

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Position Title: Superintendent

Reports to: Board of Trustees

Summary: Under direction of the Board of Trustees, manages the school district acting as an agent of the Board. Provides information and input to the Board, manages school business and serves as liaison between the community and the District.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Acts as the agent of the Board of Trustees.
- Establishes and prepares meeting agendas, presents items for consideration to the Board, responds to inquiry from the Board.
- Manages and evaluates administrative staff and others under his direct supervision.
- Ensures the communication and interpretation of Board decisions and requests to staff.
- Evaluates performance of Clerk in conjunction with Board.
- Responds to staff and community regarding questions or problems about school operations.
- Recommends policy and program decisions to the Board.
- Develops administrative rules and procedures to implement Board policy.
- Attends all board meetings.
- Oversees the preparation of the annual budget.
- Interviews candidates and recommends candidates to the Board for hiring.
- Attends various organizational meetings outside the District.
- Ensures compliance with appropriate State and Federal Constitutional and statutory rules and regulations.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies, contracts and applicable laws. Responsibilities include interviewing, recommending for hire, and supervision of training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

Education and/or Experience: A Master's Degree or higher from an accredited college or

university including graduate courses such as supervision and administration of general and special education programs, curriculum and instruction, educational measurement and assessment, curriculum development and educational research. A minimum of three years of successful teaching experience, a minimum of five years of successful building level administrative and/or district administrative experience is required. Must have strong leadership skills, and communication skills.

Certificates, Licenses, Registrations: Certification for Superintendent

Skills and Abilities: Must be able to speak on demand to large groups of people. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustees.

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

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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

The noise level in this position varies. When touring the building the noise level will be loud, in the office, quiet, and at meetings, moderate.

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Position Title: Business Manager/Clerk

Reports to: Superintendent and Board of Trustees

Summary: Under the direct supervision of the Superintendent and the Board of Trustees, the Business Manager/Clerk directs and coordinates district-wide financial management activities involving all school funds. The Business Manager/Clerk further functions as a primary resource person in the areas of school finance, revenue structures, business management systems, and human resource (salary/benefits) information maintenance.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Serves as an advisor to the Superintendent on all questions related to the financial management of the District.
- Implements all administrative regulations, Board policies, state laws, and federal laws relevant to the financial management of the District.
- Prepares such fiscal reports and other related materials as are necessary or required by the Board of Trustees, the Superintendent, auditors or governmental agencies.
- Establishes and supervises a program of accounting sufficiently to record in detail all money and credit transactions.
- Assists the Superintendent in the preparation of the budget and administers a budget control system for the District.
- Maintains such accounts and accounting procedures that are necessary to prepare the reports on expenditures, revenues and financial affairs of the District as are required by auditors, laws, the Board of Trustees and the Superintendent.
- Determines the cash flow needs of the District and supervises the short term investment of any excess funds.
- Establishes and maintains a system of purchasing, of recording financial transactions and of controlling inventory.
- Serves as the District's elections administrator.
- Attends all Board meetings and maintains an accurate and permanent record of the proceedings of each meeting.
- Assumes responsibility for any other duties as Clerk of the Board as prescribed by law or assigned by the Superintendent or Board of Trustees.

Supervisory Responsibilities: None.

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

Education and/or Experience: Bachelor of Science Degree in Accounting, Finance or Business, or a minimum of three years successful school district business manager experience. Experience with school finance, school accounting, and payroll preferred. Strong communication and interpersonal skills.

Certificates, Licenses, Registrations: None.

Skills and Abilities: Ability to calculate figures and amounts such as discounts, interest, proportions and percentages. Ability to read, analyze, and interpret general school district forms, policies, procedures and paperwork. Ability to write correspondence, letters and assignments. Ability to effectively present information and respond to questions from students, staff, parents and the general public.

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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

The noise level in this position varies.

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Position Title: Athletic Director

Reports to: High School Principal

Summary: Provide the skills and supervision necessary for the efficient delivery of student extra and co-curricular activities.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Directly responsible for the Poplar High School student activity fund.
2. Design and coordinate budgets for each student activity.
3. Approve requisitions for all student activities.
4. Make recommendations to the High School Principal as to the appropriateness of all student activities and the effectiveness of the staff employed through the evaluation process, which will include a summative evaluation at the end of each season.
5. Observe coaches several times during the season, both at games and practices.
6. Build and maintain a master schedule of student activities, schedule assemblies, and all extra and co-curricular activities.
7. Assist in the supervision of all home student activities.
8. Aid in the recruitment of coaches.
9. Supervise all aspects of MHSA and PHS regulations regarding eligibility.
10. Organize, coordinate and administer a pre-season activity meeting for all PHS students participating in extracurricular activities and their parents.
11. Arrange, in cooperation with the transportation supervisor, transportation for all school and student activities.
12. Arrange for all lodging and meals for groups and teams when appropriate.
13. Procure, record and file information concerning all student organizations and student activities (forms, physicals, etc.)
14. Maintain the athletic handbook and end of season reports.
15. Collect and interpret inventories from each student activity at the end of the scheduled season.
16. Arrange for officials to be present at all scheduled student home contests and for payment of those officials.
17. Provide student squad rosters for all scheduled schools, the press, media and programs.
18. Perform other duties as assigned by the High School Principal.

Supervisory Responsibilities: Supervises coaches, assistant coaches and trainers.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform

each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Valid teaching certificate and a degree program with a major or minor in physical education or equivalent hours and courses in coaching theory is preferred. Experience in physical education, coaching, first-aid, CPR, and sports medicine.

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

Mathematical Skills: Ability to calculate figures and amounts such as commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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

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

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

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

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

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

the essential functions.

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

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) And is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

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Position Title: High School Principal

Reports to: Superintendent

Summary: Plans, directs and supervises the total high school program and perform related duties as required.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Interpret, enforce and develop regulations that are in agreement with Board policies, the school handbook and state and federal law.
- Provide leadership in the recruitment of staff and execute a system of personnel selection and assignment.
- Provide leadership for and share responsibility for the development and implementation of staff in-service programs.
- Promote staff professional growth, cooperation and self-development.
- Supervise and evaluate staff performance.
- Administer the master agreements for certified and classified staff.
- Develop, maintain, evaluate, implement and enhance curricular and extracurricular programs that reflect student achievement and growth.
- Provide leadership for planning, development and implementation of the high school's curriculum.
- Provide leadership for the planning, development and implementation of the high school's budget.
- See that facilities are operated effectively and efficiently and see that applicable health and safety standards are met.
- Foster positive citizen-staff-student relations, effective communications and citizen participation in the schools by maintaining positive human relations.
- Provide educational leadership and administrative leadership in making and carrying out decisions for the building.
- Provide leadership in student management, including in the areas of student attendance, discipline and lunchroom supervision.
- Inform and consult with the Superintendent regularly on the overall operation of the high school.
- Attends various organizational meetings outside the District.
- Ensures compliance with appropriate State and Federal Constitutional and statutory rules and regulations.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies, contracts and applicable laws. Responsibilities include interviewing, recommending for hire, and supervision of training employees; planning, assigning, and directing

work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

Education and/or Experience: A Master's Degree or higher from an accredited college or university including graduate courses such as supervision and administration of general and special education programs, curriculum and instruction, educational measurement and assessment, curriculum development and educational research. A minimum of three years of successful teaching experience, a minimum of five years of successful building level administrative and/or district administrative experience is required. Must have strong leadership skills, and communication skills.

Certificates, Licenses, Registrations: Certification for High School Principal.

Skills and Abilities: Must be able to speak on demand to large groups of people. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustees.

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

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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

The noise level in this position varies. When touring the building the noise level will be loud, in the office, quiet, and at meetings, moderate.

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Position Title: Middle School Principal

Reports to: Superintendent

Summary: Plans, directs and supervises the total middle school program and perform related duties as required.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Interpret, enforce and develop regulations that are in agreement with Board policies, the school handbook and state and federal law.
- Provide leadership in the recruitment of staff and execute a system of personnel selection and assignment.
- Provide leadership for and share responsibility for the development and implementation of staff in-service programs.
- Promote staff professional growth, cooperation and self-development.
- Supervise and evaluate staff performance.
- Administer the master agreements for certified and classified staff.
- Develop, maintain, evaluate, implement and enhance curricular and extracurricular programs that reflect student achievement and growth.
- Provide leadership for planning, development and implementation of the middle school's curriculum.
- Provide leadership for the planning, development and implementation of the middle school's budget.
- See that facilities are operated effectively and efficiently and see that applicable health and safety standards are met.
- Foster positive citizen-staff-student relations, effective communications and citizen participation in the schools by maintaining positive human relations.
- Provide educational leadership and administrative leadership in making and carrying out decisions for the building.
- Provide leadership in student management, including in the areas of student attendance, discipline and lunchroom supervision.
- Inform and consult with the Superintendent regularly on the overall operation of the middle school.
- Attends various organizational meetings outside the District.
- Ensures compliance with appropriate State and Federal Constitutional and statutory rules and regulations.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the

organization's policies, contracts and applicable laws. Responsibilities include interviewing, recommending for hire, and supervision of training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

Education and/or Experience: A Master's Degree or higher from an accredited college or university including graduate courses such as supervision and administration of general and special education programs, curriculum and instruction, educational measurement and assessment, curriculum development and educational research. A minimum of three years of successful teaching experience, a minimum of five years of successful building level administrative and/or district administrative experience is required. Must have strong leadership skills, and communication skills.

Certificates, Licenses, Registrations: Certification for Elementary/Middle School Principal.

Skills and Abilities: Must be able to speak on demand to large groups of people. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustees.

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

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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

The noise level in this position varies. When touring the building the noise level will be loud, in the office, quiet, and at meetings, moderate.

Poplar School District
Job Description
400 4th Ave West
Poplar, MT 59255

Position Title: Elementary School Principal
Reports to: Superintendent

Summary: Plans, directs and supervises the total elementary school program and perform related duties as required.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Interpret, enforce and develop regulations that are in agreement with Board policies, the school handbook and state and federal law.
- Provide leadership in the recruitment of staff and execute a system of personnel selection and assignment.
- Provide leadership for and share responsibility for the development and implementation of staff in-service programs.
- Promote staff professional growth, cooperation and self-development.
- Supervise and evaluate staff performance.
- Administer the master agreements for certified and classified staff.
- Develop, maintain, evaluate, implement and enhance curricular and extracurricular programs that reflect student achievement and growth.
- Provide leadership for planning, development and implementation of the elementary school's curriculum.
- Provide leadership for the planning, development and implementation of the elementary school's budget.
- See that facilities are operated effectively and efficiently and see that applicable health and safety standards are met.
- Foster positive citizen-staff-student relations, effective communications and citizen participation in the schools by maintaining positive human relations.
- Provide educational leadership and administrative leadership in making and carrying out decisions for the building.
- Provide leadership in student management, including in the areas of student attendance, discipline and lunchroom supervision.
- Inform and consult with the Superintendent regularly on the overall operation of the middle school.
- Attends various organizational meetings outside the District.
- Ensures compliance with appropriate State and Federal Constitutional and statutory rules and regulations.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies, contracts and applicable laws. Responsibilities include interviewing, recommending for hire, and supervision of training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and

resolving problems.

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

Education and/or Experience: A Master's Degree or higher from an accredited college or university including graduate courses such as supervision and administration of general and special education programs, curriculum and instruction, educational measurement and assessment, curriculum development and educational research. A minimum of three years of successful teaching experience, a minimum of five years of successful building level administrative and/or district administrative experience is required. Must have strong leadership skills, and communication skills.

Certificates, Licenses, Registrations: Certification for Elementary/Middle School Principal.

Skills and Abilities: Must be able to speak on demand to large groups of people. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustees.

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

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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

The noise level in this position varies. When touring the building the noise level will be loud, in the office, quiet, and at meetings, moderate.

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(406) 768-6600

www.poplarschools.com

Assistant Principal

All Buildings

Summary of Functions: Assists the principal in providing school-wide leadership and learns the role of the principal.

Essential Duties and Responsibilities:

- 1) Management - Assists the principal in the overall administration of the school. Serves as principal in the absence of the regular principal.
- 2) Schedules - Proposes schedules of classes and extra-curricular activities. Supervises the preparation of student schedules.
- 3) Supervision - Supervises teachers and departments as assigned by the principal. Will conduct evaluations for staff as directed by the middle school principal.
- 4) Budget - Works with department heads and faculty in compiling the annual budget requests.
- 5) Procurement - Requisitions supplies, textbooks and equipment. Conducts inventories and maintains records and checks on receipts for such material.
- 6) Safety - Assists with safety inspections and safety drill practice activities.
- 7) Student Attendance - Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
- 8) Student Conduct - Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
- 9) Student Insurance - Administers the student insurance program.
- 10) Support Services - Coordinates transportation, custodial, cafeteria, and other support services.

11) Reports - Prepares, or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration.

12) Cooperation - Serves with parents, faculty and student groups as requested in advancing educational and related activities and objectives.

13) Other - Performs such other functions as may be necessary to the work of the district.

Organizational Relationships

Supervised by and reports to the middle school principal.

Supervises teachers and staff as assigned.

Qualifications

Education/Experience - Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Master's Degree in school administration or related area.
- Valid State of Montana Principal Certificate.
- Three (3) years of successful teaching experience. • Proven participatory management, problem solving and organization skills.
- Knowledge of school law, finance, personnel management, procurement and property/facilities management.
- Knowledge of program planning and budgeting.
- Experience with curriculum development and a variety of effective instructional strategies.
- Knowledge of best instructional practice in helping all students achieve high standards. • Proven ability to develop a positive rapport with all students.
- Ability to relate positively to school and community constituencies including under-served and/or diverse groups.
- Ability to supervise instructional and support staff.
- Ability to motivate staff to maintain the highest standards of performance for themselves and students.
- Demonstrated ability to establish and manage budgets.
- Good work habits.

Desirable Qualifications - Prior experience in school administration/management. Experience in working in Native American communities. Grant writing and technology skills desired.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Position Title: Dean of Students

Reports: Building Principal

Summary: Responsible for the safety and welfare of students.

Purpose: The purpose of the Dean of Students is to make sure that the safety of welfare of all students is adhered to.

Essential Responsibilities: The Dean of Students is exclusively responsible for maintaining a safe and orderly environment for all Poplar Middle School students. The following are the mandatory duties:

- A vast understanding and ability to apply student due process procedures in regard to student discipline.
- Manage the school wide discipline student information system
- Supervise and monitor playgrounds, hallways, classrooms, etc.
- Work hand in hand with the assistant principal/principal to improve attendance and discipline.
- Work with parents/guardians to improve discipline/attendance for all students. Will develop and improve parental involvement programs within the middle school.
- Work closely with local entities on improving attendance. This includes working closely with home-school coordinator and truancy court.

Supervisory Responsibilities: Supervises students in the middle school environment. Work with 504/IEP's and behavior plans to help better the learning environment for our students. Work closely with counselors to help improve mental health and social concerns for all middle school students.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Must possess a Montana Class 5 administrative license.

Other Skills and Abilities: Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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Position Title: Title IX Coordinator

Reports to: Superintendent

Summary: The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the District and coordinating compliance with Title IX in all areas covered by the implementing regulations.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. • Facilitate the notification and education of students and staff regarding Title IX regulations as they apply to K-12 public schools.
2. Investigate complaints falling under the Title IX grievance procedure or delegate the investigation to a trained individual.
3. Draft reports based on findings of investigation.
4. Work one-to-one or with small groups reinforcing Title IX regulations for students and staff.
5. Consult with administrative staff on Title IX related issues.
6. Respond quickly and appropriately to crisis situations and have the ability to work with outside agencies as necessary..
7. Assist with maintenance of educational records when necessary.

Supervisory Responsibilities: Supervises students in certain circumstances.

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

Education and/or Experience: Bachelor of Arts degree.

Certificates, Licenses, Endorsements: Valid teaching certificate.

Language Skills: Ability to read, analyze, and interpret general school district forms, policies, procedures and paperwork. Ability to write correspondence, letters and assignments. Ability to effectively present information and respond to questions from students, staff, parents and the general public.

Other Skills and Abilities: Ability to apply knowledge of current case law and regulation to investigations and training programs; ability to establish and maintain effective working

relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

" . *PHYSICAL DEMANDS: They physical demands described her are representative of those that*

must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well being and work output of the students.

While performing the duties of this job, the employee will work inside and outside of the school buildings. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned

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Position Title: Teacher

Reports to: Principal

Summary: To create a flexible grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for appropriate grade education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

Essential Duties and Responsibilities: *Other duties may be assigned*

- Teaches district approved curriculum.
- Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the District.
- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
- Plans and coordinates the work of paraprofessionals, parents, and volunteers in the classroom and on field trips.
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student.

Supervisory Responsibilities: Supervises classroom and students and volunteers.

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

Education and/or Experience: Bachelor of Arts degree.

Certificates, Licenses, Registrations: Valid Teaching Certificate and, if applicable, necessary endorsements.

Skills and Abilities: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

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

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 25 lbs such as boxes of books and AV carts. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Position Title: Paraprofessional

Locations: All Buildings

Supervised by: Principal

Summary: Assists the teacher in general daily classroom activities.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Assists in small group pupil instruction; tutors pupils at teacher's request;
2. Assists teacher in maintaining discipline and other functions.
3. Assists with set up of classroom and prepares materials for specialized instructional units.
4. Handles attendance reports and related clerical functions with the teacher.
5. Assists in assembling/hanging materials on bulletin boards and keeping displays current.
6. Operates standard school equipment such as laminator, copier, audiovisual, etc.
7. May escort children to and from various rooms.

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

Education and/or Experience: Completed at least two years of study at an institution of higher learning; or obtained an associate's (or higher) degree; or met a rigorous standard of quality and can demonstrate such knowledge through assessment. High school diploma or general education degree (GED) is required.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 lbs such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

Poplar School District

Job Description

400 4th Ave West
Poplar, MT 59255
(406) 768-6600

www.poplarschools.com

Position Title: Special Education Teacher

Reports to: Principal

Summary: Responsible for planning instruction and/or adaption of the education program to enable students to benefit from educational experiences.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Plans curriculum, lessons, and special education programs and teaching methods.
- Participates in or coordinates student teams (IEP, CST, etc.) as necessary.
- Observes timelines for referrals, evaluations, placement, annual review, and three year-re-evaluations in compliance with state and federal law.
- Identifies students requiring special services, using appropriate assessment procedures.
- Interprets behavioral information for staff and parents as appropriate.
- Provides assistance to classroom teachers in the selection of appropriate instructional methods and materials for identified students.
- Provides direct instruction to students, as appropriate.
- Monitors behavioral management programs of select students as assigned.
- Maintains necessary parent communications, including scheduling of parent conferences, according to program guidelines.
- Monitors student progress and keeps Principal aware of progress and program success.
- Maintains all appropriate records.
- Maintains confidentiality at all times.
- Prepares report cards, educational records, IEP forms, classroom observation records, and other forms.
- Administers testing evaluations.

Supervisory Responsibilities: Supervise students.

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

Education and/or Experience: Bachelor of Arts degree.

Certificates, Licences, Registration: Valid teaching certificate with one or more special education endorsements.

Language Skills: Ability to read, analyze, and interpret general school district forms, policies,

procedures and paperwork. Ability to write correspondence, letters and assignments. Ability to effectively present information and respond to questions from students, staff, parents and the general public.

Other Skills and Abilities: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

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

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well being and work output of the students.

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Position Title: Special Education Paraprofessional

Reports to: Teacher and Principal

Summary: Assists in the educational and social development of students under the direction and guidance of the classroom and special education teacher in general daily classroom activities. Special education paraprofessionals work under the overall supervision of their building principals with direct supervision provided by the regular or special education teacher. They are employed when required to implement special education or related services for a class and/or to provide direct assistance to students. Their duties will vary depending upon the age of students served as well as the nature and severity of the student's disabilities.

Essential Duties and Responsibilities: *Other duties may be assigned*

1. Assist in the implementation of Individual Education Plans for the students and monitor their progress.
2. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
3. Work with other professionals, such as speech therapists, social workers, occupational and physical therapists.
4. Assist classroom and special education teachers with maintaining student records.
5. Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
6. Assist in assembling/hanging materials on bulletin boards and keeping displays current.
7. Operates standard school equipment such as laminator, copier, audiovisual, etc.
8. May escort children to and from various rooms.

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

Education and/or Experience: Completed at least two years of study at an institution of higher learning; or obtained an associate's (or higher) degree; or met a rigorous standard of quality and can demonstrate such knowledge through assessment. High school diploma or general education degree (GED) is required.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasonin1: Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 lbs such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Position Title: Alternative Learning Center Supervisor

Reports to: High School Principal

Summary: Monitoring and supervising the students assigned to the ALC building (enrolled in Montana Digital Academy (MTDA), Study Hall, In-School Suspension, etc.)

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Assisting in the enrollment of students in the MTDA classes and acts as liaison with the MTDA staff.
2. Supervising students in MTDA, study hall and in-school suspension under the guidance of the directing teacher or administrator.
3. Working one-to-one or small groups reinforcing lessons.
4. Assisting with the implementation of lesson plans and responding to students' special needs.
5. Assisting with classroom management.
6. Providing instructional support to students under the direction of the teacher or administrator.
7. Implementing educational goals through activities.
8. Implementing behavioral supports across settings.
9. Participating in meetings for students when necessary.
10. Facilitating communication between individual students and teacher.
11. Correcting student assignments as necessary.
12. Assisting with maintenance of educational records when necessary.

Supervisory Responsibilities: Supervises students of particular programs.

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

Education and/or Experience: Secondary high school diploma or its equivalent, plus one of the following:

- a. completion of two years of study at an institution of higher learning;
- b. an associate's (or higher) degree; or
- c. meeting a rigorous standard of quality that demonstrates, through a formal assessment, knowledge of and the ability to assist in reading, writing, and mathematics instruction or reading, writing, and mathematics readiness.

Language Skills: Ability to read and interpret documents such as District policies, procedures

and handbooks. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the District.

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

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

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

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

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit or kneel. The employee will frequently bend or twist at the trunk while performing the duties of this job.

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

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

While performing the duties of this job, the employee will work inside school buildings. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

Poplar School District

Job Description

400 4th Ave West
Poplar, MT 59255
(406) 768-6600

www.poplarschools.com

Position Title: School Nurse
Reports to: Superintendent

Summary: The school nurse is responsible to develop, implement and manage a school health program for a student population as defined by the school division. Responsibilities include program management, nursing services, collaboration, healthy education, and professional practice.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Provides medically prescribed interventions, including medications administration (based on state regulations), and provides care to ill children on a daily basis, including first aid to injured students and staff.
2. Maintains comprehensive school health records.
3. Participates on the school's IEP and Section 504 teams as necessary.
4. Maintains the school equipment and supplies.
5. Provides crisis intervention (e.g., adolescent pregnancy, substance abuse, death of a family member, suicide, and child abuse or neglect issues, etc.).
6. Administers vision, hearing, and scoliosis screening (or provide information to parents about scoliosis). Refers for follow up evaluation when needed as required by Montana law and school board policies.
7. Assists with pre-school registration and interpret health requirements.
8. Assists in the development of individualized student health care plans.
9. Participates in student centered school team meetings, as appropriate.
10. Act as a resource for health education.
11. Follow all OSHA regulations.

Supervisory Responsibilities: None.

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

Education and/or Experience: Must have a valid license to practice as a Registered Nurse (RN) or a Licensed Practical Nurse (LPN) in the State of Montana.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables and standardized situations.

Other Skills and Abilities: Ability to work in a friendly manner with co-workers and students. Ability to lift 50 lbs; ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

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

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

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

While performing the duties of this job, the employee occasionally works in higher than normal temperatures and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

Poplar School District Job Description

400 4th Ave West
Poplar, MT 59255
(406) 768-6600

www.poplarschools.com

Position Title: School Secretary

Reports to: Building Principal

Summary: Performs all secretarial responsibilities in the operation of the school in a manner that assures the professional, smooth and efficient operation of the school office.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Types correspondence, letters, and memos, purchase orders, check requests, forms, etc.
- Answers telephones, responds to routine questions, sets appointments or routes calls to appropriate persons.
- Performs duties relating to students such as recording attendance and tardiness, administering medications (when appropriate), responding to accidents and illnesses, resolving bus scheduling problems, and other issues as they arise.
- Receives visitors, new parents, and students. Maintains visitor, student and staff check-in and check-out logs.
- Schedules requested conferences and facilitating use of building by external groups.
- Serves as a confidential secretary to the Principal. Maintains confidentiality at all times.
- Maintains school/student records.
- Maintaining coffee/coffee supplies for office staff and visitors.
- Photocopying for staff and administration as directed.
- Check in freight and accompanying invoices, and distribute to classrooms.

Supervisory Responsibilities: None

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

Education and/or Experience: High school diploma or general education degree (GED); plus three to five years in general office work and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply

concepts of basic algebra and geometry.

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

Other Skills and Abilities: Must type 55 words per minute. Ability to operate office machines and personal computer and related software. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception. Occasionally the employee will lift up to 10 lbs such as to lift files and paper. The employee must be able to perform repetitive hand movements such as typing.

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

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

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Position Title: Technology Director

Reports to: Superintendent

Summary: The Technology Coordinator's role is to provide vision and leadership for developing and implementing information technology initiatives. The Technology Coordinator directs the planning and implementation of PSD systems to support business educational systems that are consistent with the District's technology plan and in accordance with state technology guidelines.

Essential Functions: *Other duties may be assigned*

1. Act as chair of the District Technology Committee. Lead in the development of the District's technology curriculum.
2. Provide leadership for short and long-range planning for all technology initiatives: vision, goals, program objectives/ strategies/activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others.
3. Forecast needs, requirements and future direction for technology plan across all schools and District offices.
4. Lead in the evaluation of how technology is infused with the curriculum.
5. Evaluate District-wide information systems (i.e., student records, accounting records, human resources records, library system, etc.) and related programs.
6. Review specifications, recommendations and implementation for hardware and software and systems installations.
7. Provide leadership in the development of a technology in-service program that provides workshops on a regular basis to certified and classified staff.
8. Work collaboratively with the other members of the District's central office staff and school building staff to use technology and include technology applications as an integral part of the total instructional program.
9. Leads and interfaces with the technology team, and technology partners to resolve technical problems, ensure stability and maintain availability of technology.
10. Supervise the IT Support Staff who perform the following essential functions: the administration and support of the networks on a day to day basis; the maintenance of all technology equipment in the K-12 buildings; and the providing of service, if possible, for minor repairs to District equipment and networks.
11. Monitor an accurate inventory of all instructional technology in the District in cooperation with building level administrators.
12. Attend appropriate meetings (i.e., conventions, workshops, etc.) on a regular basis to keep abreast of current developments in computer technology and education.
13. Perform technical and creative functions, and partner with essential personnel, in the management of a user-friendly, visually appealing and informative web-based applications, which conveys a positive image of the District.

QUALIFICATIONS:

Education:

Bachelor's degree in Computer Science, Management Information Systems, Business or School Administration or related field required. Master's degree in related field preferred.

Experience:

Advanced experience in Computer Science or School Management Information Systems. Advanced experience in public school educational environment preferred. Substantial recent experience in managing complex information technology resources involving highly skilled professional personnel.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

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

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete

Other Skills and Abilities: Ability to interpret, apply and explain rules, regulations, policies and procedures related to assignment. Ability to communicate both orally and in writing to non-technical staff. Ability to develop effective working relationships with students, staff, and the school community. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

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

While performing the duties of this job, the employee is regularly required to sit, walk, bend, kneel, stoop, crawl, stretch, lift and carry a variety of equipment and objects weighing up to 50 pounds. Specific vision abilities required by this job include close vision and depth perception.

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

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

Poplar School District

Job Description

400 4th Ave West
Poplar, MT 59255
(406) 768-6600

www.poplarschools.com

Position Title: Head Coach

Reports to: Athletic Director

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

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plans and schedules a regular program of practice inseason.
3. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
4. Maintains accurate statistics, records, and results of the season.
5. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
6. Maintains competency in rules, rule interpretations, meet procedures, coaching techniques, and general information about all aspects of the sport.
7. Establishes performance criteria for eligibility in interscholastic competition in this sport and is consistent in establishing criteria for eligibility in competition.
8. Adheres to a highly efficient and technically sound program of injury prevention and follow-up.
9. Works closely with the athletic director in scheduling intramural and interscholastic contests.
10. Recommends purchase of equipment, supplies, and uniforms.
11. Maintains necessary attendance forms, insurance records, and similar paperwork
12. Accounts for all equipment or delegates the responsibility.
13. Develops a consistent and positive public communications procedure through the school and media to inform the parents and the general public about the athletic program.

Supervisory Responsibilities: Supervises students of particular programs.

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

Education and/or Experience: Valid teaching certificate and a degree program with a major or minor in physical education or equivalent hours and courses in coaching theory is preferred. Experience in physical education, coaching, first-aid, CPR, and sports medicine.

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

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

Reasoning & Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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

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

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

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

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

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others.

environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) And is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Poplar School District

Job Description

400 4th Ave West
Poplar, MT 59255
(406) 768-6600

www.poplarschools.com

Position Title: Assistant Coach

Reports to: Head Coach

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

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plans and schedules a regular program of practice in season.
3. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
4. Maintains accurate statistics, records, and results of the season.
5. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
6. Maintains competency in rules, rule interpretations, meet procedures, coaching techniques, and general information about all aspects of the sport.
7. Establishes performance criteria for eligibility in interscholastic competition in this sport and is consistent in establishing criteria for eligibility in competition.
8. Adheres to a highly efficient and technically sound program or injury prevention and follow up.
9. Works closely with the athletics director in scheduling intramural and interscholastic contests.
10. Recommends purchase of equipment, supplies and uniforms.
11. Maintains necessary attendance forms, insurance records, and similar paperwork.
12. Accounts for all equipment or delegates the responsibility.
13. Develops a consistent and positive public communications procedure through the school and media to inform the parents and the general public about the athletic program.

Supervisory Responsibilities: Supervises students of particular programs.

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

Education and/or Experience: Valid teaching certificate and a degree program with a major or minor in physical education or equivalent hours and courses in coaching theory is preferred. Experience in physical education, coaching, first-aid, CPR, and sports medicine.

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

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

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

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

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

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and/or run. The employee will frequently bend or twist at the truck while performing the duties of this job. The employee will frequently squat, stoop, knee, or reach above the head, reach forward and repeat the same hand motion many times while performing the duties of this job. The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation and a quiet, as well as a noisy, environment and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions.

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

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

The information contained in ths job description is for compliance with the American with

Disabilities Act (A.DA.) And is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

Poplar School District Position Description

Position Title: Food Service Director

Reports to: Superintendent

Summary: Responsible for all aspects of food production, keeping within sanitation, food costs, and scheduling guidelines.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Plans and directs the preparation and serving of all food in the cafeteria.
- Responsible for security, food and supplies.
- Supervises and participates in the preparation and serving of food.
- Oversees and participates in cleaning of kitchen and related areas.
- Directs sanitation procedures.
- Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes.
- Ensures that all equipment in the cafeteria area is in safe, working condition, and notifies the appropriate authority when repairs are needed.
- Maintains records on food and supplies received and used.
- Maintains accurate production records conforming to federal/department guidelines.
- Manages inventory of food and supplies.

Supervisory Responsibilities: Supervises kitchen helpers.

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

Education and/or Experience: High school diploma or general education degree (GED), previous experience with quantity food preparation and service.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: Ability to work in a friendly manner with co-workers and students. Ability to lift 50 lbs; ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

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

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and truck while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

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

While performing the duties of this job, the employee occasionally works in higher than normal temperatures and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Position Title: Food Service Worker

Reports to: Food Service Supervisor

Summary: Responsible for routine manual tasks in the preparation and serving of food and in cleaning and maintaining food service areas.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Cooperate with the Food Service Supervisor to provide a positive and inviting dining experience for students, parents and faculty.
- Prepare food by chopping, washing, cutting, assembling, sorting, and cooking as directed by the Food Service Supervisor.
- Courteously serve food with accuracy and speed while adhering to portion control, safety and appearance standards.
- Maintain kitchen work areas, equipment and storage areas in clean and orderly condition.
- Wash dishes, utensils and pots and pans according to established procedures.
- Operate mechanical kitchen equipment safely.
- Practice acceptable health and work habits.
- Report needed supplies and equipment malfunction to Food Service Director.
- Accept payment for food using cash register or computer, as directed by the Food Service Director.
- Perform other duties as assigned by the Food Service Director and/or Principal.

Supervisory Responsibilities: None.

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

Education and/or Experience: High school diploma or general education degree (GED), previous experience with quantity food preparation and service.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Mathematical Skills: Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables and standardized situations.

Other Skills and Abilities: Ability to work in a friendly manner with co-workers and students. Ability to lift 50 lbs; ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

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

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and truck while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

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

While performing the duties of this job, the employee occasionally works in higher than normal temperatures and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Position Title: Custodian

Reports to: Maintenance Supervisor

Summary: Keeps the district's school buildings in such as state of operating excellence that they present no problems or interruptions to the educational program.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Assists in maintaining seasonal grounds work (snow, lawn).
- Cleans and preserves designated spaces, equipment, etc. in the building.
- Restocks disposable items and provides head custodian with inventory usage and data.
- Moves furniture as necessary for school programs.
- Sets up rooms for special events and needs.
- Adheres to and enforces District, state, and federal law, policies, procedures, and regulations related to custodial duties.
- Keeps all equipment used for cleaning purposes in good repair and reports all equipment problems to head custodian.
- Assists in maintaining an inventory of all custodial supplies and equipment and ordering supplies through the head custodian.
- Ensures that the grounds and buildings are maintained in a safe and clean condition.
- Maintains building security.
- Maintains records of work performed for periodic maintenance.

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

Education and/or Experience: High school diploma or general education degree (GED).

Language Skills: Ability to read and interpret document such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete

variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills and Abilities: Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 lbs such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Position Title: Night Custodian

Reports to: Maintenance Supervisor

Summary: Oversees the assigned physical plant and grounds in order to allow for the smooth operation of the District without interruptions to the District's educational programs.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Effectively maintains a positive and friendly working relationship with all building personnel and students, and assists faculty members as requested to include positive responses to cleaning and maintenance requests.
- Keeps building and premises, including sidewalks, driveways, and play areas, neat, clean and in a safe condition at all times.
- Regulates heat and ventilation systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
- Shovels, plows and/or sands walks, driveways, parking areas and steps as appropriate.
- Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Sets up and takes down lunch room tables and equipment. Sets up tables and chairs and requested for other events.
- Performs janitorial duties for classrooms, hallways, restrooms, common areas and offices as directed.
- May perform yard work as directed..
- Provides safety checks throughout the assigned buildings.
- Reports all acts of vandalism to Head Custodian and building principal.
- Performs minor repair tasks and recommends major repairs to Head Custodian.
- Adheres to and enforces District, state and federal law, policies and procedures related to custodial duties.
- Loads and unloads District supplies, furniture, equipment and tools as necessary.
- Hangs pictures, bulletin boards, white boards, chalk boards and other fixtures.
- Gathers and removes litter.
- Other duties as prescribed by the Head Custodian and the Building Principal.

Supervisory Responsibilities: None.

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

individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED).

Language Skills.: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Other Skills and Abilities: Ability to pass a written and physical test. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all district requirements and Board of Trustees policies.

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must be able to lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 50 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job. The employee must be able to meet deadlines, with severe time constraints. The noise level in the work environment is usually moderate.

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Job Title: COUNSELOR (Elementary, Middle School, High School)

Reports To: Principal

Evaluated By: Building Administration

JOB GOAL: To provide the guidance and counseling to students to assure they are receiving an appropriate education so that they will develop into responsible and caring citizens ability to make appropriate social, academic and career choices.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

- Montana Counseling License as set by OPI
- Ability to assist in establishing and maintaining an effective learning climate in the school
- Ability to interpret and implement all Board policies, Federal and State Laws, Administrative Regulations and negotiated agreements
- Ability to assist in the development, revisions and evaluation of the curriculum and instructional services
- Ability to assist in the development of school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures
- Ability to serve as liaison between the school and community, interpreting activities and policies of the school and encouraging parent involvement with the school
- Ability to provide direction to others and to make independent judgments
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
- Ability to maintain confidentiality when dealing with student, staff and/or parent information
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Ability to keep and maintain accurate records and to meet deadlines
- Perform physical requirement which may include:
 - Moderate to extensive degree of physical and emotional stamina
 - Frequent and prolonged standing, walking, and sitting
 - Ability to restrain students in emergency situations
 - Frequent and prolonged talking/hearing conversations

- Ability to physically lift or move a student on a regular basis
- Possible exposure to bodily fluids due to student injury and illnesses

- Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
- **ESSENTIAL DUTIES AND RESPONSIBILITIES:**
Other duties may also be assigned.
 - Assist in the development and implement a guidance program following state and district goals that, as much as possible, meets the individual needs and development of students
 - Facilitate social and emotional growth among students; promoting academic and overall positive school experiences
 - Assure that students have the opportunity to explore, develop and express themselves intellectually, socially and emotionally
 - Participate in parent, teacher, and student conferences as requested and initiate such conferences as needed
 - Assist the administration in implementing all policies and/or rules governing student conduct and support the teaching staff in developing reasonable rules of classroom behavior and procedures
 - Establish and maintain open lines of communication with students and parents/guardians concerning both the broad academic and behavioral progress of all assigned students
 - Maintain accurate, complete and confidential records as required by law, district policy and administrative regulations
 - Encourage students to set and maintain appropriate standards of classroom behavior
 - Participate in the development and implementation of an individualized education program (IEP) as requested
 - Confer with colleagues, administration, students and/or parents when necessary
 - Administer appropriate tests to students and coordinate or assist with the building testing program as assigned
 - Conduct individual and group counseling sessions with students
 - Coordinate student and family needs with community resources as appropriate (i.e. mental health, juvenile department, health department, etc.)
 - Keep abreast of laws, rules, policies and trends regarding guidance and counseling
 - Strive to maintain and improve professional competence through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions or higher learning
 - Attend staff meeting and serve on staff/district committees as required
 - Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration
 - Maintains satisfactory attendance, as defined in District policy and regulations

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

- Office of Public Instruction
- Possess a valid First Aid/CPR card(s) if required
- Possess a valid Montana Driver's License if required

- Blood borne Pathogens Training/Hepatitis B Shot Series Training

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

Poplar School District

Job Description

400 4th Ave West

Poplar, MT 59255

(406) 768-6600

www.poplarschools.com

Position Title: Chante/Canku Grant Project

Coordinator Reports To: Superintendent

Summary: Employee will improve educational outcomes and better prepare Native American students for college and careers by expanding upon existing program and through the coordination of services among various agencies.

Employee will work toward the following measurable objectives, as set forth in the Chante' grant:
Grades 7-12

1. Teachers understand risk factors and effectively use strategies to address trauma.
2. School attendance increases by 10% at each district.
3. Increase math and English language achievement scores by 5%.
4. 100% of middle school students identify and explore career fields of interest.

Grades 9-12

5. 80% of high school students have a career pathway plan in place.
6. 80% of high school students experience FPCC prior to graduation.
7. 50% of high school students earn college credit prior to graduation.
8. Increase graduation rates by 6%.
9. 50% of high school graduates enter college with the first year of graduation.

Essential Functions: *Other duties may be assigned*

1. Provide leadership for short and long-range planning for all technology initiatives: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others.
2. Forecasts needs, requirements and future direction for grant planning across all schools and District offices.
3. Work collaboratively with the other members of the District's central office staff and school building staff to ensure grant implementation is an integral part of the total instructional program.
4. Monitor an accurate inventory of all instructional innovations/implementations with building level administrators.
5. Attend appropriate meetings (i.e., conventions, workshops, etc.) on a regular basis to keep the District informed about the progress of the grant.
6. Perform technical and creative functions, and partner with essential personnel, in the management of the grant, which conveys a positive image of the District.
7. Initiate grants and cooperative ventures with business and community cooperation.
8. Other duties as assigned by the administration.

QUALIFICATIONS:

Education: Minimum of associates degree/experience in a related education field preferred.

Experience: Advanced experience in Computer Science or School Management Information Systems. Advanced experience in public school educational environment preferred. Substantial recent experience in managing complex information technology resources involving highly skilled professional personnel.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

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

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems.

Other Skills and Abilities: Ability to interpret, apply and explain rules, regulations, policies and procedures related to assignment. Ability to communicate both orally and in writing to non-technical staff. Ability to develop effective working relationships with students, staff, and the school community. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

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

While performing the duties of this job, the employee is regularly required to sit, walk, bend, kneel, stoop, crawl, stretch, lift and carry a variety of equipment and objects weighing up to 50 pounds. Specific vision abilities required by this job include close vision and depth perception.

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

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

Poplar School District Position Description

Position Title: Family and Home Support Specialist

Reports: Building Principal and Family and Home Support Coordinator

Summary: Monitor academic and extra-curricular activities of at-risk Native American students. Advocate the need of education and good school attendance.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Meets with and coordinates the building Family Welfare Meeting which includes building administration and counselors to support students, report problems/concerns, and handle assigned building responsibilities as directed by the building administration.
2. Coordinate at Fort Peck Tribal truancy court procedures while addressing attendance issues with family.
3. Maintains a professional role in developing school, community, and partnerships. Promote a positive partnership with family unit.
4. Respond to referrals on students from the building administrator, school, personnel, and parents. Provide the required follow-up information to the appropriate personnel.
5. Submit and/or deliver all requested and necessary reports and documents including but not limited to special needs document, to families.
6. Attend title VI Parent Advisory Committee meetings, parent teacher conferences, in services and workshops. Attend other meetings as requested by the building administrator.
7. Perform such other tasks and responsibilities as may be assigned by the building administrator.

Supervisory Responsibilities: Supervises students of particular programs.

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

Education and/or Experience: Secondary high school diploma or its equivalent, plus one of the following:

- a. Completion of two years of study at an institution of higher learning is preferred
- b. An associate's (or higher) degree; or
- c. Meeting a rigorous standard of quality that demonstrates, through a formal assessment, knowledge of and the ability to assist in reading, writing, and mathematics instruction or reading, writing, and mathematics readiness.

Language Skills: Ability to read and interpret documents such as District policies, procedures and handbooks. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

Reasoning ability: ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Poplar School District Job Description

Position Title: Education Transition and Career Advocate Specialist

Reports: Building Principal

Summary: Coordinates an outcome-based set of aftercare services for youth in the juvenile justice system or justice system.

Purpose:

The purpose of the Education Transition and Career Advocate (ETCAs) position is to work collaboratively, taking the lead, as necessary, to develop targeted, individualizing student transition plans with targeted students, families, all staff, community services and educational providers, employers, and others to implement strategies to successfully transition each student exiting custodial settings to further educational and career opportunities meeting the individual student's needs.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Attend each intake staffing, if possible, where the ETCA will meet the students Case Manager, parents, staff advocate, and sometimes unit supervisor, therapist, and other important people that the ETCA will be working closely with as the ETCA creates a transition plan for each student.
2. As soon as possible after intake and at enrollment, develop an education exit/transition plan with each student.
3. Know each students' academic status and credit recovery game plans ... and work with counselors and teachers to monitor the fulfillment of the plans. Be sure that such information is transferred to families, staff and case managers.
4. Sometimes ETCAs may help with student record acquisition, but other staff in the school or district -- such as registrar or counselor -- are normally charged with this responsibility.
5. Based on academic realities of each student, help each student to determine the next most logical step beyond custody such as going to a public high school, college, work,...
6. As appropriate, assist students in the application process for Vocational Rehabilitation (VR), Adult Education, appropriate forms of postsecondary education including Applied Technology Colleges (ATCs) Department of Workforce Services (DWS) or other community resources that the student may be interested in or have access to including but not limited to faith-based organizations.
7. Assist each student with enrollment processes -- including the filling out of application paperwork, sending official transcripts to targeted schools/colleges, and completion of financial aid applications (Pell Grants and FAFSA) as necessary -- for secondary, postsecondary, apprenticeship, work-based, and other forms of education/training.
8. Create cooperative contractual agreements with JJS, DOC, and other agencies that serve the same students.
9. Provide student with assistance in career research, guest speakers, etc.
10. As appropriate, facilitate completion of Selective Service Registration.
11. Assist students in acquiring a Montan State ID or a Montana Driver's License.
12. Help students to acquire job seeking and job keeping skill sets. Conduct training as

- necessary from Endless OS or a training program.
13. Assist students in developing a resume for employment purposes.
 14. Provide liaison services between in-school and out-of-school advocates to act on behalf of the individual youth who have been incarcerated.
 15. Create and deliver reentry student/parent orientation programs.
 16. Provide student support through 15-day, 30-day, 90-day and 180-day follow-ups with each exiting student in determining the success of the student's transition to a less restrictive environment.
 17. Keep ALL required documentation current.

Supervisory Responsibilities: Supervises students of particular programs.

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

Education and/or Experience: Bachelor's Degree in a human-services related field. A School Counselor's endorsement is preferred, but, not required.

Poplar School Payroll Clerk **Job Description**

Time Clock

- Set up new employee / maintenance
- Run time sheets – Import Time Clock to Black Mountain Program
- Semi-monthly payroll (5th and 20th)

Leave Records

- Maintain leave records for all employees
- Teachers leave records to pay substitute teachers

New Hires – paperwork for each group

- Certified (teachers, principals, superintendent)
- Custodians
- Bus Drivers
- Cooks
- Instructional Aides
- Substitutes

Worker's Compensation

- First Report
- Codes to Accounts Payable for monthly premium based on wages paid

MUST Group Insurance

- New hire enrollment
- Open enrollments change forms
- Cancel for terminated employees (either to COBRA or retiree)
- HRA enrollment and termination

Unemployment

- Respond to claims within 3 days

W-2's

- Black Mountain sends information on how to prepare for W-2 printing
- Reporting – Electronic submission to IRS and Montana Dept of Revenue

Pension Reports

- TRS – monthly
- PERS – with each payroll (not more than two per month unless prior arrangements)

Quarterly Reports

- Unemployment
- 941
- Work Comp

State Reporting

- New Hire Report
- Department of Labor job report
- OPI – SEID & TEAMS employee reporting

Sick Leave Donation (All employees except teachers)

- Maintain records of donated hours and required medical documentation

Poplar Schools Accounts Payable
Job Description

Ordering

- Input purchases orders
- Order either email, fax or mail
- Open up orders as they arrive, inventory and address to teachers
- Call on any orders where problems exist
- Prepare for payment

Payment of bills

- Prepare all bills that are not on a purchase order for payment
 - Includes obtaining signatures from Supervisors whose accounts are responsible
 - Maintain companies with a monthly bill with (Agland)
 - Input bills into Black Mountain
 - Checks and mail out of all checks issued
 - Maintain Travel Checks

Track Fixed Assets

Assist with Audits

Balancing of Petty Cash Account

Credit Card

- Tracking of who has a credit card check out and returned on a timely basis
- Place orders that need to be placed with credit card (Amazon)
- Every month the Credit Card is due on the 25
- Every transaction on credit card has to be accounted for by receipts
- Run check it has to meet deadlines, for amount due is pulled from ACH Account

Housing

- Prepare monthly bill for HPDP rentals and deliver them
- Pre bills for payrolls
- Work with housing maintenance man on work orders
- Track housing leases (Check in new renters and Check out rentals at departure time)

Student Accounts

- Run checks for all referees and track for 1099's
- Run all checks for all Redbook accounts
- Balance with all Redbook accounts monthly
- Deposit monies into Independence bank
- Before all games make sure funds are available for the cash boxes
- Assist when needed for travel arrangements