

TITLE: Hilldale Regular Classroom Teacher
QUALIFICATIONS: Valid Oklahoma Teacher's Certificate with appropriate endorsements
REPORTS TO: Building Principal
JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and--in harmony with the goals--establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assess the accomplishments of students on a regular basis and provides progress reports as required.
10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
16. Strives to maintain and improve professional competence.
17. Attends staff meetings and services on staff committees as required.
18. Performs other duties as directed by the Principal.

TITLE: Hilldale Special Education Teacher
QUALIFICATIONS: Valid Oklahoma teaching certificate (appropriate endorsements)
REPORTS TO: Principal and Special Education Director
JOB GOAL: To provide each handicapped student with the individually tailored help, counsel, and learning experiences he/she needs to make maximum progress toward educational goals established with the student's individual learning potential and capabilities in mind.

PERFORMANCE RESPONSIBILITIES:

1. Provides a basic core program for students with disabilities consistent with state education code requirements.
2. Works cooperatively with classroom teachers who include students with disabilities in regular classes, interpreting the abilities and disabilities of these students to the classroom teacher, and assisting the student with regular class assignments.
3. Confers frequently with parents and professional staff members regarding the education, social, and personal problems of such students.
4. Assist other professional staff members in resolving the unique psychological or disciplinary problems of each student.
5. Assists in screening, evaluating, and recommending placements of applicants in the school's special education programs.
6. Counsels individuals and groups of students with disabilities with educational, occupational, and personal problems.
7. Assists students with disabilities in making a realistic assessment of his/her abilities and in establishing educational and occupational goals in keeping with these abilities. Provides motivation to students who have a short attention span.
8. Undertakes continuing professional study in the psychology of students with disabilities in teaching methods related to this field.
9. Initiates and maintains a confidential folder for each special education student as prescribed in the "Oklahoma Policies and Procedures for Special Education" manual.
10. Initiates and conducts initial categorical and annual review/IEP meetings with appropriate team members.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Strives to maintain and improve professional competence.
15. Attends staff meetings and services on staff committees as required.
16. Performs other duties as directed by the Principal and/or the Special Education Director.

TITLE: Counselor

QUALIFICATIONS: Valid Oklahoma teachers certificate with school counseling endorsement. Bachelor's Degree with 2 years teaching experience and a Masters Preferred

REPORTS TO: Building Principals

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Aids students in course and subject selection.
2. Obtains and disseminates occupational information to students and to classes studying occupations.
3. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
4. Works to discover and develop students' special abilities.
5. Works to resolve student's educational handicaps.
6. Works with administrators to plan and schedule school curriculum.
7. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
8. Enrolls all students for school year and advises them on graduation requirements.
9. Works to prevent students from dropping out of school.
10. Helps students evaluate career interests and choices.
11. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
12. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, attendance, and emotional adjustment.
13. Arranges for consultants from colleges and industry for interested students.
14. Monitors student transcripts and credits for high school graduation.
15. Supervises the preparation and processing of college, scholarship, and employment applications.
16. Makes recommendations to colleges for admissions and scholarships.
17. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
18. Confers with parents whenever necessary and maintains check on student's academic progress at parent's request.
19. Works with teachers and other staff members to familiarize them with the general range of services offered by the counseling department, and to improve the educational prospects of individual students being counseled.
20. Advises administrators and faculty on matters of student discipline.
21. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
22. Interprets the counseling program to the community.
23. Organizes and conducts "career day" or similar activities to make students aware of post-high school opportunities.
24. Arranges for tutors and summer school work.
25. Oversees administration of state mandated achievement tests and other assessment tests such as the ASVAB.
26. Administers the P-SAT and PLAN tests.
27. Arranges for workshops and preparation reviews for the ACT and P-SAT tests.
28. Plans and assists with graduation exercises.
29. Participates in IEP (Individual Educational Plan) meetings with parents and teachers of special students needs.
30. Performs other duties as directed by the Principal.

TITLE: Hilldale Librarian

QUALIFICATIONS: 1. Must hold a valid Oklahoma librarian's certificate.
2. Must have a bachelor's degree.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building principal and/or assistant principal.

SUPERVISES: Library aides and Para-professionals.

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

PERFORMANCE RESPONSIBILITIES:

1. Operates and supervises the library to which assigned.
2. Evaluates, selects, and requisitions new library materials.
3. Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials the library acquires.
5. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
6. Arranges for interlibrary loan of materials of interest or use to teachers.
7. Works with teachers in planning those assignments likely to lead to extended use of library resources.
8. Promotes appropriate conduct of students using library facilities.
9. Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
10. Presents and discusses materials with a class studying a particular topic, on the invitation for the teachers.
11. Participates at curriculum meetings.
12. Assists students in the selection of books and other instructional materials.
13. Arranges frequently changing book-related displays and exhibits likely to interest the library's patrons.
14. Prepares and administers the library budget.
15. Supervises library aides in the performance of their duties.
16. Keeps abreast of current trends and procedures in library media services.
17. Weeds obsolete and worn materials from the collections.
18. Supervises the clerical routines necessary for the smooth operation of the library.
19. Performs other duties as directed by the Principal.

TITLE: Head Nurse/Health Services Coordinator
QUALIFICATIONS: Valid Teacher's Certificate with appropriate endorsement(s); Registered Nurse for State of Oklahoma; BS in nursing; School Nursing and Administration
REPORTS TO: Assistant Superintendent/Special Programs
JOB GOAL: To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

PERFORMANCE RESPONSIBILITIES:

1. Conducts or delegates school health service, including nurse assessments, immunizations, and tests for hearing and vision.
2. Assumes responsibility for selection and referral of student in need of medical and dental care.
3. Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
4. Maintains up-to-date cumulative health records on all students.
5. Observes students on a regular basis to detect health needs.
6. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness.
7. Visits student homes when necessary.
8. Participates with school staff in developing and implementing total school health program.
9. Contacts homes of children referred by principals.
10. Advises on modification of the educational program to meet health needs of individual students. Attends IEP meetings when indicated.
11. Prepares and submits reports for the superintendent and the State Board of Health.
12. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases.
13. Advises teachers on health matters, particularly regarding screening for student health defect.
14. Assists school personnel and nurses in establishing sanitary conditions in schools.
15. Attends committee meetings and conferences regarding health service and health curriculum.
16. Participates in in-service training.
17. Plans in-service training for both teachers and parents on health topics.
18. Provides orientation and continued nursing education to staff nurses.
19. Develops with assistance of school health committee and administrators a school health program.
20. Performs other duties as requested by the administration.