MEMORANDUM

TO: School Committee

FROM: Dr. Zielinski

DATE: June 18, 2018

RE: Job Descriptions (2nd Reading)

Attached please find the following job descriptions (2nd reading) for your review, discussion and approval:

- Student Activity Advisor
- Director of Music – District Wide
- Marching Band Director
- Recycling Coordinator
- ESL Lead Coordinator
- ESL Coordinator

Recommendation: To approve the job descriptions, as presented, with the understanding that they will need to be ratified by the KPTA and the School Committee as part of contract negotiations. Approval of these job descriptions does not indicate that the position(s) will be filled. The positions are:

- Student Activity Advisor
- Director of Music – District Wide
- Marching Band Director
- Recycling Coordinator
- ESL Lead Coordinator
- ESL Coordinator
Position Description

Position Title: Student Activity Advisor
Department: High School/Middle School
Reports To: Principal/Assistant Principal
Prepared By: Dr. Elizabeth Zielinski Date: January 24, 2018
Approved By: School Committee Date:

SUMMARY: Responsible for the details related to the successful operation and administration of his/her activity. The general welfare of each participant shall be his/her primary concern.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Supervise activities.
- Reports any problems to the principal.
- Keeps all students informed of activities.

SUPERVISORY RESPONSIBILITIES:
 Supervises students of particular program.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
 Valid teaching certificate preferred.

LANGUAGE SKILLS:
 Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

MATHEMATICAL SKILLS:
 Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:
 Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variable situations.
Position Title: Activity Advisor

OTHER SKILLS and ABILITIES:
Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and School Committee policies.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and or run.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation and a quiet as well as a noisy environment and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will continuously work inside or outside depending on the activity. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.
Position Title: Director of Music District Wide

King Philip Regional School District
Position Description

Position Title: Director of Music District Wide (2nd reading 6/18/18)
Location: King Philip Regional High School
Reports To: High School High School Principal
Prepared By: Dr. Elizabeth Zielinski Date: January 9, 2017
Approved By: School Committee Date:

SUMMARY: Maintains, organizes and administers the overall program of music.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned
Creates a vision, mission and written 3-year plan for all music instruction, extra and co-curricular activities within the district including coordination and collaboration with the elementary music programs.
Works with the Middle School Music program and teachers to align the districts music program 7-12.
Develops a consistent and positive public communication procedure to inform the parents and the public about the music program and its events.
Assists in selecting, assigning and evaluating all after school lesson personnel.
Assists in selecting, assigning and evaluating all staff of extra-curricular music groups.
Assumes leadership role in the orientation and in service training of after school lesson personnel.
Organizes the after-school lesson program by scheduling teachers and students.
Maintains billing, collecting, and recording financial aspects connected with the operation of the after school lesson program.
Represents the School District in matters of music with MICA (Massachusetts Instrumental Conductors' Association), NESBA (New England Scholastic Band Association), IAJE (International Association of Jazz Educators), MMEA (Massachusetts Music Educators' Association), WGI (Winter Guard International), and CMBC (Cadets Marching Band Cooperative). Is responsible for the organization and scheduling of all music events.
Arranges transportation for all performing groups as needed.
Helps the collection of all necessary forms of insurance, permission slips, etc. that are needed for the groups to function.
Administers the needs of all performing groups to include facility use, room and board when away from the district.
Prepares programs for all concert events within the district.
Develops and continues to evaluate appropriate rules and regulations governing the conduct of music activities.
Fosters good school-parent relations by maintaining communications relative to rules and regulations on music.
Establishes and enforces the physical, academic and training requirements of eligibility for participation in all extra-curricula music groups to include marching band, jazz ensemble, winter percussion, winter guard, chamber groups, and others as they may develop.
Manages music budget.
Attends most music events.
Maintains inventory on all music equipment and uniforms.
Is an ex-officio member of the King Philip Music Association executive board.
Oversees the safety conditions of the facility or area in which assigned activity is conducted.
Position Title: Director of Music District Wide

at all times that students are present. 
Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students. 
Maintains competency in rules, rule interpretations, and general information about all aspects of the activity.

SUPERVISORY RESPONSIBILITIES:
Manages subordinate directors who supervise assistant music instructors in the Music department. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance and addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 
The requirements listed below are representative of the knowledge, skill, and/or ability required 
Reasonable accommodations may be made to enable individuals with disabilities to perform the 
esential functions.

EDUCATION and/or EXPERIENCE:
Background in Music Education. Five years' experience either as a teacher and/or coach.

CERTIFICATES, LICENSES, REGISTRATIONS: Teaching Certificate preferred, not required.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions; 
and) procedure manuals. Ability to write routine reports and correspondence. Ability to speak 
effectively before administrators, staff, parents and students.

MATHEMATICAL SKILLS:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, 
percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only 
limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, 
diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in 
specific field. Ability to establish and maintain effective working relationships with students, staff and 
the community. Ability to communicate clearly and concisely both in oral and written form. Ability to 
perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here 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.
Position Title: Director of Music District Wide

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. 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.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee will frequently work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being and work output of students and instructors. The noise level in the work environment is usually noisy.
Position Title: Marching Band Director

King Philip Regional School District
Position Description

Position Title: Marching Band Director (2nd reading 6/18/18)
Location: Music Department
Reports To: Director of Music / High School Principal
Prepared By: Dr. Elizabeth Zielinski  Date: January 9, 2017
Approved By: School Committee

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

ESSENTIAL DUTIES AND RESPONSIBILITIES. Other duties may be assigned

Instructs individual participants in the skills necessary for excellent achievement in the marching band.
Present at all Marching Band rehearsals and performances
Determines the selection of music for the fall marching band field show.
Selects staff members as needed.
Acquire the written music for the field show.
Schedules rehearsals, contests, and public performances.
Recommends purchase of equipment, supplies, and uniforms.
Accounts for all equipment or delegates the responsibility.
Oversees the safety conditions of the facility or area in which assigned activity is conducted at all times that students are present.
Administers the needs of the Marching Band including facility use, room and board when away from the district and the operation of the annual band camp in cooperation with the KPMA.
Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
Maintains competency in rules, rule interpretations, and general information about all aspects of the activity.

SUPERVISORY RESPONSIBILITIES:
Supervises students of particular program.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Experience in marching band or drum corps instruction. Experience in coordinating a field show is also needed. (Minimum of 5 years)

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.
Position Title: Marching Band Director

MATHEMATICAL SKILLS:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variable sin standardized situations.

OTHER SKILLS and ABILITIES:
Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and School Committee policies.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential Junctions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Junctions.

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and or run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop kneel reach above the head, reach forward and repeat the same hand motion many times while performing the duties of the job.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation in a quiet as well as a noisy environment and be able to tell where a sound is coming from. The employee must be able to communicate to the band in order to give directions.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Junctions.

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment will be noisy.
Recycling Coordinator - HS
Unit A Negotiations – Prepared 4/23/18

King Philip Regional School District

Stipend Position Description

Position Title: Recycling Coordinator – 2nd reading 061818
Location: High School
Reports To: Building Principal
Prepared By: Dr. Elizabeth Zielinski
Date: May 29, 2018
Approved By: School Committee
Date:

SUMMARY:
Directs the King Philip Regional Recycling Program to ensure a more environmentally friendly high school facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creates a recycling schedule for the year which is coordinated with waste pickup schedule and is sensitive to times of high volume of recyclable waste produced at the facility.
- Recruits and coordinates students who are a part of the recycling effort.
- Ensures that student who participate in the program empty recycling bins and totes on a weekly basis or more frequently as needed in times of high volume.
- Actively communicates with the facilities recycling waste company and alerts administration to any issue that may disrupt the schedule of waste pickup.
- Maintains a current knowledge of the recycling and adjusts program according to new information
- Keeps faculty and staff informed about recycling and any changes to the program or schedule
- Ensures proper maintenance of recycling totes; cleaning and replacement

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITES: The Recycling Coordinator is responsible for the supervision of students while they are engaged in recycling as part of the program

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of
the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** A solid background recycling and environmental issue is required.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents, and students.

**MATHEMATICAL SKILLS:** Able to calculate figure and amounts such as discounts, interest, commissions, proportions, percentages, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to understand and interpret statistical information.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CONFIDENTIALITY:** Must comply with all state and district requirements around student record confidentiality.

**PHYSICAL DEMANDS:** The Physical demands described here are the representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, occasionally walk and stand; travel from building to other sites. Specific vision abilities required for this job include close vision, distance, depth perceptions, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.
ESL Lead Coordinator
Unit A Negotiations – Prepared 3/1/18 – 2nd reading 6/18/18

King Philip Regional School District
Stipend Position Description

Position Title: ESL Lead Coordinator
Location: High School/Middle School
Reports To: Assistant Superintendent and Director of Student Support Services
Prepared By: Dr. Elizabeth Zielinski Date: 3/1/18
Approved By: School Committee

SUMMARY:
Directs the ESL program by coordinating all required state testing, reporting and ensuring ESL students receive mandated services. Other duties may be assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Coordinates all ELL testing requirements and record keeping of testing requirements for the state and district
• Collaborates with others (e.g. teachers, administrators, students, parents, other District personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
• Coordinates ESL program components, support needs and materials for the purpose of meeting student needs while complying with District and/or program guidelines.
• Evaluates program activities and components for the purpose of ensuring that student needs are met while maintaining program and District guidelines.
• Leads and/or participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
• Maintains a variety of detailed records in a variety of written and electronic formats (e.g. media communications, budgets, program compliance, etc.) for the purpose of meeting program reporting requirements.
• Works with the Assistant Superintendent of Schools and building Principals to provide information about ESL program needs ensuring that administration has the information needed for budget amounts and expenses.
• Prepares a variety of program related reports in both manual and electronic formats (e.g. media communications, translations, guidelines, recommendations, curriculum components, state and federal reporting, etc.) for the purpose of documenting activities, conveying information and ensuring program requirements are met in an effective and timely manner.
• Presents information to District and Community groups (e.g. program offerings, participation levels, recourses, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
• Promotes involvement and understanding of the ESL program for the purpose of meeting the ongoing needs of, and encouraging participation in, the ESL programs and related course offerings.
• Provides Administration feedback on assigned program personnel (e.g. ESL teacher assistants etc.) for the purpose of ensuring individual and program performance objectives are met.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES: The ESL Coordinator is responsible for the supervision of students who are receiving ESL services, specifically during testing situations for state required assessments.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: A solid background in second language acquisition is required. Three years' experience working with second language learners is preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents, and students.

MATHEMATICAL SKILLS: Able to calculate figure and amounts such as discounts, interest, commissions, proportions, percentages, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to understand and interpret statistical information.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CONFIDENTIALITY: Must comply with all state and district requirements around student record confidentiality.

PHYSICAL DEMANDS: The Physical demands described here are the representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is frequently required to sit, occasionally walk and stand; travel from building to other sites. Specific vision abilities required for this job include close vision, distance, depth perceptions, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.
King Philip Regional School District

Stipend Position Description

Position Title: ESL Coordinator
Location: High School/Middle School
Reports To: Assistant Superintendent and Director of Student Support Services
Prepared By: Dr. Elizabeth Zielinski Date: 3/1/18
Approved By: School Committee

SUMMARY:
Provides needed coordination of ESL services for students. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborates with the ESL Coordinator and others (e.g. teachers, administrators, students, parents, other District personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates ESL program components, support needs and materials for the purpose of meeting student needs while complying with District and/or program guidelines.
- Ensures that student needs are met while implementing program and District guidelines.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Maintains a variety of detailed student records in a variety of written and electronic formats for the purpose of meeting program reporting requirements.
- Prepares a variety of program related reports in both manual and electronic formats (e.g. media communications, translations, guidelines, recommendations, curriculum components, state and federal reporting, etc.) for the purpose of documenting activities, conveying information and ensuring program requirements are met in an effective and timely manner.
- Presents information to District and Community groups (e.g. program offerings, participation levels, resources, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Promotes involvement and understanding of the ESL program for the purpose of meeting the ongoing needs of, and encouraging participation in, the ESL programs and related course offerings.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
SUPERVISORY RESPONSIBILITIES: The ESL Coordinator is responsible for the supervision of students who are receiving ESL services, specifically during testing situations for state required assessments.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: A solid background in second language acquisition is required. Three years' experience working with second language learners is preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents, and students.

MATHEMATICAL SKILLS: Able to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to understand and interpret statistical information.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CONFIDENTIALITY: Must comply with all state and district requirements around student record confidentiality.

PHYSICAL DEMANDS: The Physical demands described here are the representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, occasionally walk and stand; travel from building to other sites. Specific vision abilities required for this job include close vision, distance, depth perceptions, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.