

RANDOLPH SOUTHERN SCHOOL CORPORATION
JOB DESCRIPTION HAND BOOK
Board Approved January 9, 2017

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RANDOLPH SOUTHERN SCHOOL CORPORATION

1 Rebel Drive, Lynn, IN 47355

765-874-1181

An Equal Opportunity Employer

Drug Free and Tobacco Free Environment

JOB DESCRIPTION

1.01: SUPERINTENDENT

Qualifications:

Valid Indiana Superintendent License

Ed.S. in School Administration

At least 21 years of age

Pass National Criminal Background Check

Valid driver license

Reports To: Board of School Trustees

General Description:

The Superintendent of Schools shall represent the board as its chief executive officer and he/she is primarily responsible for implementing and administrating the board's policies for the operation of the school. He/she shall provide the intellectual and academic leadership for the school system on all matters and recommends to the board for their action all items concerned with the current and future operation of the school system including but not limited to the employment, assignment, and retention of all certified and classified personnel, building, and curriculum including instructional material. He/she assumes any and all other responsibilities and duties of the total school system as may be assigned by the Board of School Trustees.

Duties and Responsibilities:

1. Attend all meetings of the board except those concerned with the status of his/her own contract.
2. Recommend the appointment, assignment, transfer, promotion, demotion, discharge and/or suspension of any employee of the school corporation as provided by law and the policies of the board with the final approval to be made by the board.
3. Implement all policies, rules, and regulations of the board in the best interests of the school. He/she is responsible for the day-to-day operation of all schools.
4. Initiate and assist with the development of new policies for board approval.
5. Direct and coordinate the supervisory efforts of the building principals.
6. Evaluate all administrative staff.
7. Direct the preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing fiscal year; submit this estimate to the board for their approval and make public advertisement in accordance of law.
8. Approve and direct, in accordance with the law and regulations of the board, purchases and expenditures within the guidelines of the budget.

9. Provide leadership and long range planning particularly as it applies to building and renovation of the school community. This would include keeping abreast of the population trends and the education and cultural needs of the community.
10. Represent the district in dealing with other school systems, social institutions, business firms, government agencies, and the general public.
11. Maintain good liaison between all school personnel and the board.
12. Be knowledgeable regarding state school law and policies to the end of coordinating it properly with local school procedure.
13. Review all complaints, requests, questions, and other activities prior to formal presentation to the board.
14. Submit the annual school calendar for adoption by the board after appropriate input from faculty and staff.
15. Organize and coordinate all negotiations.
16. Direct the preparation of all federal grant programs including but not limited to Title I, Title II, REAP, Special Education.

Appointment and Terms of Employment:

The Randolph Southern Board of School Trustees shall initially appoint the Superintendent of Schools for a contractual term of three years as prescribed by law and not to exceed five years. In accordance with the law the Superintendent's contract may be renewed annually but all or some part of a minimum of three years must be maintained. The board may, however, at any time prior to the expiration of the current contract issue a new contract in multiple years of three or more and give any other contractual terms and conditions which are mutually agreeable.

Evaluation:

The Superintendent's performance shall be reviewed by the board each year by July 1 using the prescribed evaluation form.

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JOB DESCRIPTION

1.04: TREASURER

Qualifications: 4-year / 2-year degree in accounting or business preferred
High school diploma
At least 21 years of age
Valid driver's license
Financial or accounting experience preferred
IASBO certification preferred
Pass National Criminal Background Check

Reports To: Superintendent of Schools

Employment Status: Full-Time and Key Employee

Salary, length, and work year established by the Superintendent. Employment will be contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Shall be the official custodian of all funds of the school corporation and shall be responsible for the proper safeguarding and accounting for all funds and shall:
 - a. issue a receipt for any money coming into the treasurer's hands;
 - b. deposit such money in accordance with the laws governing the deposits of public funds; and,
 - c. issue all warrants in payment of expenses lawfully incurred on behalf of the school corporation, but, except as otherwise provided by law, shall issue the warrants only after proper allowance or approval by the Board.
2. Attends board meetings and special meetings on a rotation basis with the deputy treasurer/administrative secretary.
3. Takes, prepares and distributes the minutes of the board meetings.
4. Responsible for maintenance of an adequate filing system for board business and board transactions.
5. Responsible for preparation of all employee contracts.
6. Prepares salary notices issued by the board and maintains records of retirement contributions.
7. Responsible for the preparation/processing of all purchase orders, maintenance of files of such purchase orders, receipt all invoices, and payment of such.

8. Under the provisions of law, the treasurer is required to sign all checks issued for the disbursement of school funds.
9. Responsible for the maintenance of a complete and systematic set of financial records in accordance with the State of Indiana and State Board of Accounts.
10. Responsible for efficient operation of payroll functions to ensure proper personnel records and maintenance of employee sick leave, personal leave, and vacation records for all employees.
11. Serves as official custodian of fiscal records of all federal programs.
12. Prepares all such financial reports as requested by law or requested by the State Board of Accounts.
13. Renders a monthly financial statement to the Board.
14. In cooperation with the Superintendent, exercises authorized investment methods for the most advantageous investment return and provides for the safe keeping of invested funds and securities.
15. Keeps accounts of all district funds on forms prescribed and/or approved by the State Board of Accounts.
16. Maintains respect at all times for confidential information.
17. Prepares advertisements of all legal notices concerning Board business.
18. Prepares and distributes invoices for the collection of monies owed to the Board.
19. Obtains and files teaching certificates prior to compensation.
20. In cooperation with the Superintendent, develops, presents, and files the annual budget, appropriation resolution, and spending plan.
21. Arranges for depository contracts with eligible banking institutions.
22. Prepares invoices to parents/guardians for tuition fees.
23. Provides and shares with staff responsibility for counseling in the areas of insurance benefits, retirement provisions, tax laws, provisions of sick leave policy, and other pertinent information concerning fringe benefits provided by the Board.
24. Provides general administration of the Board's insurance program.
25. Manage Bond/Debt Service Fund.
26. Perform other tasks and assumes responsibilities as directed by the Superintendent.

Evaluation:

Performance evaluation of this position will be conducted annually by the Superintendent.

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JOB DESCRIPTION

1.05: DEPUTY TREASURER AND TRANSPORTATION SECRETARY

Qualifications:

4-year / 2-year degree in accounting or business preferred
High school diploma
At least 21 years of age
Valid driver's license
Financial or accounting experience preferred
IASBO certification preferred
Pass National Criminal Background Check

Reports To: Superintendent and Treasurer

Employment Status: Full-Time and Key Employee

Salary, length, and work year established by the Superintendent. Employment will be contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Serves as secretary to the Superintendent, district calendar, committee agendas, receptionist duties, handles essential correspondence, reports, appointments/calendar, travel schedule, bulletins, board agenda, minutes, memos, and other information pertinent to the Superintendent.
2. Shall assist and support the treasurer in all areas of his/her duties (e.g., reports, planning, budgets, records, accounting procedures, and so forth).
3. Coordinates bus driver drug testing, driver certification, bus records, bus routes, field trips, bus driver meetings, and bus evacuation drills.
4. Maintains bus route student roster and maps utilizing bus routing software.
5. Maintains respect at all times for confidential information.
6. Performs duties of receptionist, answering telephone, expediting questions and requests in a courteous, tactful, prompt, and correct manner, greeting visitors.
7. Conduct important professional conduct with the public and other requiring tact and diplomacy.
8. Assists with updates and distribution of board policy manuals.
9. Processes, maintains, and distributes current negotiated agreement.

10. Effectively operates various office machines and maintains utilized equipment in good working order.
11. Processes interoffice media and other publications as assigned.
12. Processes incoming mail, sorting, opening as directed, and distribution to staff; process outgoing mail.
13. Prepares pupil enrollment report, certified and non-certified employee report, and assists with other State reports.
14. Maintains employment application files and follow through procedures.
15. Maintains general office filing system.
16. Prepares transportation forms, processes purchase orders, prepares vocational and transportation reports, etc.
17. Cross-trains payroll function of treasurer and prepares payroll once per month.
18. Generates computerized reports, posting of expenditures and receipts, prepares bank deposits, maintains various fee lists, reconciliations, and assists treasurer in balancing monthly statements.
19. Responsible for purchase order number control assignment and proper account coding.
20. Assists with inventory procedures.
21. Handles treasurer's mail and expedites, as directed, in absence of treasurer.
22. Attends board meetings and special meetings on a rotation basis with the treasurer.
23. Takes, prepares and distributes the minutes of the board meetings.
24. Keeps accurate records of the Textbook Rental Fund.
25. Order supplies/equipment as approved by the Superintendent.
26. Perform other tasks and assumes responsibilities as directed by the Superintendent.

Evaluation:

Performance evaluation of this position will be conducted annually by the Superintendent.

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JOB DESCRIPTION

1.06 ADMINISTRATIVE ASSISTANT (Central Office)

Qualifications:

High School Diploma

At least 21 years of age

Valid Driver's License

Good health, high moral character and attendance record.

Professional tact, diplomacy and presentation with administrative staff, teachers and the community

Must be accurate, efficient, and capable of handling detailed work assignments with high degree of confidentiality

Excellent oral, written, communication typing, math, and language skills

Must have proficient with computer skills and computer software applications

Pass National Criminal Background Check

Reports To: Superintendent, Treasurer and Deputy Treasurer

Employment Status:

Part-Time/Flexible Hours (up to 29 hours per week)

Salary, length, and work year established by the Superintendent. Employment will be contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

General Description:

This employee will learn the day-to-day operation of the deputy treasurer and treasurer's positions. This employee will substitute for either position at times.

Duties and Responsibilities:

1. Receptionist responsibilities. (Phone calls, faxes, type letters and greet people.)
2. Skill with general office machines.
3. Maintain personnel files and related record keeping files.
4. Develop extra-curricular activities bus schedules.
5. Procure substitute bus drivers.
6. Maintain corporation bus route records.
7. Ability to perform office procedures such as typing, word processing, spreadsheet applications, accounts receivables, accounts payables and payroll.
8. Prepare meeting agendas, schedules, calendars and accompanying materials.

9. Process incoming and outgoing mail.
10. Maintain inventory of supplies and equipment.
11. Complete state reports on time.
12. Transmit radio calls to other employees from the base radio.
13. Attend school board meetings as recorder. Prepare and distribute minutes.
14. Serves as role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
15. Occasional exposure to blood, bodily fluids, and tissue.
16. Occasional operation of a vehicle in inclement weather conditions.
17. Conducts other duties related to the Administrative Office as assigned by the Superintendent, Treasurer, and Deputy Treasurer

Evaluation:

Performance evaluations of this job will be conducted annually by the Superintendent.

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JOB DESCRIPTION

1.07: SCHOOL SAFETY SPECIALIST

Qualifications:

High school diploma

At least 21 years of age

Valid driver's license

Hold or able to obtain School Safety Specialist Certification

Previous experience in school safety, intervention/prevention, and emergency preparedness

Pass National Criminal Background Check

Reports To: Superintendent of Schools

Employment Status: Part Time or Extra-Curricular Stipend Position

Employment is contingent upon approval by the Superintendent and School Board.

Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Serve on the county school safety commission.
2. Participate each year in a number of days of school safety training that the State schools safety council determines.
3. With the assistance of the county school safety commission, develop a safety plan for each school in the school corporation.
4. Coordinate the safety plans of each school in the school corporation as required under rules adopted by the Indiana State board of Education.
5. Act as a resource for other individuals in the school corporation on issues related to school discipline, safety and security.
6. Organize and conduct annual emergency safety meetings with the school safety team.
7. Plan and coordinate monthly safety drills.
8. Provide emergency safety drill summary reports (tornado, fire, intruder, bomb, etc.) to the Superintendent each semester.
9. Perform other tasks and assumes responsibilities as directed by the Superintendent.

Evaluation:

Performance evaluation of this position will be conducted annually by the Superintendent.

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JOB DESCRIPTION

2.01: BUILDING PRINCIPAL

Qualifications:

Valid Building Level Administration License (K-12)

Master's Degree K-12 Administration

At least 21 years of age

Pass National Criminal Background Check

Valid driver license

Reports To: Superintendent of Schools

General Description:

The Building Principal implements the administration, supervision and evaluation of all programs and activities, curricular and co-curricular, within his/her building in accordance with Board of Education Policy and Indiana School Law and Standards; provide leadership in the planning and supervision of the educational program.

Duties and Responsibilities:

1. Each principal should continue his/her professional growth through activities such as continued education course work, workshops, seminars, etc.
2. Supervises the operations of the buildings and grounds for the health, safety, and well-being of pupils, teachers, and patrons; reports needed major building and equipment repairs to the Maintenance Supervisor.
3. Directs, supervises, and evaluates the instructional and guidance programs and the work schedule of all assigned personnel.
4. Shall prepare all reports and maintain such records as required by school law, regulation, or request of the Superintendent.
5. Organizes, administers, and directs all student activities for the assigned school building.
6. Directs all student accounting activities for the assigned attendance area; all extra-curricular funds in each building shall be handled through the office through a common system of accounting and banking. Shall make a financial report listing receipts, disbursements, and all monies in the school fund monthly.
7. Shall be responsible for the requisition of supplies, textbooks, equipment, and other material necessary for the operation of the building through the office of the Superintendent.
8. Prepare and submits the building budgetary requests and monitors expenditures of funds.

9. Shall be responsible for the registration, assignment, promotion or retention of all students assigned within the building. A report shall be made to the Superintendent of all retained or conditionally passed students, including all documentation leading to those decisions. Certify with the Superintendent seniors who are eligible to receive diplomas.
10. Shall coordinate the activities of the assigned school with the activities of the other school through the office of the Superintendent.
11. Shall be responsible for keeping the Superintendent informed concerning all activities in his/her respective building.
12. Shall update disaster plans annually (fire drills, tornado drills, earthquake drills, safety procedures, etc.)
13. Shall maintain good public relations with the community.
14. Notifies the office of the Superintendent of any student whose parents reside outside the district so that status may be determined in regard to tuition.
15. Confers with the Superintendent regarding the possible expulsion of a student or the suspension of an identified Special Education student. Responsible for submitting written report of such action.
16. Shall be responsible for establishing/modifying procedures for the withdrawal of student from his/her building. The principal shall complete all forms and reports required by the Superintendent.
17. Maintains high standards of student conduct and enforces discipline as necessary according to Board Policy, Student Code of Conduct Handbook, and according to the due process rights of students.
18. In conjunction with the staff, evaluates the curriculum, seeks improvement of educational programs, and makes an annual report with recommendations to the Superintendent.
19. Make classroom visits, periodically review teachers' lesson plan books, and have follow-up conferences with recommendations to the Superintendent.
20. Foster the professional and personal growth of all teachers through in-service programs, professional days, workshops, etc.
21. Directs and coordinates the support staff (classified) assigned to the building.
22. Enforces the Indiana Code that establishes policy, age, and immunization requirements.
23. Utilizes the personnel from the Special Education Cooperative, East Central Educational Service Center, Juvenile Court, local agencies, etc.
24. Maintains adequate records of all students within the building.
25. Shall inform the Superintendent when absent from the building; appoint a member of the faculty to be in charge during his/her absence but in doing so, must assume full responsibility for any result.
26. Shall be responsible for scheduling meetings of the faculty of his/her building.
27. Shall be responsible for recording and reporting all building employees' sick leave, personal leave, professional leave, vacation leave, and work days in addition to general attendance of building staff.
28. Attends as many school functions as possible.
29. Schedules assemblies for the general instruction or the student populations.
30. Supervises the health service program for his/her building.
31. Responsible for general lunchroom supervision.

32. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
33. Helps instill in students the belief in and practice of ethical principles and democratic values.
34. Occasional exposure to blood, bodily fluids, and tissue requiring cleaning.
35. Perform other tasks and assumes responsibilities as directed by the Superintendent.

Appointment and Terms of Employment:

Salary, length, and work year established by the Superintendent. Employment will be contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

The Randolph Southern Board of School Trustees shall initially appoint a Building Principal to a contractual term subject to the following conditions: (1) The basic contract must be the regular teacher's contract as prescribed by the state superintendent, (2) The term of the initial contract must be the equivalent of at least two (2) school years, (3) The contract may be altered, modified, or rescinded in favor of a new contract at any time by mutual consent of the governing body of the school corporation and the principal or assistant principal.

Evaluation:

Performance evaluations of this position will be conducted annually by the Superintendent.

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JOB DESCRIPTION

2.02: GUIDANCE COUNSELOR (Grades 7-12)

Qualifications:

Valid Indiana Teaching License in School Counseling
Master's Degree in School Counseling, Social Work, or Related Area
Pass National Criminal Background Check
At least 21 years of age
Valid Driver's License
Knowledge of Indiana Graduation Diploma Requirements, Student Courses, and Master Schedules (preferred)
Knowledge and Experience Administering State Assessment
Knowledge of College Entrance Requirements and Examinations

Reports To: Building Principal and Superintendent

Employment Status: Full Time (203 Days)

Job Duties and Responsibilities:

1. Counseling and assisting students with educational, personal, social, occupational, placement, and related problems in planning and adjustment.
2. Working with teachers in studying, diagnosis, and understanding students; planning, conducting group guidance activities; utilizing community resources; and participating in in-service teachers educational activities.
3. Working with the administrative staff and other school personnel in planning, developing, and conducting the total guidance program, curriculum study, and research.
4. Working with lay groups, parents, and individuals in coordinating school and community resources and activities which contribute to the improvements of pupil personnel services.
5. Encourage students to evaluate alternatives, formulate realistic goals and become increasingly self-directive.
6. Maintains acceptable non-punitive relationships with students and respect their confidences.
7. Maintains confidential file systems for each student that records data from conferences and other pertinent data. (Under no circumstances is this file made available to other students).
8. Provides an orientation program for all students new to the building.

9. Assists with registration and scheduling classes of students.
10. Conducts counseling interviews; teacher, principal, and parent referrals; retained students; new students; failures.
11. Recognizes behavior patterns that may be sympathetic of educational or emotional problems.
12. Explores reasons for deviation of behavior in cases which have been referred to the principal for serious disciplinary action.
13. Consults with parents and school staff about student's attendance, achievement, and problem areas.
14. Orientation and screening of students for the area career center(s); consult in career education programs.
15. Scheduling students for conferences with college and military representatives. Assist students setting-up college visitations.
16. Provide material pertaining to college admission tests.
17. Assist students in completing applications and making necessary arrangements in meeting testing schedules.
18. Assist with completion of senior survey form—a summary concerning student's plans after graduation.
19. Provide applications for post-secondary education admissions, scholarships and financial aid grants; assist in job placement.
20. Conduct an annual follow-up study of high school graduates.
21. Provide preventative guidance activities for classrooms.
22. Maintains and builds an occupational information library, including a minimum number of college and technical school catalogues.
23. Acts as consultant for teachers and parents.
24. Maintains liaison with community agencies and referral services.
25. Conducts, supervises, and interprets the group testing program with the school staff.
26. Conducts research projects as requested by the Principal and/or the Superintendent, such as follow-up studies of former students, test results, and so forth.
27. Maintain records as required by district policy.
28. Coordinates the ordering of corporation wide group test; distribution and collection of test materials.
29. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
30. Helps instill in students the belief in and practice of ethical principles and democratic values.
31. Occasional exposure to blood, bodily fluids, and tissue.
32. Occasional operation of a vehicle under inclement weather conditions.
33. Assist the Building Principal with discipline issues.
34. Assist with daily lunch supervision.
35. Responsible for operations of school in absence of Principal and Superintendent.
34. Conducts other duties related to the counselor's duties as assigned by the Principal or Superintendent.

Appointment and Terms of Employment:

The Randolph Southern Board of School Trustees reserves unto itself the right of final approval or rejection of new personnel and the promotion, dismissal, or transfer of personnel upon the recommendation of the Superintendent. Each applicant must have a valid license or endorsement in the area of certification, application, college transcript, expanded background check, and references on file.

Evaluation:

Certified staff performance evaluations of this job will be conducted annually by the building administrators following the guidelines set forth in Indiana Code.

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JOB DESCRIPTION

2.03: ATHLETIC DIRECTOR

Qualifications:

Valid Indiana Teacher Certificate (preferred)
Bachelor's Degree in Sports Management, Education, or Business (preferred)
High school diploma
At least 21 years of age
Valid Driver's License
Previous Coaching and Supervisory Experience, Communication & Organization Skills
Pass National Criminal Background Check

Reports To: Building Principal and Superintendent

Employment Status: Full Time / 203 days / 8 hours per day

Salary / Benefits, length, and work year established by the Superintendent. Employment will be contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Adhere to all Board Policies and School Handbooks.
2. Athletic Director is directly responsible to the Building Principal.
3. Possess the professional and personal characteristics necessary for working with students, staff, and community.
4. Be knowledgeable of and maintain Randolph Southern Jr./Sr. High School's adherence for all rules, regulations, and policies of the Indiana High School Athletic Association. Keep each coach informed of changes. Report any infractions to the Building Principal immediately and in detailed fashion.
5. Coordinate with the Principal any determination of athletic probation.
6. Attend rule clinics, communicate changes to coaches, and promote coaches' attendance at clinics.
7. Responsible for scheduling all home and away athletic contests grades 5-12 according to IHSA rules and regulations. Establish a supervision schedule for other assistants of supervision.
8. Coordinate the travel arrangements for athletes including meals and lodging if applicable, to all away athletic events with the Transportation Department and Extra-Curricular Treasurer. Provide traveling directions to fans.

9. Assist the building Principal in securing qualified individuals for coaching and sponsor positions, including volunteer coaches, for the athletic department. Conduct a criminal record check and check references before the recommendation is made.
10. Use the corporation approved recommendation form for all recommendations.
11. Supervise and evaluate all athletic coaches and cheerleader sponsors.
12. Encourage coaches and student-athletes to use only the very best sportsmanship in athletic events.
13. Develop the athletic handbook and policies in collaboration with administration. Review, update, and submit them annually to the Superintendent and school board for approval.
14. Arrange for insurance on athletes if possible and available.
15. The Principal and Athletic Director administer discipline to athletes and coaches for violations of rules in accordance with the athletic and student handbook.
16. Schedule and coordinate all practice schedules for interscholastic athletic programs.
17. Provide a game and practice schedule to the Director of Operations.
18. Collaborate and communicate with the Principal and Director of Operations for maintenance repairs of athletic facilities, cleaning, and installation of new equipment.
19. Secure and designate workers for all home athletic events.
20. Oversee the sale of tickets to all events. Gate receipts are to be collected, receipted, and deposited by the extra-curricular treasurer within (24) hours of each event in accordance with the Board Policy 6610 and State Board of Accounts guidelines.
21. Provide written financial report to the Principal after every athletic contest where admission is charged and a monthly report of ECA accounts to the School Board.
22. Schedule and contract all officials for home athletic events grades 7-12. Make sure all officials are properly greeted upon arrival and that their departure is achieved under supervision. Provide a safe environment and locker room. This includes to and from the game floors.
23. Supervise the greeting of all visiting teams to Randolph Southern Jr./Sr. High School.
24. Ensure RSSC functions as a good host & supervises the visitor's departure.
25. Assist in the promotion of good athletic relations and inter-school relations.
26. Provide schedules and rosters to opposing schools, press and radio. Act as publicity agent for athletic program.
27. Maintain accurate financial records as well as records of all awards earned by each individual athlete throughout his or her 7-12 careers.
28. Maintain an effective system of communication between school and home.
29. Assist the Principal in the positive reflection of the school to the community and its patrons. Seek the help and support from the staff at all times in this endeavor.
30. Responsible for the equitable expenditure of athletic receipts. Expenditures and purchases shall benefit athletes in a fair manner.
31. Purchase all athletic supplies and equipment in conjunction with the coaches or the Athletic Department shall be made with a purchase order following the procedures set for in administrative guidelines, board policy and State Board of Accounts. Final approval of all expenditures is made by the Principal. Prompt payment of athletic equipment and supply invoices shall be made the Extra-Curricular Treasurer following receipt and verification of items purchased.

32. Responsible for maintaining solvent athletic fund balances.
32. Responsible for securing and maintaining equipment inventories for athletic coaches.
33. Help supervise and plan supervision for crowd control at athletic contests.
34. Supervise and coordinate the Athletic Booster organization and attend all the meetings.
35. Coordinate facilities and usage with Elementary Principal.
36. Fill out and turn in time sheet in accordance with State Board of Accounts guidelines for your daily time as Athletic Director.
37. Responsible for operations of school in absence of Principal, Guidance Director, and Superintendent.
38. Train employees to use the school mini-school bus and turn in the time on a time sheet for payment.
39. Occasional exposure to blood, bodily fluids, and tissue.
40. Perform other duties/responsibilities as assigned by the Principal, Superintendent, or their designee.

Evaluation:

Performance evaluations of this position will be conducted annually by the Building Principal.

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JOB DESCRIPTION

2.04: TEACHER

Qualifications:

Valid Indiana Teacher License or Endorsement in the Area of Certification

Bachelor's Degree in Teaching Content Area

Pass National Criminal Background Check

At least 21 years of age

Valid Driver's License

Reports To: Building Principal and Superintendent

Employment Status: Full Time per Master Contract / 183 days / 7.5 hours per day

Duties and Responsibilities:

1. All teachers have general obligations which are inherent to the work of teacher.
2. All teachers are expected to be loyal to the school and supportive of their peers and any concerns are expected to be addressed through appropriate channels or by grievance procedures as outlined in the Master Contract.
3. Teachers are immediately responsible to his or her building principal and should utilize this channel for consideration of concerns connected with his or her work.
4. Teachers are expected to support the concepts of freedom and democracy by the content of their teaching and by their example. Teachers should be instructors of proper attitudes, good character, proper work habits, moral values, and good English.
5. Teachers shall function in his or her relationships as a teacher in accordance with the adopted policies of the board, state laws, federal laws, and regulations, within the guidelines of the democratic concept.
6. To carry out policies as directed by the principal.
7. To put into operation a course of study to lead students toward achievement in the classroom and co-curricular activities.
8. To evaluate student progress in a variety of ways, record results, and issue reports to inform parents of progress.
9. To keep the building principal informed about the physical condition and the educational environment of the classroom.
10. To be at duty stations when and where assigned.
11. To work with other faculty and staff to help maintain the quality of instruction in the best interests of the school corporation.

12. To establish and maintain community contacts between the home and school in the interests of more efficient instruction.
13. To participate in faculty and professional meetings, educational conferences, and teacher training workshops. To accrue additional educational credits as necessary for licensing.
14. To maintains confidentiality in all matters.
15. To pursue professional growth.

Appointment and Terms of Employment:

The Randolph Southern Board of School Trustees reserves unto itself the right of final approval or rejection of new personnel and the promotion, dismissal, or transfer of personnel upon the recommendation of the Superintendent. Each applicant must have a valid license or endorsement in the area of certification, application, college transcript, expanded background check, and references on file.

Evaluation:

Certified staff performance evaluations of this job will be conducted annually by the building administrators following the guidelines set forth in Indiana Code.

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JOB DESCRIPTION

2.05: ATHLETIC SUPERVISOR(S)

Qualifications:

High school diploma
At least 21 years of age
Valid Driver's License
Prior experience supervising games/events, receipting funds, ticket sales, and assigning workers
Pass National Criminal Background Check

Reports To: Athletic Director, Building Principal and Superintendent

Employment Status: Part Time Position(s): Two (2)
Supervision of at least 50 events per position per year

Extra-curricular stipend established by the Superintendent. Employment will be contingent upon approval by the Superintendent and School Board.

Duties and Responsibilities:

1. Adhere to all Board Policies and School Handbooks.
2. Athletic Supervisor is directly responsible to the Athletic Director and Building Principal.
3. Possess the professional and personal characteristics necessary for working with students, staff, and community.
4. Be knowledgeable of and maintain Randolph Southern Jr./Sr. High School's adherence for all rules, regulations, and policies of the Indiana High School Athletic Association. Keep each coach informed of changes. Report any infractions to the Building Principal immediately and in detailed fashion.
5. Encourage coaches and student-athletes to use only the very best sportsmanship in athletic events.
6. Designate workers for all home athletic events.
7. Oversee the sale of tickets to all events. Gate receipts are to be collected, receipted, and deposited by the extra-curricular treasurer within (24) hours of each event in accordance with the Board Policy 6610 and State Board of Accounts guidelines.
8. Provide written financial report to the Principal after every athletic contest where admission is charged and a monthly report of ECA accounts to the School Board.
9. Make sure all officials are properly greeted upon arrival and that their departure is achieved under supervision. Provide a safe environment and locker room. This includes to and from the game floors. Distribute checks to referees and workers.

10. Supervise the greeting of all visiting teams to Randolph Southern Jr./Sr. High School.
11. Communicate with janitor during and after the game: cleaning facilities, spills, heat/air, lights, and trash.
12. Ensure RSSC functions as a good host & supervises the visitor's departure.
13. Assist in the promotion of good athletic relations and inter-school relations.
14. Provide schedules and rosters to opposing schools, press and radio. Act as publicity agent for athletic program.
15. Help supervise and plan supervision for crowd control at athletic contests.
16. Provide a timesheet for each game supervised.
16. Occasional exposure to blood, bodily fluids, and tissue.
17. Perform other duties/responsibilities as assigned by the Principal, Superintendent, or their designee.

Evaluation:

Performance evaluations of this position will be conducted annually by the Building Principal.

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JOB DESCRIPTION

3.01: DIRECTOR OF OPERATIONS

Qualifications:

High School Diploma and Bachelor Degree in construction or engineering (preferred)
Hold a valid driver license. Possess or ability to obtain CDL school bus/passenger endorsement
At least 21 years of age
Pass National Criminal Background Check
Possess oral and written communication, interpersonal, decision making, organizational, supervisory, management, and analytical skills.
Knowledge and experience in building maintenance, grounds (maintenance, care and equipment), operating knowledge of personal computer and software, custodial operations (equipment, products and standards), planning, construction, mechanical systems (electrical, plumbing, HVAC), supervision, building codes, and budgeting.
Knowledge of school transportation systems and State requirements
Good health, high moral character, and good attendance record.
Ability to lift and carry 50 pounds
Ability to climb on a step ladder, work with hand tools, and operate school equipment

Reports To: Superintendent and Building Principals

Employment Status: Full-Time and Key Employee

Salary, length, and work year established by the Superintendent. Employment will be contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Has direct supervisory responsibility of custodial, grounds, transportation, and maintenance personnel.
2. Coordination, planning, repair, maintenance, installation, and direction of the corporation facility, electrical, plumbing, HVAC, telephone, CCTV, proximity card custodial, grounds, and transportation systems.
3. Assist with bus routing (e.g., prior to start of school, turn-a-rounds, stops).
4. Assist with scheduling transportation for handicapped students, alternative school, and other routes (e.g., athletic) as needed.
5. Assist with coordinating and directing the transportation drug-testing program.
6. Prepare accident reports and report such to the superintendent.
7. Assist with investigating and responding to parent complaints.

8. Assist with maintaining a current Corporation map, a current roster of pupils transported, and prepares all reports applicable to the transportation system. (i.e., route descriptions, pick-up/drop-off points, student grade level, etc.)
9. Assist the superintendent and/or designee in assessment of emergency weather conditions and other emergencies.
10. Assist in the development of long-range transportation and bus purchase plans, including specifications.
11. Coordinate bus maintenance, make minor repairs, and maintains records of bus maintenance and repair including recalls and other safety items.
12. Maintain and submission of regular financial and personnel reports to the central office (e.g., purchase order requests, timesheets, bills for payment).
13. Order fuel, parts and supplies as needed.
14. Direct maintenance preparations and serve as coordinator for annual and other bus inspections.
15. Responsible for the inspection, care, condition, appearance, repair or replacement of physical equipment, buildings, facilities, and grounds; works with custodial and maintenance staff to accomplish this function.
16. Plan cleaning, maintenance and work schedules, including securing substitute custodians.
17. Responsible for direction of the operation and maintenance of the computer networked HVAC system, swipe card system and camera system of the school corporation.
18. Establish and maintain an inventory system and procedures to order materials and supplies needed for the operation of the school.
19. Development and operation of maintenance records and reports including OSHA, fire code, and indoor-air quality required information.
20. Coordinate removal of snow, ice, debris from walks, steps, parking lots, and entryways.
21. Coordinate and help unload trucks, checks in and stores supplies.
22. Coordinate opening and securing of building each day
23. Plan and promote good safety practices and procedures.
24. Request and assist with repairs that require contractual services. This includes development of specifications and seeking bids or quotes in a timely manner.
25. Assist in securing, making recommendations for the hiring, and training of new personnel (e.g., bus drivers & custodians, including substitutes.)
26. Coordinate and assist in the training programs for personnel (e.g., riding with new drivers and experienced drivers periodically, new maintenance procedures).
27. Keep abreast of new maintenance techniques and operations.
28. Serve as a source of information to the Board and Superintendent on areas involving buildings, grounds, and transportation.
29. Serve as a substitute bus driver as needed.
29. Subject to random drug testing.
30. Occasional exposure to blood, bodily fluids, and tissue.
31. Serving as a positive role model for corporation personnel and students.
32. Perform other tasks and assumes responsibilities as directed by the Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Superintendent.

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JOB DESCRIPTION

3.02: FOOD SERVICE SUPERVISOR / DIRECTOR

Qualifications:

Bachelor's Degree or Associate's Degree in Food and Nutrition, Food Service Management, Dietetics, or Family Consumer Sciences (preferred)
At least 3 years of experience in school nutrition programs
High school diploma
At least 21 years of age
Pass National Criminal Background Check
Good health, high moral character, and good attendance record.
Professional tact and diplomacy with administrators, staff, teachers, students, parents and the community

Reports To: Superintendent and Building Principals

Employment Status:

Category I / 200 Days and 7.5 per day
Employment is contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Establishing a good working relationship with the principal and staff in each building, promoting the food service program and particularly stressing the objectives in improving the overall educational process.
2. Supervises and directs the head cook and all other cafeteria personnel to strive for excellence in food preparation that complies with Federal food safety regulations.
3. Supervises and controls the purchase of foodstuffs and supplies used in the lunch rooms.
4. Sets sanitation standards in the lunch rooms to comply with the Indiana Department of Health, Randolph County Health Department, and the principles of the National Sanitation Foundation.
5. Recommends employment and non-employment of cafeteria personnel to the Superintendent.
6. Secures substitute help for the cafeteria when necessary.
7. Supervises the financial management and disposition of food-service funds pursuant to Federal and State law, and USDA regulations. Works in cooperation with the Jr./Sr. High School Extra-Curricular Treasurer to achieve this task.
8. Recommends to the Superintendent the replacement and /or reconditioning of kitchen equipment.

9. Performs periodic inspection of equipment to assure cleanliness, proper working order, and to establish repair or maintenance procedures as necessary.
10. Establishes proper inventory procedures and instructions to personnel for the correct method of gathering information and maintaining inventory records.
11. Prepares reports and/or collects necessary information applicable to the cafeteria, reporting to the Superintendent. These reports include, but is not limited to the following: (a) State reports, (b) Commodity reports, (c) Payroll information, (d.) Free/Reduced lunch reports, and (e) Purchase summaries of hot lunches, milk, etc.
12. Prepares a master menu for the school corporation that complies with the USDA.
13. Prepares specifications for bids/quotes of cafeteria food stuff and supplies in accordance with State and Federal law, USDA regulations, and Board policy. Makes analyses of bids and quotes and gives recommendations to the Superintendent.
14. Occasional exposure to blood, bodily fluids and tissue.
15. Daily interaction with students pertaining to proper behavior during lunch and breakfast periods, lunch selections, and overdue accounts,
16. Maintains a list of student accounts and communicates with parents via email, mail, and telephone to resolving overdue accounts.
17. Ability to operate the cafeteria software program for managing accounts, reconciling accounts, and running reports.
18. Coordinate and facilitate summer lunch program (if applicable).
19. Coordinate and facilitate breakfast lunch program.
20. Ability to serve in all facets of cafeteria operations for food preparation and cleanup.
21. Adhere to all Nutritional Standards for the National School Lunch and School Breakfast Programs set forth by the USDA and IDOE.
22. Provide or facilitate professional development/training opportunities for cafeteria workers.
23. Maintain food service certification and attend professional development opportunities offered by the IDOE or USDA.
22. Conducts other related duties as assigned by the Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Superintendent in collaboration with the Building Principals.

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JOB DESCRIPTION

3.04: SCHOOL NURSE

Qualifications:

Bachelor Degree or Associate Degree in Nursing (preferred)
Registered Nurse
Valid Driver's License
At least 21 years of age
Previous experience in pediatrics, public health, mental health, school law/policy (preferred)
Pass National Criminal Background Check
Strong interpersonal skills, good health, communication skills, data record processing, inventory control, high moral character, and good attendance record.

Reports To: Superintendent and Building Principals

Employment Status:

Category I / 182 Days and 7.5 per day
Employment is contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

General Description:

The school nurse promotes an atmosphere for healthy learning by encouraging a state of physical and emotional wellness for all students. To participate and provide the fullest possible educational opportunity for each student by minimizing absence due to illness and creating a climate of health and well-being in the corporation. The school nurse assists in the formation of health policies, goals, and objectives for the school district.

Duties and Responsibilities:

1. Assist with prevention of disease and other health problems by observation, assessment, screenings, referrals and follow-up. This is to include health screenings as required by the State of Indiana.
2. Assists with development and implementation of health policies and health related forms.
3. Implements administrative policy and procedures on exclusion and re-admission of students in connection with infections and contagious disease.
4. Maintains up-to-date cumulative health records on all students and keeps other health related records as needed.
5. Review entering students' health records, advises parents, and reports known immunization violations to the Principal.

6. Keeps staff and administration informed of student health conditions and advises on modification of the educational programs to meet health needs of individual students.
7. Assumes responsibility for maintaining first aid supplies in clinic as needed.
8. Administers first aid when needed.
9. Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
10. Works with students and parents regarding an understanding of health problems or special needs and assists with obtaining needed services.
11. Works in cooperation with the local health department and/or Division of Family and Children and refers students and families as needed for home visits.
12. Prepares and submits reports for the Superintendent and other agencies as required.
13. Assists school personnel in maintaining sanitary and safe conditions in school.
14. Attends committee meetings and conferences regarding health services and health curriculum.
15. Participates in in-service and educational programs.
16. Serves as a resource and advisory person in areas of health, health education, and health careers for students and staff.
17. Recommends and helps to implement modification of school programs to meet the individual health/educational needs of students.
18. Participates in home visits to assess a student's needs as related to the child's health.
19. Administers medications and treatments to students per physician's orders and parent's authorization.
20. Occasional exposure to blood, bodily fluids, and tissue.
21. Serves as a role model for students in how to conduct themselves as citizens and responsible human beings.
22. Helps instill in students the belief in and practice of ethical principles and democratic values.
23. Perform other tasks and assumes responsibilities as directed by the Principal and Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Superintendent in collaboration with the Building Principals.

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JOB DESCRIPTION

4.01: SECRETARY AND EXTRA-CURRICULAR ACTIVITY TREASURER

Qualifications:

High School Diploma

At least 18 years of age

Valid Driver's License

Pass National Criminal Background Check

Good health, high moral character, and good attendance record

High degree of proficiency in office procedures, typing, filing, office machines, computer devices, accounting, record keeping, computer programs, and communication skills

Professional tact, diplomacy, and presentation with administrators, staff, teachers, parents and the community

Demonstrates aptitude and competence for assigned responsibilities

Reports To: Building Principal and Superintendent of Schools

Employment Status: 10-Month Employee
Category I / 200 days / 7.5 hours per day

Salary, length, and work year established by the Superintendent. Employment will be contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Maintains good relations with the public utilizing tact and diplomacy project a positive attitude about the school to assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.
2. Respects confidentiality in regards to student records and information parents and staff.
3. Performs duties of receptionist and maintains a pleasant attitude; receives telephone calls, responds appropriately and correctly, and makes proper disposition of such.
4. Receives a variety of questions and request from staff, parents and students and sees that such matters are disposed of promptly, correctly, and tactfully.
5. Arranges/records appointments for the principal, schedules parent/teacher conferences.
6. Sorts and distributes incoming and/or daily mail.

7. Ability to utilize electronic database, office suite software products and budget software for processing various reports, student schedules, attendance records for weekly/grading period totals, monthly calendar of events, maintaining student permanent records including transfers, withdraws, transcribing, and typing correspondence,
8. Assists teachers to make copies of test and classroom materials as time permits.
9. Assists in determining, maintaining and distribution of supplies.
10. Serves as Treasurer of the Elementary or High School for extra-curricular funds including receipting and distribution of funds, textbook rental, and fundraisers.
11. Collects, records, and submits teacher assistant and cafeteria workers time sheets.
12. All funds received must be deposited and receipted within 24-hours per State Board of Accounts and Board Policy guidelines. A receipt must be issued to the staff member, student, or parent at the time of processing.
13. Process claims, print checks for mailing, post checks, and file claims on a weekly basis per State Board of Accounts and Board Policy guidelines.
14. Prepare and enter receipts and post revenue on a weekly basis per State Board of Accounts and Board Policy guidelines.
15. Balance funds with bank each month per State Board of Accounts and Board Policy guidelines.
16. Prepare monthly reports to Central Office for schools, which include providing revenue and expenditures.
17. Per the State Board of Accounts Orders guidelines and Board Policy, the Secretary and/or ECA Treasurer must maintain supplies as needed utilizing the proper Purchase Order documents for extra-curricular funds or corporation funds. Purchase Orders must contain the staff member's signature and the Principal's signature. Release of funds (check) must contain the signature of the Principal and Extra-Curricular Treasurer / Deputy Treasurer.
18. Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to the proper person.
19. Reports immediately to the principal the presence in the building of any visitor who bypasses the reception desk or any suspicious activity or unusual behavior on the part of visitors. No visitors are allowed in the building without an identification badge and approval from the Principal or Superintendent.
20. Answers office telephone promptly and courteously and responds appropriately to requests for information.
21. Maintains an attractive and comfortable reception area which includes a reading table stocked with current school district publications & periodicals of general interest.
22. Communicates effectively with and keeps immediate supervisor informed at all times.
23. Assist in the publication of the weekly school newsletter.
24. Wears rubber gloves when dealing with any body fluids.
25. Perform other tasks and assumes responsibilities as directed by the Principal and Superintendent.

Evaluation:

Written evaluation will be conducted on annually by the Building Principal.

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JOB DESCRIPTION

4.02: GUIDANCE / EXTENDED LEARNING CENTER SECRETARY,

Qualifications:

High school diploma
At least 18 years of age
Valid Driver's License
Good health, high moral character, and good attendance record.
High degree of proficiency in office procedures, typing, filing, office machines, computer devices, record keeping, computer programs, and communication skills
Professional tact, diplomacy, and presentation with administrators, staff, teachers, parents and the community
Demonstrates aptitude and competence for assigned responsibilities
Pass National Criminal Background Check

Reports To: Building Principal, Counselor, and Superintendent

Employment Status:

Category II / 195 days / 7 hours per day
Employment is contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Update End of Course Assessment (ECA) scores, test date, test attempts on student grade transcripts. Maintain a list of students that did not pass ECA and ensure retest is administered during the next test session.
2. Update summer school grades to PowerSchool.
3. Input and update student enrollment data information to PowerSchool. Ensure previous school grades and previous test scores (ACT, SAT, or ECA) to PowerSchool.
4. Input student class schedule into PowerSchool.
5. Create a student folder and hanging file for each student. Each grade level folder is a different color. All students in grades 9-12 need a 4-year sheet created and updated to 4-year book to track classes that have been taken, which classes need to be taken, and how many credits each student has obtained.
6. Track the number of students in each class.
7. Print report cards for each 9-week grading period and semester.
8. Maintain award certificate inventory.
9. Assist in the planning of awards day for seniors and junior high school.

10. Communicate with teachers in placing orders for awards and certificates.
11. Type all student awards for each 9-weeks and semester: (Perfect Attendance, Honor Roll, Student of the Week, Clubs, etc.). Provide original to the high school office and maintain a copy/record.
12. Track and maintain scholarship awards to seniors.
13. Print senior awards agenda and program for the high school office.
14. Assist with maintaining an up-to-date roster of Career-Technical Education students for the Richmond Area Career Center.
15. Assist in maintaining and updating the course selection handbook with collaboration of the high school principal and teachers per the Indiana Department of Education guidelines. The course selection handbook is presented to the Superintendent and School Board for review and approval.
16. Assist in the administration of ISTEP, Algebra I, English 10, and Biology 10 ECA test and retests. Maintain and distribute of teacher test manuals, manipulatives, reference sheets, student password and login, and student test booklets in a secure location with teacher signoff. Cross reference all students test booklet to student test number, grade level and teacher. Placement of labels on test booklets and boxes to be sent back to testing vendor.
17. Assist Honor Society with Secret Santa program.
18. Send grade transcripts to colleges upon written request of students/parents with the approval of the Principal and Counselor. Maintain a log of all transcripts sent.
19. Send Honor Roll to newspaper and administration.
20. Monitor hallways and restroom during passing period.
21. Monitor and assist students enrolled in PLATO.
22. Ensure students are supervised at all times.
23. Occasional exposure to blood, bodily fluids, and tissue.
24. Serving as a positive role model for corporation personnel and students.
25. Conducts other duties related to the counselor's duties as assigned by the Principal, Counselor, or Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Building Principal with collaboration of the High School Counselor.

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JOB DESCRIPTION

4.03: TECHNOLOGY DIRECTOR

Qualifications:

Bachelor Degree in Computer Technology or Associate Degree in Computer Technology with 3-5 years' experience preferred.

High school diploma

Valid Driver's License

At least 21 years of age

Google Certification, equivalent training or experience in Computer Technology. Expertise in network and server applications, computer hardware repair/replacement, and computer software installation/upgrades preferred.

Pass National Criminal Background Check

Reports To: Superintendent of Schools and Building Principals

Employment Status: Full-Time and Key Employee

Salary, length, and work year established by the Superintendent. Employment will be contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

General Description:

The Technology Director assists the students, teachers, administration, and the Board of Technology carry out its mission of improving the computer technology, curriculum, and instructional programs in grades K-12. The Technology Director keeps the corporation computer system, associated hardware and software running properly, up-to-date, repaired or arranges repair through outside IT vendors.

Duties and Responsibilities:

1. Acts as the technology specialist and works in collaboration with the building principals.
2. Assists in revising and executing the K-12 technology goals and plans of the Randolph Southern Technology Board as approved by the Board of Trustees.
3. Provides leadership and oversight in the implementation of corporation technology plans.
4. Abides by all legal statutes, policies, procedures, administrative directives from administration and Board of School Trustees.

5. Plans, organizes, and oversees the implementation of both small and large IT Initiatives.
6. Assists staff and students with technology applications, training, and troubleshooting as needed during the school day. Duties will not daily lesson planning and student instruction. Rather, a teacher may request from the building principal permission to have the technology director assist his/her class for special situations in advance. The building principal will make the final decision.
7. Helps train users on correct use of network equipment to prevent abuse or damage.
8. Responsible for logging and monitoring problems related to upkeep and maintenance of network equipment.
9. Maintains computer networks and data bases by performing diagnostics, repairs, and cleanings on hardware and software. This task includes new software or apps added to the server in the future.
10. Manage and update the corporation automated emergency dialer software database.
11. Insures annual summer repairs and preventative maintenance is completed on networks.
13. Keeps abreast of changing trends and developments in technology allowing the corporation the ability to make the most informed decisions.
14. Will be available for troubleshooting as necessary during the school day and occasionally during evenings and weekends if and when the need arises.
15. Develops data and technology disaster recovery plan which includes: (1) procedures for recovery of data loss, (2) nightly onsite/offsite backup, (3) maintain warranty, replacement, and upgrade list of hardware and software, (4) review of network security from hacking, (5) maintain IT vendor list for tech support, and (6) create a temporary action plan for maintaining central office devices and software.
16. Plans and prepares the technology budget in cooperation with the Superintendent. Oversees all technology purchases made in the corporation.
17. Prepares the monthly agenda for Tech Board meetings. Attends all meetings and provides minutes to all employees and school board members via email or Google docs.
18. Monitor, research, track, and report inappropriate Internet usage and computer usage by students and staff to administration. Block & unblock websites as needed per administration approval.
19. Installs, manages, & uploads online assessments conducted by the School Corporation and Indiana Department of Education.
- 20.
21. Responsible for submission and review of E-Rate filings.
22. Networks with outside experts and collaborates with other school corporations for the advancement of technology integration into the classroom.
23. Attends HECC conference and participates in software and hardware training as needed.
24. Properly disposes of all unusable equipment, printer cartridges, equipment boxes, used technology equipment such as monitors, printers, hard drives.
25. Identify, tag and maintain an inventory list of all technology equipment.
26. Maintains and reviews the RSSC Technology Constitution and By-Laws annually in cooperation with the Technology Team. A copy of the constitution is available in Central Office and posted on the corporation website.
27. Submits State reports in a timely manner.
28. Maintains the corporation website with up-to-date posts.

29. Pursues technology grants for the school corporation.
30. Occasional exposure to blood, fluids, and tissue.
31. Performs various other tasks as may be assigned by the Superintendent and Principals.

Evaluation:

Performance evaluation of this position will be conducted annually by the Superintendent with collaboration from the Building Principals.

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4.04: LIBRARY AIDE

Qualifications: Certification as a Librarian or Media Specialist preferred
High School Diploma
At least 18 years of age
Pass National Criminal Background Check
Ability to work with students, teachers, parents, and the community.

Reports To: Principal, Media Director, and Superintendent

Employment Status:
Category II / 181 Days / 7 hours per day
Employment is contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

The duties of a library aide are determined by the media specialist and the building principal. The following list describes likely expectations:

1. To communicate daily about library services with the media specialist and with the Principal, and other staff members as needed.
2. To open and close the library each school day and be present to supervise students unless another adult is able to do so.
3. To train and oversee the work of student cadets.
4. To monitor study hall students who are assigned to the library and report misuse of time or other behavioral issues to the principal.
5. To monitor students who come to the library to check out books, utilize periodicals, computers, and conduct research materials. Students must have a pass from the classroom teacher or be accompanied by a teacher.
6. To oversee the circulation of materials and equipment and notify students of overdue items.
7. To learn the operation of the library's automated catalog system and all available databases and encourage students' use of them, offering assistance as needed.
8. To assist staff and students in finding online, print, and audio-visual materials as needed.
9. To keep materials organized, clean, and repaired.
10. To assist the librarian in ordering materials, promoting library use, and decorating bulletin boards and windows.

11. To model sustained, silent reading of library materials at designated and other appropriate times.
12. To perform other duties as assigned by the media specialist or building principal

Evaluation:

Performance evaluations of this job will be conducted annually by the Principal with input from the Media Director.

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JOB DESCRIPTION

4.05: SUBSTITUTE TEACHER

Qualifications:

Hold a Indiana Substitute License, Teacher License, or ability to obtain
Hold Indiana Teacher License (preferred)
High school diploma
At least 18 years of age
Completion of 1-day orientation in-service certified by the building principal
Previous experience working with youth (day care center, coach, summer camp, scout leader, etc.)
Pass National Criminal Background Check

Reports To: Building Principal and Superintendent

Employment Status:

Part Time (as needed) / 7 hours per day
Employment is contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Report to the office to obtain the substitute folder and room key which include policies and procedures for attendance, discipline, class procedures, class schedules, emergency exit route, emergency plan, school layout, and lesson plans.
2. Report to the nurse's office to check on medical issues of students in classes.
3. Assume all duties of the regular classroom teacher in accordance with school rules including supervision in lunchroom, hallways, restroom, on playground, or other duties assigned by the building principal.
6. Follow the instructions and lesson plans left by the teacher or alert the administrator if there are no plans to follow.
7. Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans.
8. Maintain normal classroom routines and discipline procedures.
9. Spend the entire instructional period working with students.
10. No personal work of any kind should be done.
11. The substitute teacher is expected to carry out the instructions of the regular teacher, including grading daily papers and leaving a summary of work covered.
12. Remain in the classroom if a student teacher or intern is teaching.
13. Maintain a positive learning atmosphere in the classroom.

14. Disruptive student conduct in class is not acceptable. If serious student behavior problems occur, assistance should be sought from a neighboring teacher or a building administrator.
15. The substitute teacher shall inform the principal of cases of personal injury to students or staff, illness of any student, damage to school property, discipline problems or infractions of school rules.
16. It is not the substitute teacher's responsibility to:
 - a. Grant permission for a student to leave school before the regular dismissal time
 - b. Detain a student after dismissal time
 - c. Communicate information about a student or staff member with anyone but the building principal.
17. At the close of the school day, the substitute teacher shall:
 - a. Leave the classroom as neat as possible with things approximately in the same place where they were found
 - b. Be sure all windows and doors are locked
 - c. Return key and substitute folder to the office
 - d. Leave the teacher a report about how the day went, work that was completed
 - e. Check out at the school office
18. Under no circumstances shall the substitute teacher:
 - a. Release a student from his/her jurisdiction during school hours without permission from the school office
 - b. Use corporal punishment. It is recommended that substitute teachers not touch students at all.
 - c. Leave money or valuables in the classroom
 - d. Criticize the teacher about her/his materials or methods
 - e. Leave students unsupervised at any time during the day.
 - f. Make comments about any student, teacher, administrator or parent that will reflect negatively upon that person or upon the teaching profession. Observations made and conversations held during the school day should be considered confidential and discussed only with the school principal
 - g. Review school records without the permission of the principal. Records are legally designated as confidential and should be treated as such at all times.

Evaluation:

Performance evaluations of this position will be conducted annually by the Building Principal.

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JOB DESCRIPTION

5.01: VARSITY HEAD COACH

(Basketball, Volleyball, Wrestling, Track, Baseball, Softball, Tennis, Golf, Archery, Bowling, and Cross Country)

Qualifications:

High school diploma

At least 18 years of age

Valid Driver's License

Concussion and Sudden Cardiac Arrests Training Certification or ability to obtain certification

Knowledge of the care of and prevention of athletic injuries

Organizational skills/resources to enhance the program

Skill in oral presentations

Coaching and administrative abilities

Ability to work with other coaches

Attendance at coaching clinics and camps, conduct practices & weightlifting during offseason/summer

Knowledge and emphasis on fundamentals for each respective sport

Knowledge of training and conditioning techniques

Ability to diagnose player deficiencies/prescribe corrective activities

Ability to make minor repairs on equipment

Pass National Criminal Background Check

Reports To: Athletic Director, Building Principal, and Superintendent

Employment Status:

Part Time (up to 29-hours per week)

Employment is contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Encourage students to participate in athletic programs offered in grades 5-12.
2. Assist the Athletic Director in the accounting for the condition, inventory, distribution, and procurement of all equipment.
3. Account for assignment of lockers and the condition of the locker room.
4. Conduct an informational pre-season parent meeting. Conduct parent, player, coach, and athletic director meetings (as needed) during the season when problems arise.
5. Assist in the scheduling and recording of physical examinations for all players.
6. Instruct and assist players in the care and prevention of injuries.
7. Attend rules interpretation meetings and sports medicine in-services.

8. Abide by all Board Policies, IHSA Rules, Athletic and Student Handbook Guidelines.
9. Instruct players in the proper use of weightlifting equipment.
10. Schedule, plan, and conduct all practice sessions. Develop scouting schedules.
11. Accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
12. Evaluate game films, schedule and conduct meetings to discuss forthcoming opponents.
13. Attend reserve and junior high games/events as much as possible.
14. Contribute to public relations by providing information to newspapers, the internet, radio, and television stations, school newspapers, and other school publications.
15. Correspond with college and university personnel to assist players acquiring athletic scholarships.
16. Cooperate with the Athletic Director in the hiring of officials for games and events.
17. Assist with the selection of all program coaches.
18. Communicate with classroom teachers to determine the achievement level of each athlete.
19. Participate in awards program by distributing awards to athletics.
20. Instruct and supervise managers and statisticians during game/events and practice preparation.
21. Attend and participate in Athletic Booster Club meetings.
22. Evaluate players/athletes after each game/event and at the end of the season.
23. Ability to drive mini-bus to events after receiving training.
24. Occasional exposure to blood, bodily fluids, and tissue.
25. Attendance at coaching clinics and camps, conduct practices & weightlifting during offseason/summer
26. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
27. Helps instill in students the belief in and practice of ethical principles and democratic values.
28. Perform other duties/responsibilities as assigned by the Athletic Director, Principal, or Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Athletic Director with collaboration of the Building Principal.

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JOB DESCRIPTION

5.02: ASSISTANT VARSITY COACH

(Basketball, Volleyball, Wrestling, Track, Baseball, Softball, Tennis, Golf, Archery, Bowling, and Cross Country)

Qualifications:

High school diploma
At least 18 years of age
Valid Driver's License
Concussion and Sudden Cardiac Arrests Training Certification or ability to obtain certification
Knowledge of the care of and prevention of athletic injuries
Organizational skills/resources to enhance the program
Skill in oral presentations
Coaching and administrative abilities
Ability to work with other coaches
Knowledge and emphasis on fundamentals for each respective sport
Knowledge of training and conditioning techniques
Ability to diagnose player deficiencies/prescribe corrective activities
Ability to make minor repairs on equipment
Pass National Criminal Background Check

Reports To: Head Coach of Sport, Athletic Director, Building Principal, and Superintendent

Employment Status:

Part Time (up to 29-hours per week)
Employment is contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Implement the coaching philosophy of the head coach.
2. Scout games/events at all levels as requested.
3. Attend all mandatory meetings and practices pertaining to the sport.
4. Conduct self in a professional manner.
5. Prepare game strategies.
6. Supervise locker areas before and after practices and events.
7. Assists at all varsity contests.
8. Contribute to public relations by providing information to newspapers, radios, the internet, and other media.
9. Abide by IHSAA rules, Board Policies, Athletic and Student handbook guidelines.

10. Instruct players in the proper use of weightlifting equipment.
11. Participate in awards program at conclusion of season.
12. Distribution/collection, inventory, correct use, and proper storage of all uniforms and equipment throughout the season.
13. Ability to drive mini-bus to events after receiving training.
14. Possible exposure to blood, bodily fluids, and tissue.
15. Attendance at coaching clinics and camps, conduct practices & weightlifting during offseason/summer
16. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
17. Helps instill in students the belief in and practice of ethical principles and democratic values.
18. Perform other duties/responsibilities as assigned by the Head Coach, Athletic Director, Principal, or Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Athletic Director with collaboration of the Head Coach.

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JOB DESCRIPTION

5.03: JUNIOR HIGH / ELEMENTARY COACHES

(Basketball, Volleyball, Wrestling, Track, Baseball, Softball, Tennis, Golf, Archery, Bowling, and Cross Country)

Qualifications:

High school diploma
At least 18 years of age
Valid Driver's License
Concussion and Sudden Cardiac Arrests Training Certification or ability to obtain certification
Knowledge of the care of and prevention of athletic injuries
Organizational skills/resources to enhance the program
Skill in oral presentations
Coaching and administrative abilities
Ability to work with other coaches
Knowledge and emphasis on fundamentals for each respective sport
Knowledge of training and conditioning techniques
Ability to diagnose player deficiencies/prescribe corrective activities
Ability to make minor repairs on equipment
Pass National Criminal Background Check

Reports To: Head Coach of Sport, Athletic Director, Building Principal, and Superintendent

Employment Status:

Part Time (up to 29-hours per week)
Employment is contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Organize and conduct daily practices.
2. Set strategy for games.
3. Communicate with classroom teachers to determine the achievement level of each athlete.
4. Conduct an informational pre-season parent meeting. Conduct parent, player, coach, and athletic director meetings (as needed) during the season when problems arise.
5. Implement the coaching philosophy of the head coach.
6. Supervise players/athletes in practices, games, locker rooms, bus trips, etc.
7. Distribution/collection and inventory of all uniforms and equipment.
8. Attend awards ceremony and present awards to athletes.
9. Attends varsity practices and games as required by the head coach.

10. Evaluate players/athletes at the end of the season.
11. Available for scouting by request of the head coach.
12. Instruct and assist players in the care and prevention of injuries.
13. Attend rules interpretation meetings and sports medicine in-services.
14. Abide by all Board Policies, IHSAA Rules, Athletic and Student Handbook Guidelines.
15. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
16. Helps instill in students the belief in and practice of ethical principles and democratic values.
17. Ability to drive mini-bus to events after receiving training.
18. Attend coaching clinics and summer camps.
19. Possible exposure to blood, bodily fluids, and tissue.
20. Perform other duties/responsibilities as assigned by the Head Coach, Athletic Director, Principal, or Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Athletic Director with collaboration of the Building Principal.

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JOB DESCRIPTION

5.04: ATHLETIC TRAINER (VOLUNTARY)

Qualifications:

Bachelor's Degree Sports Medicine, Athletic Training, Exercise Science, or Kinesiology
Hold or ability to obtain Athletic Trainer Certification or Board of Certification (BOC)
Experience preventive services, emergency care, clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions
At least 21 years of age
Valid Driver's License
Concussion and Sudden Cardiac Arrests Training Certification or ability to obtain certification
Ability to make minor repairs on equipment
Pass National Criminal Background Check

Reports To: Athletic Director, Building Principal, and Superintendent

Employment Status: Voluntary

Duties and Responsibilities:

1. Suggest care, prevention, treatment, and rehabilitation of athletic injuries at the Jr./Sr. High School level. Immediately consults a physician when serious injuries occur.
2. Follow-up with coaches and parents of athletic injuries, as appropriate.
3. Provide coverage for home high school athletic contests throughout the year upon request from the Athletic Director or Principal.
4. Maintains accurate and updated records of all athletic training intervention, injuries, and recommended treatments, for referred athletes. Athletes are considered "referred" through the request of the coach, AD, or Principal with parental approval.
5. Review athletic physicals of "referred" athletes.
6. Works with AD and coaches in securing emergency medical release forms.
7. Be available to arrange treatment and exercise programs for injured athletes designated by a physician and with parental consent.
8. Upon written request, the Athletic Trainer will suggest and assist in strengthening exercises, not related to an injury.
9. Be available to assist AD and coaches on appropriate taping and blood related injuries.
10. Recommend to the AD the purchase of medical supplies needed by the Athletic Trainer.
11. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
12. Helps instill in students the belief in and practice of ethical principles and democratic values.

13. Perform other duties/responsibilities related to the Athletic Trainer's duties as agreed upon by the Athletic Director, Principal, or Superintendent.
14. Occasional exposure to blood, bodily fluids, and tissue.

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JOB DESCRIPTION

6.01: ELEMENTARY SOCIAL WORKER/ COUNSELOR (Grades K-6)

Qualifications:

Valid Indiana Teaching License or Certification as a Social Worker or School Counseling
Bachelor's Degree in Social Work, or Counseling. Master's Degree (preferred)
Pass National Criminal Background Check
At least 21 years of age
Valid Driver's License
Prior experience in Social Work/Counseling

Reports To: Building Principal and Superintendent

Employment Status: Full Time (182 Days)
Category I / 7.5 hours per day

Salary, length, and work year established by the Superintendent. Employment will be contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

General Description:

Counsels with students within the building for purpose of helping contribute to the understanding of social and emotional problems, and to aid in the utilization of available school and community resources to as far as possible meet each child's needs.

Duties and Responsibilities:

1. Counsels with students as referred by teachers, parents, or requested by student. A follow-up summary is to be completed in the student's personal file. If deemed appropriate, a conference will be held with the principal, teacher, or parent.
2. Acts as consultant for teachers and parents.
3. Maintains a liaison with the community agencies and referral services. Strives for rapport with all school personnel and other educational-related agencies.
4. Encourages students to evaluate alternative behaviors and become increasingly self-directive. Helps students understand themselves and enhance positive self-concepts.
5. Maintains acceptable non-punitive relationships with students and respects their confidences.

6. Takes referrals, administers screening tests, and assists the school psychologist, nurse, administrators, and other personnel whenever possible.
7. Provides preventative counseling activities for classrooms.
8. Recognizes behavior patterns that may be symptomatic of educational or emotional problems.
9. Administers the Peer Assistance & Leadership (PALS) program.
10. Explores reasons for deviation of behavior in cases which have been referred to the Principal for serious disciplinary action.
11. Provides counseling services for individual or small groups with students, teachers, or parents.
12. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
13. Helps instill in students the belief in and practice of ethical principles and democratic values.
14. Attends faculty meetings.
15. Participation in evening school and community events.
16. Assist the Building Principal with discipline issues.
17. Assist with daily lunch supervision.
18. Occasional exposure to blood, bodily fluids, and tissue.
19. Conducts other duties as assigned by the principal.

Evaluation:

Performance evaluation of this position will be conducted annually by the Building Principal.

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JOB DESCRIPTION

6.03: PARAPROFESSIONAL

Qualifications:

High school diploma

At least 18 years of age

Previous work experience as a paraprofessional or in early childhood program

Hold ParaPro Certificate or ability to pass the ParaPro Examination

Pass National Criminal Background Check

Good health, attendance record, and high moral character

Demonstrates a sincere desire to aid all students

Reports To: Building Principal and Superintendent

Employment Status:

Category II / 181 days / 7 hours per day

Employment is contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Works with individual students and small groups of students to reinforce learning materials or skills initially introduced and outlined by the certified teacher.
2. Assists the certified staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Monitors work, corrects papers, and supervises curriculum-based testing and makeup work as assigned by the certified staff.
4. Assists with preparation of bulletin boards.
5. Serves as the chief source of information and help to the substitute teacher.
6. Performs clerical, classroom maintenance, and instructional duties as assigned by the certified staff.
7. Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
8. Supervision, assistance, and monitoring of students during recess, lunch, hallways, bathroom, and mini-bus as assigned.
9. Attends in-service training provided by the school corporation.
10. Follows Individual Evaluation Plan as directed by the teacher or principal.
11. Follows all Board Policies and Non-Certified Handbook.

12. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
13. Helps instill in students the belief in and practice of ethical principles and democratic values.
14. Occasional exposure to blood, bodily fluids, and tissue.
15. Conducts other duties as assigned by the Teacher, Principal or Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Building Principal.

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JOB DESCRIPTION

7.02: CUSTODIAN

Qualifications: High school diploma
At least 18 years of age
Hold a valid driver's license
Pass National Criminal Background Check
Good health, high moral character, and good attendance record
Ability to lift and carry 50 pounds and climb on a step ladder

Reports To: Director of Operations and Superintendent

Employment Status: Full Time and 12-Month Employee

Salary, length, and work year established by the Superintendent. Employment will be contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Perform custodial work required for the routine care, maintenance, protection and preservation of the assigned building and its contents.
2. Willingness to work and assume responsibility, conscientious, develops and improves his/her proficiency.
3. Performs and is directly responsible for the routine maintenance and repair of building and its equipment, plus all phases of housekeeping duties.
4. Develops and ensures proper function of work, inspection, maintenance, and cleaning schedules with the cooperation of the principal.
5. Maintains a clean, safe, and neat boiler room (if applicable).
6. Removes snow, ice, debris from walks, steps, and entry ways.
7. Helps unload trucks, receive, checks, and stores supplies.
8. Does required tasks such as sweeping, mopping floors, waxing, emptying and cleaning waste receptacles, trash and pencil sharpeners, refilling towel and soap dispensers, and toilet tissue, removing cobwebs, cleaning windows, cleaning all chalkboards as per teacher's request, dusting, polishing furniture and woodwork as necessary.
9. Keeps buildings in a neat and presentable fashion.
10. Regulates heat, ventilation, and air conditioning systems (if applicable) to provide temperatures appropriate to the season and ensures economical usage of fuel, water and electricity.
11. Opens and secures the building each day; turns on/off lights.
12. Cleans and maintains custodial equipment and materials.

13. Reports areas that need special maintenance or cleaning to the head maintenance supervisor.
14. Assists in moving and arranging furniture and equipment.
15. Makes minor repairs to building, furniture equipment and reports the need for other repairs to maintenance supervisor.
16. Replenishes supplies in restrooms; ballasts and light bulbs.
17. Cooperates with others on staff.
18. Assist lunchroom personnel in the housekeeping duties of the kitchen and cafeteria, including the removal of refuse.
19. Completes reports and forms as required.
20. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
21. Exposure and ability to clean to blood, bodily fluids, and tissue.
22. Cleans building during the summer under the supervision of the maintenance supervisor.
23. Perform other tasks and assumes responsibilities as directed by the Director of Operations and Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Director of Operations.

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JOB DESCRIPTION

7.03: GROUNDSKEEPER

Qualifications:

High school diploma

At least 21 years of age

Valid driver's license

Experience or ability to utilize and operate maintenance equipment and hand tools

Experience or ability to service equipment and maintain records

Good health, high moral character, and good attendance record

Professional tact and diplomacy with administrators, staff, teachers, students, parents and the community

Ability to lift and carry 50 pounds and climb a stepladder

Pass National Criminal Background Check

Reports To:

Director of Operations and Superintendent

Employment Status:

Category III / Part Time (approximately 800 hours per year)

Employment is contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

General Description:

Performs duties which will contribute to the highest level of school grounds care and appearance.

Duties and Responsibilities:

1. General Lawn Care
 - a. Mowing (operation of tractor, bush hog attachment, zero turn mower, and push mower)
 - b. Operation of string grass trimmer
 - c. Spraying (fertilizers and herbicides)
 - e. Repair of yard next to driveways
 - f. Restarting/starting grass in areas of need.
2. Leaf collection and removal
3. Trash cleanup (including all areas: fences, playing fields, entryways, and parking lots.)
4. Bush and hedge trimming
5. Flower bed maintenance
6. Tree pruning and/or spraying

7. General equipment maintenance (mowers, trimmers, power washer, etc.)
 - a. Responsible for all inspection, care, condition, repair and replacement of faulty equipment and their parts.
 - b. Responsible for equipment records as per Director of Operations.
8. Road and parking lot maintenance and cleaning
9. Play grounded equipment maintenance
10. Snow Removal in parking lots and sidewalks
11. Drive school vehicle to pick-up parts.
12. Recommending equipment/grounds improvement
13. Possible assistance with outside building maintenance
 - a. Athletic storage buildings
 - b. Dug outs
 - c. Bleachers
 - d. Bus barn
 - e. Baseball and softball diamonds
 - f. Track
14. Exposure and ability to clean to blood, bodily fluids, and tissue.
15. Perform other tasks and assumes responsibilities as directed by the Director of Operations and Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Director of Operations.

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JOB DESCRIPTION

7.04: MAINTENANCE ASSISTANT

Qualifications:

High school diploma

Hold a valid driver license. Possess or ability to obtain CDL school bus/passenger endorsement

Experience or ability to utilize and operate maintenance equipment and hand tools

Experience or ability to service equipment and maintain records

Good health, high moral character, and good attendance record

Professional tact and diplomacy with administrators, staff, teachers, students, parents and the community

Ability to lift and carry 50 pounds and climb a stepladder

Pass National Criminal Background Check

Reports To: Director of Operations and Superintendent

Employment Status:

Full Time and 12-Month Employee

Salary, length, and work year established by the Superintendent. Employment will be contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

General Description:

The Maintenance Assistant serves as the primary assistant to the Director of Operations. This position will assist in the operation of the HVAC system, performing electrical, plumbing, carpentry, masonry, and building trades as needed.

Duties and Responsibilities:

1. Systematically learn the operation and control of the HVAC system, which includes regulating heat, ventilation, and air conditioning system.
2. Attends seminars and in-services that increase the skill in all areas of building trades that are necessary to maintain the school campus.
3. Assists in HVAC plumbing, telephone system, electrical, carpentry, or other building trade projects and repairs.
4. Develops a working knowledge of the internet hardware and software installed in the Corporation.
5. Willingness to work and assume responsibility, conscientious, develops and improves his/her proficiency.
6. Performs and is directly responsible for the routine maintenance and repair of building and its equipment, plus all phases of housekeeping duties.

7. Develops and ensures proper function of work, inspection, maintenance, and cleaning schedules with the cooperation of the Principal.
8. Maintains a clean, safe, and neat boiler room (if applicable).
9. Removes snow, ice, debris from walks, steps, and entry ways.
10. Helps unload trucks, receive, checks, and stores supplies.
11. Does required tasks such as sweeping, mopping floors, waxing, emptying and cleaning waste receptacles, trash and pencil sharpeners, refilling towel and soap dispensers, and toilet tissue, removing cobwebs, cleaning windows, cleaning all chalkboards as per teacher's request, dusting, polishing furniture and woodwork as necessary.
12. Keeps buildings in a neat and presentable fashion.
13. Opens and secures the building each day; turns on/off lights.
14. Cleans and maintains custodial equipment and materials.
15. Reports areas that need special maintenance or cleaning to the Director of Operations.
16. Assists in moving and arranging furniture and equipment.
17. Replenishes supplies in restrooms; ballasts and light bulbs.
18. Cooperates with others on staff.
19. Assist lunchroom personnel in the housekeeping duties of the kitchen and cafeteria, including the removal of refuse.
20. Completes reports and forms as required.
21. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
22. Assist with coordination of bus maintenance, make minor repairs, and maintains records of bus maintenance and repair including recalls and other safety items.
23. Serve as a substitute bus driver as needed.
24. Subject to random drug testing.
25. Exposure and ability to clean to blood, bodily fluids, and tissue.
26. Serving as a positive role model for corporation personnel and students.
27. Perform other tasks and assumes responsibilities as directed by the Director of Operations and Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Director of Operations.

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JOB DESCRIPTION

8.01: BUS DRIVER

Qualifications:

Valid CDL driver's license

Completion of pre-employment driver's training program as established by the State of Indiana.

High School Diploma or GED

Be between ages of 21 and 70. (Individuals age 70 and over must be certified each year.

Be physically qualified as determined by a semi-annual Indiana Department of Transportation CDL physical examination and issuance of a physical fitness certificate. The physical examination will be conducted by a certified independent physician care unit determined by the school corporation.

Pass National Criminal Background Check

Good health, high moral character, and good attendance record.

Reports To:

Director of Operations and Superintendent

Employment Status:

Part Time / Category II / 182 Days / 4 hours per day

Employment is contingent upon approval by the Superintendent and School Board.

Employment is based upon route assignment and job performance.

Duties and Responsibilities:

1. Responsible for the safe and efficient transportation of school pupils within the guidelines of the State of Indiana and the policies established by the board of education.
2. Maintain discipline on the bus.
3. Promote good public relations by neat appearance, proper attitude, and appearance of the school bus.
4. Safety check of the school bus before each route:
 - a. Board the bus at least five (5) minutes before departure.
 - b. In cold weather, warm-up the engine gradually. Do not race the engine. Be sure windshield, side windows at driver seat, and all mirrors are clear.
 - c. Report equipment malfunction immediately to the Director of Operations.
 - d. Connect diesel engine glo-plugs system to an electric source.

5. Maintain pupil control, serves as a role model for students, and reports any violation to the proper principal as prescribed in board policy and student handbooks.
6. Maintains routes, stops, and time schedules as established/agreed by the Transportation Department and Director of Operations.
7. Makes suggestions for more efficient routing. Permission must be granted by Transportation Department and Director of Operation prior to changes.
8. Reports any hazardous conditions along the existing route to the Transportation Department and Director of Operations.
9. Attend all bus driver meetings & be available for early or emergency dismissal.
10. Notify the Transportation Department and Director of Operation of daily illness or continued illness to permit time to secure a substitute driver.
11. Shall conduct a minimum of two (2) rear door emergency evacuation drills each year. The first drill must be conducted during the first month of school.
12. Shall be required to attend the annual safety meeting conducted by the Indiana Department of Education.
13. Shall be required to attend and assist with the annual bus inspection conducted by the Indiana State Police.
14. Prepares reports, route maps, schedules, pupil lists, and accident reports as required by the State of Indiana, Indiana Department of Education, and the local board of education.
15. Willingness to drive bus for extracurricular events and field trips.
16. Obeys all traffic laws.
17. Keeps assigned bus clean.
18. Reports all accidents and completes required reports.
19. Checks oil, fluids, tires, lights and stop arms regularly.
20. Transports only authorized students and adults: Discharges students only at authorized stops.
21. Occasional exposure to blood, body fluids and tissue.
22. Occasional operation of a school bus under inclement weather.
23. Perform other tasks and assumes responsibilities as directed by the Director of Operations and Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Director of Operations in collaboration with the Principals and Transportation Secretary.

RANDOLPH SOUTHERN SCHOOL CORPORATION

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An Equal Opportunity Employer
Drug Free and Tobacco Free Environment*

JOB DESCRIPTION

8.02: SCHOOL BUS MECHANIC

Qualifications:

Valid CDL driver's license

Certification in bus and/or automotive mechanic repair

Sufficiently skilled and experienced in automotive mechanics to understand the vehicle, be adequately equipped to follow a maintenance plan which is thorough, systemic and adequate.

High School Diploma or GED

Pass National Criminal Background Check

Good health, high moral character, and good attendance record.

Reports To:

Director of Operations and Superintendent

Employment Status:

Part Time (up to 29 hours per week)

Employment is contingent upon approval by the Superintendent and School Board.

Employment is based upon route assignment and job performance.

General Description:

Maintain and provide a safe and reliable bus fleet, which include emergency repairs, regular and periodic inspection and maintenance procedures to reduce frequency of repairs and lower cost of operation and maintenance.

Duties and Responsibilities:

1. Determine that safe and satisfactory equipment is maintained at all times.
2. Establishes and maintains a program of preventative maintenance.
3. Schedules, services and inspects buses and other board-owned motor vehicles on a regularly scheduled program, making repairs as needed (i.e. every 5,000-6,000 miles)
4. Has access to and knows how to use the owners and driver's manual and the service manual provided by the vehicle manufacturer.
5. Is responsible for the summer bus maintenance program and will have all buses ready for the annual inspection by the Indiana State Police.
6. Maintains and inventory of supplies and materials.
7. Keeps adequate cost records.
8. Shall see that the bus garage is clean, orderly, and free of hazardous conditions.

9. Promotes good public relations with those whom he works through personal appearance, attitude, and conversations.
10. Keeps records and makes reports as required on all buses: tune-ups, tires, brakes, oil changes, clutches, safety equipment, etc.
11. Order all replacement parts for buses, chassis and gear lubrication, motor oil, anti-freeze, batteries, gasoline, radiators, heater cores, etc. utilizing purchasing procedures and purchase order numbers.
12. Keep buses stocked with first aid equipment.
13. Responsible to go out on all bus break downs.
14. Helps prepare specifications for the purchase of buses.
15. Subject to random drug testing.
16. Occasional exposure to blood, bodily fluids, and tissue.
17. Serving as a positive role model for corporation personnel and students.
18. Perform other tasks and assumes responsibilities as directed by the Director of Operations and Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Director of Operations in collaboration with the Superintendent.

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JOB DESCRIPTION

8.04: MINI BUS DRIVER

Qualifications:

Valid Driver's License (CDL endorsement preferred)
Completion of mini-bus inspection and operation training provided by the Corporation
High School Diploma or GED
At least 21 years of age
Passed physical examination requirements of such provided by the State of Indiana
Pass Random Drug Test
Pass National Criminal Background Check
Good health, high moral character, and good attendance record
Ability to work with students, parents, and the community

Reports To: Director of Operations and Superintendent

Employment Status:

Category III / Part Time (up to 29 hours per week) / 182 days
Employment is contingent upon approval by the Superintendent and School Board.
Employment is based upon route assignment and job performance.

Duties and Responsibilities:

1. Responsible for the safe and efficient transportation of school pupils within the guidelines of the State of Indiana and the policies established by the board of education.
2. Maintain discipline on the bus.
3. Promote good public relations by neat appearance, proper attitude, and appearance of the mini bus.
4. Safety check of the school mini bus before each route:
 - a. Board the bus at least five (5) minutes before departure.
 - b. In cold weather, warm-up the engine gradually. Do not race the engine. Be sure windshield, side windows at driver seat, and all mirrors are clear.
 - c. Report equipment malfunction immediately to the Director of Operations.
 - d. Connect diesel engine glo-plugs system to an electric source.
5. Maintain pupil control, serves as a role model for students, and reports any violation to the proper principal as prescribed in board policy and student handbooks.

6. Maintains routes, stops, and time schedules as established/agreed by the Transportation Department and Director of Operations.
7. Makes suggestions for more efficient routing. Permission must be granted by Transportation Department and Director of Operation prior to changes.
8. Reports any hazardous conditions along the existing route to the Transportation Department and Director of Operations.
9. Attend all bus driver meetings & be available for early or emergency dismissal.
10. Notify the Transportation Department and Director of Operation of daily illness or continued illness to permit time to secure a substitute driver.
11. Shall conduct a minimum of two (2) rear door emergency evacuation drills each year. The first drill must be conducted during the first month of school.
12. Shall be required to attend the annual safety meeting conducted by the Indiana Department of Education.
13. Shall be required to attend and assist with the annual mini bus inspection conducted by the Indiana State Police.
14. Prepares reports, route maps, schedules, pupil lists, and accident reports as required by the State of Indiana, Indiana Department of Education, and the local board of education.
15. Willingness to drive mini bus for extracurricular events and field trips.
16. Obeys all traffic laws.
17. Keeps assigned mini bus clean.
18. Reports all accidents and completes required reports.
19. Checks oil, fluids, tires, lights and stop arms regularly.
20. Transports only authorized students and adults. Discharges students only at authorized stops.
21. Occasional exposure to blood, body fluids and tissue.
22. Occasional operation of a school bus under inclement weather.
23. Perform other tasks and assumes responsibilities as directed by the Director of Operations and Superintendent.

Evaluation:

Performance evaluations of this position will be conducted annually by the Director of Operations in collaboration with the Principals and Transportation Secretary.

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JOB DESCRIPTION

9.01: CAFETERIA WORKER

Qualifications: High school diploma
At least 18 years of age
Pass National Criminal Background Check
Experience or the ability to learn the preparation of school lunches.
Good health, high moral character, and good attendance record.
Ability to organize and carry-out cafeteria procedures, be clean, and neat.
Professional tact and diplomacy with administrators, staff, teachers, students, parents and the community.

Reports To: Cafeteria Director and Superintendent

Employment Status:
Category II / 181 Days, 2.5 to 5 hours per day
Employment is contingent upon approval by the Superintendent and School Board. Employment is based upon building assignment and job performance.

Duties and Responsibilities:

1. Helps in lunch preparation, assists in serving foods at lunch time, and helps with general clean-up duties.
2. Willingness to work extracurricular events.
3. Carefully follows all directions given by the food Service Supervisor.
4. Helps in preparation of food and assists in serving lunches.
5. Keeps serving areas supplied with proper supplies.
6. Assists in supervising student helpers.
7. Cleans lunch tables, sweeps lunch room floor, cleans all work areas and equipment following lunch and breakfast period.
8. Operates, sanitizes and reassembles cafeteria equipment after use.
9. Utilizes dishwasher for cleaning trays, silverware, and cookware.
10. Physical ability to work standing for prolonged periods of time.
11. Physical ability to lift and carry up to fifty (50) pounds.
12. Occasional exposure to blood, bodily fluids and tissue.
13. Occasional interaction among unruly children.
14. Conducts other duties related to the server/helper's duties as assigned by the Food Service Supervisor and/or Superintendent.

Evaluation:
Performance evaluations of this position will be conducted annually by the Cafeteria Director.