APPENDIX C: BETHEL JOB DESCRIPTIONS

POSITION DESCRIPTION: Teacher

IMMEDIATE SUPERVISOR: Administrator

GENERAL DUTIES: Promotes and develops successful learning for students. Performs instructional and related duties in accordance with district policies and terms of the teacher contract. Maintains a cooperative attitude with staff, parents, and students.

EXAMPLES OF DUTIES/RESPONSIBILITIES

The competent teacher will:

1. Utilize a variety of instructional techniques and methods.
    - 1.1 Promote high levels of achievement in relation to individual student abilities.
    - 1.2 Use techniques and methodologies appropriate to student abilities.
    - 1.3 Utilize current and relevant subject matter and technologies.
2. Demonstrate knowledge of and ability to use research-based principles of effective instruction.
    - 2.1 Organize instruction using learning objectives with clearly defined student outcomes.
    - 2.2 Employ teaching strategies congruent with planned student outcomes.
    - 2.3 Select teaching strategies emphasizing student involvement.
    - 2.4 Monitor student learning and pace instruction accordingly.
3. Develop and maintain an environment conducive to effective student learning.
    - 3.1 Receive input from, and consider needs of, students when developing rules and goals for the class.
    - 3.2 Develop and apply written rules of classroom behavior and communicate those rules to all students.
    - 3.3 Develop and apply consequences for classroom behavior.
    - 3.4 Communicate course goals and academic expectations to students.
    - 3.5 Provide for the health and safety of students in all instructional settings.
4. Prepare effectively for class.
    - 4.1 Prepare daily lesson plans.
    - 4.2 Provide instruction predicated on course goals and objectives.
5. Develop and communicate appropriate assessment/grading standards.
    - 5.1 Establish and apply written assessment standards that are clear and equitable.
    - 5.2 Incorporate a variety of graded activities.
    - 5.3 Assure that assessment/grading standards are explained and available to students and parents.
6. Develop and maintain positive interpersonal relationships.
    - 6.1 Model personal behaviors of honesty, fairness, courtesy and consideration.
    - 6.2 Maintain a cooperative and respectful relationship with administration, staff, students, and parents.
    - 6.3 Share appropriate information with parents and with other staff members.
7. Provide documentation of student progress.
    - 7.1 Provide timely and accurate feedback/documentation to students, parents, and appropriate staff members.
    - 7.2 Assign and check homework and provide feedback to students.
    - 7.3 Maintain appropriate records of student performance.
8. Build motivation and interest in learning.
    - 8.1 Exhibit personal interest and encourage student interest in the subject area.
    - 8.2 Maintain a current awareness of literature/activities in subject areas.
9. Maintain an ongoing individual program of professional growth and development.
    - 9.1 Demonstrate commitment by participating in professional activities and keeping abreast of development and research.
    - 9.2 Develop and implement (annually) an approved plan for professional growth and development.
10. Perform other related duties as assigned by the administrator.

10.1 Perform duties in accordance with district policy and terms set forth in the negotiated agreement.

10.2 Assist in the enforcement of school and school district rules and policies.

10.3 Assume a share of responsibility for non-classroom student activities within the assigned workday.

POSITION DESCRIPTION: Counselor

IMMEDIATE SUPERVISOR: Administrator

GENERAL DUTIES: Provide guidance to students in the development and implementation of appropriate educational plans. Assist students in dealing with special problems and needs as well as the development of personal/social behaviors. Provide students with skills to formulate tentative career goals.

EXAMPLES OF DUTIES/RESPONSIBILITIES:

The competent counselor will:

1. Provide counseling services.
    - 1.1 Develop and implement school wide guidance and counseling programs.
    - 1.2 Conduct timely individual counseling sessions as requested by students, staff, or parents.
    - 1.3 Provide group counseling options for designated students.
    - 1.4 Facilitate communication between student, parent, and staff.
    - 1.5 Clarify goals and move toward appropriate solutions.
    - 1.6 Monitor and evaluate to assure agreements are met.
    - 1.7 Provide immediate counseling for students in crisis.

2. Provide individual/special services.
    - 2.1 Provide counseling services for handicapped students.
    - 2.2 Communicate with school and community resources as an advocate for students with special needs.
    - 2.3 Refer students/parents with special needs to appropriate agencies.
    - 2.4 Inform special needs students of alternative sources of education and services.
    - 2.5 Schedule regular classroom guidance sessions as appropriate.
    - 2.6 Design and participate in orientation activities, especially at transitional grade levels and for students transferring into the district.
    - 2.7 Administer and interpret a variety of assessment instruments as necessary.
3. Provide appropriate scheduling information.
    - 3.1 Demonstrate an awareness of curriculum offerings sufficient to assist students in attaining graduation requirements.
    - 3.2 Assess student schedules and provide appropriate guidance to ensure the attainment of individual student goals and needs.
    - 3.3 Assist in the forecasting and registration process.

4. Provide effective career guidance.
    - 4.1 Make students aware of career/job opportunities, their characteristics, their requirements, and necessary career planning.
    - 4.2 Assist students to develop habits, attitudes, and skills for successful job acquisition and job retention.
    - 4.3 Assist students/parents in achieving financial assistance for career/educational opportunities.
5. Maintain an ongoing individual plan of professional growth and development.

5.1 Demonstrate commitment by participating in professional activities and by keeping abreast of development and research in education.

5.2 Develop, implement, or review an approved plan (annually) for professional growth and development.

6. Perform other related duties as assigned by the administrator.

6.1 Perform duties in accordance with district policy and terms set forth in the negotiated agreement.

6.2 Assist in the enforcement of school and school district rules and policies.

6.3 Assume a share of responsibility for non-classroom student activities within the assigned work day.

POSITION DESCRIPTION: Library Media Specialist
IMMEDIATE SUPERVISOR: Administrator

GENERAL DUTIES: Develop, maintain, and manage media materials and services in support of the instructional program.

EXAMPLES OF DUTIES/RESPONSIBILITIES:

The competent library media specialist will:

1. Establish and maintain an environment in which students and staff can work at productive levels.
    - 1.1 Make long-range plans which guide the development of the library media center.
    - 1.2 Develop and implement policies and procedures for the operation of the library media center.
    - 1.3 Maintain the library media center in a functional, attractive, and orderly environment conducive to student learning.
    - 1.4 Manage student behavior in a constructive manner.
2. Provide for the selection, acquisition, circulation, and maintenance of materials and equipment.
    - 2.1 Select materials and equipment that meet district guidelines, support the curriculum, and promote the school's educational philosophy.
    - 2.2 Classify, catalog, process, and organize for circulation the educational media and equipment according to professional standards established by the American Association of School Librarians.
    - 2.3 Develop and implement effective circulation procedures.
    - 2.4 Inform staff and students of new materials and equipment.
    - 2.5 Establish and follow procedures for maintenance and repair of media equipment.
    - 2.6 Evaluate and weed materials to assure a current, attractive, and well-balanced collection.
    - 2.7 Facilitate production of materials as feasible.
    - 2.8 Maintain a current inventory of holdings and prepare reports as necessary.
3. Manage resources available to provide optimum media services to the school community.
    - 3.1 Train and supervise library media center personnel to perform duties.
    - 3.2 Administer budgets according to needs and objectives of the library media center within administrative guidelines.
    - 3.3 Evaluate programs, services, facilities, and materials informally and formally on a continuous basis, identifying strengths and weaknesses in order to develop plans for making improvements.
4. Provide leadership and support in the instructional program.
    - 4.1 Serve as instructional resource consultant to teachers and students.
    - 4.2 Assume leadership in student and staff use of newer technologies.
    - 4.3 Provide inservice training and library media orientation as needed.
    - 4.4 Serve on committees involved in designing learning experiences for students, curriculum revision/restructuring, and/or textbook adoption.
5. Plan and implement the library media center skills program.
    - 5.1 Consider long-range objectives when planning instruction appropriate to subject and grade levels.
    - 5.2 Develop sequential, short-range objectives with clearly defined student outcomes.

5.3 Plan with teachers to integrate the library media center skills curriculum with classroom curricula.
5.4 Continually instruct students and staff, individually and in groups, in the use of multimedia materials and equipment.
5.5 Encourage independent use of the facility and its resources.
5.6 Guide students and staff in selecting appropriate media for their own learning objectives and styles.
5.7 Communicate effectively with students and staff.

6. Develop and maintain positive interpersonal relationships.
   6.1 Interact with others in a mutually respectful and friendly manner.
   6.2 Initiate interaction with colleagues in planning instructional activities for students.
   6.3 Protect each user's right to privacy and confidentiality in library media center use.

7. Maintain an ongoing individual program of professional growth and development.
   7.1 Demonstrate commitment by participating in professional activities and keeping abreast of development and research in school library media.
   7.2 Develop and implement an approved plan (annually) for professional growth and development.

8. Perform other related duties as assigned by the administrator.
   8.1 Perform duties in accordance with district policy and terms set forth in the negotiated agreement.
   8.2 Assist in the enforcement of school and school district rules and policies.
   8.3 Demonstrate a responsible attitude for student management throughout the building.