able to hear conversations in quiet environments. May be required to lift or carry up to 50 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee often performs routine work. Guidance and reinforcement are usually unavailable. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in interactions that require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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# CRAIG SCHOOL DISTRICT - CLASSIFIED JOB DESCRIPTION

## FOOD SERVICE CAFETERIA WORKER

Classification: Classified

Terms of Employment: 9 Months

This is an hourly position assigned to the Classified Employee Salary Schedule.

### DESIRED MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent and/or prior experience in food/culinary services.
2. Pass a physical examination if offered the position—paid by the district.
3. Ability to obtain ServSafe certification as a condition of continued employment.
4. Must be able to communicate, have vision and carry or lift up to 50 pounds.
5. Valid Alaska Drivers license.
6. As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
7. Ability to express himself/herself clearly and concisely in both oral and written communications.
8. Ability to write, read, and comprehend simple instructions and correspondence.
9. Ability to establish and maintain effective working relationships with food service personnel and others in the school setting.
10. Ability to perform duties with an awareness of all District requirements and Board Policies.
11. Ability to handle stressful situations.
12. Ability to effectively manage time and responsibilities.

**REPORTS TO:** Food Service Director and Building Principals

**TERMS OF EMPLOYMENT:** 180 Pupil Instruction Days (unless specified otherwise)

### **Responsibilities**

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
5. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
6. Participate in and contribute to professional development.
7. Maintain a high standard of professional ethics.

### **ESSENTIAL FUNCTIONS:**

1. Help students develop and observe proper dining habits, both in terms of etiquette and nutrition.
2. Assist younger students with use of utensils when needed.
3. Inform any attending teacher at once of any serious infraction of disciplinary rules by students.
4. Assist in the preparation and serving of all food in the cafeteria and prepares serving tables.
5. Assist in all aspects of salad bar service and preparation when assigned by supervisor.
6. Perform related duties as required including duties at special meal functions.
7. Remove used dishes and assist in the cleaning and storage of counters, tables, and furnishings in the lunchroom area.
8. Assist in the disposal and storage of unused food.
9. Assist in cleaning the kitchen and cafeteria.
10. Maintain the trash and garbage collection area in a neat and sanitary fashion.
11. Responsible for maintaining high standards of cleanliness and food safety in the kitchen and cafeteria (i.e., ServSafe requirements).
12. Wear a clean food services uniform daily.



13. Help unload trucks and store merchandise properly.
14. Help load and unload vans and deliver prepared meals when required.
15. Assume other duties as may be assigned by supervisors.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**EVALUATION:**

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

**EQUIPMENT USED:**

Calculator, copy machine, fax machine, telephone/voice mail, oven, dishwasher, and other kitchen equipment.

**WORK ENVIRONMENT:**

The employee constantly works around others, works with the public, and works inside. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job. The employee occasionally will be working in temperatures about 100 degrees and will be walking on slippery surfaces.

**PHYSICAL DEMANDS:**

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work with time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communication. Memory, reasoning, and exercising judgment are constantly used/required on the job. Mathematics, estimating, and problem solving are frequently used/required on the job.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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# CRAIG SCHOOL DISTRICT - CLASSIFIED JOB DESCRIPTION

## TEACHER AIDE

Classification: Classified

Terms of Employment: 9 Months

This is an hourly position assigned to the Classified Employee Salary Schedule.

### DESIRED MINIMUM QUALIFICATIONS:

1. Completion of at least two years of study at an institute of higher education preferred; an associate or higher degree or meet a rigorous standard of quality; and/or can demonstrate knowledge of and ability to assist in the instruction of reading, writing, and math; one year paid or volunteer experience working with children in an educational or child-care setting highly desirable.
2. As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
3. Knowledge of general concepts of child growth, development, learning and behavior characteristics.
4. General knowledge of education goals and objectives.
5. Basic skills with math, reading and writing concepts.
6. Learn and utilize basic methods and procedures to be followed in instructional settings of assignment.
7. Demonstrate understanding, patient, warm, and receptive attitude toward students.
8. Understand and carry out oral and written instructions.
9. Maintain cooperative working relationships with students, staff, parents, and general public.
10. Ability to handle stressful situations.
11. Ability to maintain confidentiality of employment and student matters.
12. Ability to effectively manage time and responsibilities.

**REPORTS TO:** Classroom Teacher and Building Principal

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a) Implement all adopted programs and materials as set forth in District curriculum documents.
  - b) Utilize District programs and tools for planning and grading as directed.
  - c) Clearly articulate objectives and learning goals for all lessons, units and courses and communicate these to students.
  - d) Provide and support methods for students to monitor their own learning progress as appropriate.
8. Participate in and contribute to the teaching profession.
  - a) Participate in and contribute to professional development.
  - b) Maintain a high standard of professional ethics.

### ESSENTIAL FUNCTIONS:

1. Assists classroom teacher in presentation of learning materials and instructional exercises in accord with learning goals.
2. Instructs students individually or in small groups in new and follow up learning activities.

3. Monitors and assists students through drills, practice, and study activities following presentation of instructional concepts by instructional personnel.
4. Listens to students reading, reads to students, explains words and meanings, rephrases materials, and provides similar learning examples.
5. Assists in scoring tests; homework, computes and records/charts test scores—student performance.
6. Assists in maintaining a variety of reports and records.
7. Assists in supervision of students in the classroom, on study trip activities, on the playground, and in bus duty, and other areas as directed.
8. Assists students in their personal hygiene.
9. Assists in maintaining student discipline.
10. Assists in management and shaping of student behavior through use of positive reinforcement strategies.
11. Assists instructional personnel with development of a variety of instructional materials and tasks.
12. Performs general clerical duties for instructional personnel (i.e., copying, filing, and typing).
13. Assists in maintaining neat, orderly, and attractive learning environment, including designing and displaying bulletin boards.
14. Comply with federal, state, and Board Policies, standards and guidelines regarding student regulations.
15. Attends and participates in District level meetings and other trainings as required.
16. Assumes other duties as may be assigned by the Classroom Teacher/Building Principal.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**EVALUATION:**

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

**EQUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax, lifts, etc.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside but may be assigned to outside activities. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to sit, walk, and stand; twist at neck, bend at waist; kneel; reach. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 50 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee must frequently work with time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

An aide must be able to help plan and implement appropriate education programs for all students. Understand and interpret written and verbal instructions. Follow written and verbal instructions. Comply with federal, state and District regulations. Utilize effective classroom management techniques.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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# CRAIG SCHOOL DISTRICT - CLASSIFIED JOB DESCRIPTION

## SPECIAL EDUCATION TEACHER AIDE (PRE K-12)

Classification: Classified

Terms of Employment: 9 Months

This is an hourly position assigned to the Classified Employee Salary Schedule.

### DESIRED MINIMUM QUALIFICATIONS:

1. Completion of at least two years of study at an institute of higher education preferred; an associate or higher degree or meet a rigorous standard of quality; and/or can demonstrate knowledge of and ability to assist in the instruction of reading, writing, and math; one year paid or volunteer experience working with children in educational or child-care setting highly desirable, preferably involving children with special needs.
2. As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
3. Knowledge of general concepts of child growth, development, and behavior characteristics in special education programs assigned.
4. Knowledge of special education goals and objectives.
5. Basic mathematical concepts.
6. Ability to handle stressful situations.
7. Ability to maintain confidentiality of employment and student matters.
8. Ability to effectively manage time and responsibilities.

**REPORTS TO:** Special Education Teacher, Special Education Program Coordinator and Building Principal.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
5. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a. Implement all adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for planning and grading as directed.
  - c. Clearly articulate objectives and learning goals for all lessons, units and courses and communicate these to students.
  - d. Provide and support methods for students to monitor their own learning progress as appropriate.
8. Participate in and contribute to the teaching profession.
  - a. Participate in and contribute to professional development.
  - b. Maintain a high standard of professional ethics.

### ESSENTIAL FUNCTIONS:

Assists in presentation of learning materials and instructional exercises in compliance with the student's IEP.

1. Instructs students individually or in small groups in new and follow up learning activities.
2. Monitors and assists students through drills, practice, and study activities following presentation of instructional concepts by instructional personnel.
3. Listens to students reading, reads to students, explains words and meanings, rephrases materials, and provides similar learning examples.

4. Assists in scoring tests; computes and records/charts test scores—student performance.
5. Assists in maintaining a variety of reports and records.
6. Assists in supervision of special education students in the classroom, on study trip activities, on the playground, and in bus duty, and other areas as directed.
7. Assists students in their personal hygiene.
8. Assists in maintaining student discipline.
9. Assists in management and shaping of student behavior through use of positive reinforcement strategies.
10. Assists instructional personnel with development of a variety of instructional materials and tasks.
11. Performs general clerical duties for instructional personnel.
12. Assists in maintaining neat, orderly, and attractive learning environment, including designing and displaying bulletin boards.
13. Consults with other professionals and teaching staff regarding progress of students and related educational matters.
14. Comply with federal, state, and Board Policies, standards and guidelines regarding student regulations and confidentiality.
15. Attends and participates in District level meetings and other trainings as required.
16. Assumes other duties as may be assigned by the Special Education Teacher/Building Principal.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**Expectations:**

1. Supervise students at all times.
2. Provide feedback to students, parents and teachers regarding student academic performance.
3. Monitor students and inform supervisors regarding student discipline issues.
4. Understand and carry out oral and written instructions.
5. Learn and utilize basic methods and procedures to be followed in instructional settings in special education programs of assignment.
6. Maintain cooperative working relationships with students, staff, parents, and general public.
7. Demonstrate understanding, patient, warm, and receptive attitude toward children with special needs.

**EVALUATION:**

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

**EQUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax, special needs equipment including wheelchairs, lifts, etc.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside but may be assigned to outside activities. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to sit, walk, and stand; twist at neck, bend at waist; kneel; reach. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 50 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee must frequently work with time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

An aide must be able to help plan and implement appropriate education programs for all students. Understand and interpret written and verbal instructions. Follow written and verbal instructions. Comply with federal, state and District regulations. Utilize effective classroom management techniques.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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# CRAIG SCHOOL DISTRICT - CLASSIFIED JOB DESCRIPTION

## TITLE I PARAPROFESSIONAL/INSTRUCTIONAL AIDE

Classification: Classified

Terms of Employment: 9 Months

This is an hourly position assigned to the Classified Employee Salary Schedule.

### **DESIRED MINIMUM QUALIFICATIONS:**

- Completion of at least two years of study at an institute of higher education preferred; an associate or higher degree or meet a rigorous standard of quality; and/or can demonstrate knowledge of and ability to assist in the instruction of reading, writing, and math; one year paid or volunteer experience working with children in educational or child-care setting highly desirable.
- As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
- Knowledge of general concepts of child growth, development, learning and behavior characteristics.
- General knowledge of education goals and objectives.
- Demonstrate strong skills with math, reading and writing concepts.
- Learn and utilize basic methods and procedures to be followed in instructional settings of assignment.
- Demonstrate an understanding, patient, warm, and receptive attitude toward students.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with students, staff, parents, and general public.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

**REPORTS TO:** Title I Teacher and Building Principal

**TERMS OF EMPLOYMENT:** 181 days (unless specified otherwise)

### **ESSENTIAL FUNCTIONS:**

Assist Title I teacher in presentation of learning materials and instructional exercises in accord with Title I learning goals.

- Provide instruction to students individually or in small groups to further reinforce core/basic skills.
- Monitor and assist students through drills, practice, and study activities following presentation of instructional concepts as prescribed by Title I teacher.
- Listen to students reading, reads to students, explains and reinforces words and meanings, rephrases materials, and provides similar learning examples.
- Assist in scoring tests; homework, computes and records/charts test scores-student performance.
- Assist in maintaining a variety of reports and records for Title I students.
- Assist in supervision of students in the classroom, on study trip activities, on the playground, and in bus duty, and other areas as directed.
- Assist in maintaining student discipline.
- Assist in management and shaping of student behavior through use of positive reinforcement strategies.
- Assist instructional personnel with development of a variety of instructional materials and tasks.
- Perform general clerical duties for instructional personnel (i.e., copying, filing, and typing).
- Prepare and plan various teaching aids (i.e., charts, cards, graphs, and worksheets).
- Revise lesson plans or instructional materials as needed.

- Assist in maintaining neat, orderly, and attractive learning environment, including designing and displaying bulletin boards.

Comply with federal, state, and Board Policies, standards and guidelines regarding student regulations.

Attend and participate in District level meetings and other trainings as required.

Assume other duties as may be assigned by the Classroom Teacher/Building Principal.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**EVALUATION:**

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

**EQUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax, etc.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside but may be assigned to outside activities. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to sit, walk, and stand; twist at neck, bend at waist; kneel; reach. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 50 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee must frequently work with time constraints and maintain intense focus. The employee is frequently involved in social interactions which require oral and written communications.

An aide must be able to help plan and implement appropriate Title I education programs for all eligible students. Understand and interpret written and verbal instructions. Follow written and verbal instructions. Comply with federal, state and District regulations. Utilize effective classroom management techniques.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



# CRAIG SCHOOL DISTRICT - CLASSIFIED JOB DESCRIPTION

## LIBRARY AIDE

Classification: Classified

Terms of Employment: 9 Months

This is an hourly position assigned to the Classified Employee Salary Schedule.

### DESIRED MINIMUM QUALIFICATIONS:

1. High school diploma or general education degree (GED); two years of study at an institute of higher education preferred; one year of clerical and computer experience; and prefer some exposure to basic library procedures.
2. As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
3. General knowledge of education goals and objectives.
4. Learn and utilize basic methods and procedures to be followed in a library setting.
5. Demonstrate understanding, patient, warm, and receptive attitude toward students.
6. Understand and carry out oral and written instructions.
7. Maintain cooperative working relationships with students, staff, parents, and general public.
8. Ability to handle stressful situations.
9. Ability to maintain confidentiality of employment and student matters.
10. Ability to effectively manage time and responsibilities.

**REPORTS TO:** Building Principal

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
5. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others. Support the mission of the Craig City School District.
6. Participate in and contribute to professional development.
7. Maintain a high standard of professional ethics.

### ESSENTIAL FUNCTIONS:

Manages day-to-day operation of library.

1. Operates all computers, printers, and software applicable to the library/media center. Includes use of CD-ROM, Internet, and electronic catalog circulation program, and word processing and spreadsheet applications.
2. Assist students and staff in using on-line or CD-ROM reference databases.
3. Assist in the instruction students and staff in the use and operation of networked computers, software, and related sources.
4. Operate various library and audiovisual equipment (i.e., laminator, copy machine, Smart Board, printers, etc.)
5. Assist students and staff to locate and checkout books and library materials.
6. Assist with daily notices for overdue materials and collects fines for overdue materials.
7. Assists in maintaining neat, orderly, and attractive learning environment, including designing and displaying bulletin boards.
8. Assists in supervision of students in the library, computer lab, and other areas as directed.
9. Assists in management of student library behavior and shaping of student behavior through use of positive reinforcement strategies.
10. Assists with development of a variety of instructional materials and tasks.

11. Assist general education teachers in presentation of learning materials and instructional exercises in accordance with literacy learning goals.
12. Provide instruction to students individually or in small groups to further reinforce core/basic skills.
13. Monitor and assist students through drills, practice, and study activities following presentation of instructional concepts as prescribed by classroom teacher.
14. Performs general clerical duties, including processing and maintaining library media; entering records and files; maintain schedules for use of computers; library media center; books and related reference materials; and assemble packets and materials for students and staff.
15. Evaluate and maintain orderliness of shelved materials; shelve books, periodicals, and newspapers; pull and route materials in need of mending, binding, repairing, or discarding.
16. Assists in the annual inventory of media center materials and the preparation of lists of missing materials and materials to be discarded.
17. Comply with federal, state, and Board Policies, standards and guidelines regarding student regulations.
18. Attends and participates in District level meetings and other trainings as required.
19. Assumes other duties as may be assigned by the Building Principal.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**EVALUATION:**

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

**EQUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax, etc.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside but may be assigned activities outside of the library. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually quiet to moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to sit, walk, and stand; twist at neck, bend at waist; kneel; reach. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 50 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee must frequently work with time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

Must be able to help plan and implement appropriate library procedures. Understand and interpret written and verbal instructions. Follow written and verbal instructions. Comply with federal, state and District regulations. Utilize effective classroom management techniques.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

# CRAIG SCHOOL DISTRICT - CLASSIFIED JOB DESCRIPTION

## HEAD COOK

Classification: Classified

Terms of Employment: 10 Months

This is an hourly position assigned to the Classified Employee Salary Schedule.

### Position Summary:

Under the general direction of the district superintendent the maintenance supervisor is responsible for directing the maintenance, repair and operation of the buildings and equipment to which he or she is assigned.

### DESIRED MINIMUM QUALIFICATIONS:

- Supervisory experience required.
- Ability to plan, coordinate, cook and schedule meals.
- As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
- Strong interpersonal skills, ability to communicate effectively, maintain confidentiality and get along with people.
- Must possess good organizational skills to make office operations efficient and effective.
- The ability to follow written and verbal instructions and Board Policies and rules.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Ability to recognize and report hazards and apply safe work methods.
- Ability to exercise judgment when to act independently

**REPORTS TO:** Superintendent

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
5. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
6. Participate in and contribute to professional development.
7. Maintain a high standard of professional ethics

### ESSENTIAL FUNCTIONS:

1. Assist in the hiring, training, evaluations and dismissal of food service personnel.
2. Inventory and order all supplies, receiving, storage, and meal service transportation.
3. Complete weekly, monthly and yearly orders and delivery receipts.
4. Cook and prepare meals in accordance with USDA guidelines.
5. Serve and supervise portion control according to USDA guidelines.
6. Plan monthly meal menus according to USDA guidelines.
7. Complete record keeping according to USDA guidelines.
8. Establish cleaning schedules and assist where needed.
9. Other duties as assigned.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### EVALUATION:

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

**EQUIPMENT USED:**

Computer, calculator, copier, fax machine, intercom, telephone/voice mail/email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

The noise level in the work environment is usually moderate to quiet.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; walk and stand; twist at neck and waist. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The Craig City School District is committed to providing equal educational and employment opportunities, services and benefits to all students and employees without regard to race, color, religion, physical handicap, national origin, sex, or other prohibitions. This policy is consistent with local, state and federal employment laws and regulations.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

# CRAIG SCHOOL DISTRICT - CLASSIFIED JOB DESCRIPTION

## TECHNOLOGY SPECIALIST II

Classification: Classified

Terms of Employment: 10 Months

This is an hourly position assigned to the Classified Employee Salary Schedule.

### **DESIRED MINIMUM QUALIFICATIONS:**

- Any combination equivalent to: Preferably a two-year associate degree or higher in computer science, information systems management, and/or a technology related discipline or 2-3 years of responsible computer and networking experience, including experience in maintaining computer operations and systems administration.
- Valid Alaska driver's license.
- As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
- Knowledge of computer applications, operations, and hardware.
- Knowledge of copyright laws, privacy laws, and District policies related to network and computer access.
- Knowledge of requirements and procedures for device management of current district technology and software.
- Knowledge of methods, tools, and procedures used in installation, repair and maintenance of computers and equipment.
- Knowledge of web design/building and social media to distribute district information.
- Troubleshoot, investigate, and correct computer malfunctions or concerns and perform routine hardware and software technical support.
- Work effectively with strict time lines, numerous contacts, and the necessity of accuracy.
- Establish and maintain cooperative and effective working relationships with others.
- Effectively communicate in writing and orally to nontechnical staff.
- Train and provide direction of technology available to staff and to others.
- Work effectively, both independently and as a member of a team.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Ability to handle stressful situations.

**REPORTS TO:** Principal

**TERMS OF EMPLOYMENT:** 210 days (unless specified otherwise)

### **ESSENTIAL FUNCTIONS:**

Provide daily assistance with the District's technology program:

- Responds to the needs and questions of staff, students, and district visitors concerning their access and use of District technology.
- Updates district hardware and software as required.
- Assist with and or provide district staff and students with technology related instruction.
- Assist with implementation of technology services of the K-12 district including technology for the students, staff, and administration.
- Assist with development, implementation and evaluation of the District's Technology Plan in conjunction with building-level plans and the District Technology Committee.
- Participate in district level Technology Committee meetings.
- Remain current on computer technology and serve as a resource for district staff and students.
- Manage and integrate 3<sup>rd</sup> party technology systems implemented by the District.

**Provide daily management and assistance with the District's technology infrastructure:**

- Remain current on computer technology and serve as a resource for district staff.
- Assist in inventory, distribution, installation, and operation of the District's technology.
- Provide for the installation, testing, troubleshooting and maintaining of hardware and software.
- Report major software and system malfunctions to Principal and District Network Technician to ensure efficient operation of District technology.
- Perform minor maintenance and preventive maintenance on the District's technology.
- Provide in-service to district staff as needed or as directed.

**Assist District's Principal and District Network Technician with budgets and acquisitions.**

- Provide input regarding computer hardware and software purchases to the District Network Technician to assure compatibility.
- Communicate with vendors, suppliers, and district administrators and personnel concerning parts, equipment and program operation and new technology.
- Assist with oversight of the district's technology inventory.

Assumes other duties as may be assigned by the principal and/or the superintendent.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with district evaluation procedures and processes.

**EQUIPMENT USED:**

Computer software for remote device access, device management tools, interactive boards, TV equipment, copier, fax machine, telephone/voice mail and email.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. There may be some noise and temperature variations from computer equipment and adjacent offices.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit, walk, stand, bend, stoop, kneel, crawl, stretch, lift and carry equipment and objects, and travel from building to other sites. Must have dexterity of hands and fingers to operate computer keyboard and to finger and grasp objects. Must be able to lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to speak and to hear to exchange information and make presentations.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions which require oral and written communications.

Must be able to assist with implementation of the District's technology plan. Understand and interpret written and verbal instructions. Follow written and verbal instructions. Comply with federal, state and District regulations. Utilize effective supervisory and management techniques.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

# CRAIG SCHOOL DISTRICT - CLASSIFIED JOB DESCRIPTION

## DISTRICT NETWORK TECHNICIAN

Classification: Classified

Terms of Employment: 12 Months

This is an hourly position assigned to the Classified Employee Salary Schedule.

### DESIRED MINIMUM QUALIFICATIONS:

- Any combination equivalent to: Preferably a two-year associate degree or higher in computer science, information systems management, and/or a technology related discipline or 4 years of responsible computer and networking experience, including experience in maintaining computer operations and systems administration.
- Valid Alaska driver's license.
- As a condition of employment, applicant will submit to a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.
- In-depth knowledge of wide and local area network data communications and security.
- In-depth knowledge of requirements and procedures for device management and configuration of current district technology, applications, and hardware.
- Knowledge of copyright laws, privacy laws, and District policies related to network and computer access.
- Knowledge of methods, tools, and procedures used in installation, repair, and maintenance of computers and equipment.
- Knowledge of web design/building and social media to distribute district information.
- Troubleshoot, investigate, and correct network connectivity issues in a multi-operating system environment and across various types of hardware as well as other computer malfunctions or concerns and perform routine hardware and software technical support.
- Work effectively with strict time lines, numerous contacts, and the necessity of accuracy.
- Establish and maintain cooperative and effective working relationships with others.
- Effectively communicate in writing and orally to nontechnical staff.
- Provide technology related instruction to staff and to others.
- Work effectively, both independently and as a member of a team.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Ability to handle stressful situations.

**REPORTS TO:** Principal

**TERMS OF EMPLOYMENT:** 240 days (unless specified otherwise)

### ESSENTIAL FUNCTIONS:

Provide daily assistance with the District's technology program:

- Establishes network standards to maintain network user accounts, user environments, directories and security.
- Responds to the needs and questions of staff, students, and district visitors concerning their access and use of District technology resources.
- Manages the network interconnections and works with Internet Service provider.
- Performs network traffic analysis to monitor network utilization and manage the network resources.
- Updates district network servers, hardware and software as required.
- Establishes network security standards and ensure district data and network resources are secure.
- Develops and maintains district's E-Mail and server disaster recovery plan.
- Assist with and or provide district staff and students with instruction related to district technology.
- Assist with Network related aspects of District growth and functionality.
- Assist with development, implementation and evaluation of the District's Technology Plan in conjunction with building-level plans and the District Technology Committee.
- Participate in district level Technology Committee meetings.
- Remain current on computer technology and serve as a resource for staff and students.
- Manage and integrate 3<sup>rd</sup> party technology systems implemented by the District.



**Provide daily management and assistance with the District's technology infrastructure:**

- Remain current on computer technology and serve as a resource for district staff.
- Assist in inventory, distribution, installation, and operation of the District's technology.
- Provide for the installation, testing, troubleshooting and maintaining of hardware and software.
- Report major software and system malfunctions to principal and superintendent to ensure efficient operation of District technology.
- Perform minor maintenance and preventive maintenance on the District's technology.
- Provide in-service to district staff as needed or as directed.

**Assist District's principal and superintendent with budgets and acquisitions.**

- Provide input regarding computer hardware and software purchases to principals and superintendent to assure compatibility with current District systems.
- Communicate with vendors, suppliers, and district administrators and personnel concerning parts, equipment and program operation and new technology.
- Assist with oversight of the district's technology inventory.

Assumes other duties as may be assigned by the principal and or the superintendent.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with district evaluation procedures and processes.

**EQUIPMENT USED:**

Servers, Network Equipment, Computer, software for remote device access, device management tools, interactive boards, VTC equipment, copier, fax machine, telephone/voice mail and email.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. There may be some noise and temperature variations from computer equipment and adjacent offices. Abnormal work hours may be required to ensure network functionality.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit, walk, stand, bend, stoop, kneel, crawl, stretch, lift and carry equipment and objects, and travel from building to other sites. Must have dexterity of hands and fingers to operate computer keyboard and to finger and grasp objects. Must be able to lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to speak and to hear to exchange information and make presentations.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions which require oral and written communications.

Must be able to assist with implementation of the District's technology plan. Understand and interpret written and verbal instructions. Follow written and verbal instructions. Comply with federal, state and District regulations. Utilize effective supervisory and management techniques.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*